

## INSTRUCTIONS TO THE AUTHORS

### Editorial Policy

The Journal of Neonatal Surgery considers the manuscript prepared under the guidelines by the International committee of Medical Journal Editors. The guidelines may be approached at the website <http://www.icmje.org>.

### Editorial Process

The manuscript, after being submitted to the journal, will undergo evaluation at editorial level for checking the format, quality and originality of the manuscript. In case of any deficiency, the manuscript will be sent back to the authors for revision. Once the manuscript is found compatible to the journal's requirement, will be subjected to the double blind peer review. At least two reviewers will be assigned. After the review has completed, the decision will be announced to the authors.

### Types of Manuscripts

Editorial: Editorial is usually invited.

Original Articles: This category of the manuscript is for new research regarding diagnosis and treatment of neonates with surgical conditions. However, the institute's experience regarding the management of these patients is also entertained. The studies having mixed populations (including neonatal patients as well) are also considered for publication (The ultimate deciding authority will be editor in chief). Each manuscript should be accompanied with a structured abstract divided into objectives, design, setting, duration, material and methods, results and conclusion. Three to five key words for indexing should be provided along with the abstract. The text should be divided in sections of introduction, methods, results and discussion. Key messages should be provided at the end of the manuscript.

**Review Articles:** This kind of manuscript is highly appreciated for the journal. The length should be 2000-3000 words (excluding tables, figures, and references).

**Brief Reports:** These are concise way of reporting original research or case series and follow the same format as for original articles. The text should be limited to 1500 words with three figures or tables, and 15-20 references.

**Case Reports:** A clinically observed rare finding, a new aspect/entity or phenomenon may be considered under this category. The text should be up to 1000-1500 words and divided into abstract, keywords, introduction, case report and discussion, conclusion, and references. Three or less images/tables with 10 latest references are allowed.

**Letters to the Editor:** It should be prepared for queries/comments regarding recent publication in the journal or some important aspect of the neonatal surgery. The word count should be less than 800 words with 5 references.

**Images/Radiological quiz:** Important clinical images or clinical/radiological findings may be discussed under this segment. The word count should be less than 800 along with 5 references.

**Other categories:** The journal considers other categories of manuscripts as well. These are Short Articles, Clinical Practice Articles, and Evidence Based Report etc.

## **Manuscript Preparation**

The manuscript should be prepared on Microsoft word with file extension of doc or docx. The manuscript should be typed in Arial font 12 size with double space between the lines. The manuscript should be submitted in three files.

The title page, covering letter, and blinded manuscript file. The title page includes the title of the manuscript, authors with their positions and institutes, running title, any disclosure about the study, competing interests and source of funding if available. Disclosure of Authors' role in manuscript preparation is mandatory to avoid gifted authorship. The format of title page can be downloaded here [DOCX](#), [PDF](#)

The covering letter should address the editor in chief about the submission. Authors

should agree to copyrights policy, peer review policy, and should disclose about any duplication submission in this section. Please see “about” section on our website about journal policies, copyright statement, and ethical and malpractice issues.

The manuscript file should be blinded by not disclosing authors or institutes identity.

### **Reference/Citation Guidelines**

The journal accepts citations in Vancouver style. The names of less than 6 authors should be included in the reference (in case of more than 6 authors “et al” should be written after the 6<sup>th</sup> author name).

Referring a citation or reference in the text should be according to the journal requirement. Example; Appendicitis is rarely diagnosed in neonates. [1,2]

### **Manuscript Submission**

The manuscript can be submitted online at the journal's website (<http://www.jneonatsurg.com>). The blinded manuscript file must be submitted in the step 2 of manuscript submission cycle. All figure, tables, covering letter, and title page must be submitted in step 4 of article cycle. Remember, only one file can be submitted in step 2 (blinded manuscript file). All other files should be submitted in the 4<sup>th</sup> step as supplementary material. Authors should provide a comprehensive metadata of all the authors during step 3 of the article cycle.

### **Authorship Criteria**

In order to give appropriate credit to each author of a paper, the individual contributions of authors to the manuscript should be specified in this section. At present, the journal is not publishing this information with the manuscript, however, it is mandatory to submit this information.

An "author" is generally considered to be someone who has made substantive intellectual contributions to a published study. To qualify as an author one should

1) have made substantial contributions to conception and design, or acquisition of

data, or analysis and interpretation of data;

2) have been involved in drafting the manuscript or revising it critically for important intellectual content; and

3) have given final approval of the version to be published. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Acquisition of funding, collection of data, or general supervision of the research group, alone, does not justify authorship. Same applies for mere conception of idea only while rest of the work is done by others.

All authors must read and approve the final manuscript.

All contributors who do not meet the criteria for authorship should be listed in an acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support and suggested a topic.

### **Publication Fee**

No charges

### **Copyrights**

By submitting the manuscript the authors transfer all the rights to the journal office.

### **Plagiarism**

Plagiarism is like a theft of some one's intellectual property. This is highly discouraged in the journal. On finding plagiarism, authors would be informed to clarify their point and act to remove the same. For rectification of such matters, the editors would act according to the COPE's guidelines.

## **Archiving Policy**

The authors are fully allowed to place their published version of the manuscript in any of the open access repositories, social media, discussion groups, or to any one for personal use. The work can be used as per the creative common attribution license given on every page of the Journal's website.