

In order to make the Journal uniform, all matters submitted for publication should follow: “Uniform Requirements for Manuscripts submitted to Biomedical Journal” as published by International Committee of Medical Journal Editors (ICMJE), [www.icmje.org](http://www.icmje.org)

## **I. Instruction to Authors**

### **I.1. Scope**

The SAARC Journal of Tuberculosis, Lung Diseases and HIV/AIDS is devoted to dissemination of knowledge concerning various aspects of tuberculosis, lung diseases and HIV/AIDS. All articles relevant to the practice of this Journal and quality research are published. The Journal is an appropriate forum for the publication of articles concerning the social, economic, public health, epidemiology, diagnostics, genetics etc. in the area of tuberculosis, lung diseases and HIV/AIDS. The scientific manuscripts presenting the results of public health importance are encouraged. The novel case reports which adds to the existing knowledge and consistent with the scope of Journal will be considered for publication. The Journal accepts review/minireview, case report, short communications, and letters to editors within the scope of the journal.

### **I.2. Editorial Policy**

The SAARC Journal of Tuberculosis, Lung Diseases and HIV/AIDS will evaluate all the manuscript submitted for publications. The manuscript that might raise issues contrary to human welfare will be thoroughly evaluated. The manuscript submitted must contain sufficient detail, and material/information must be made available, to permit the work to be repeated by others. The editorial decision is final decision to accept or reject such manuscripts. The editor-in-chief has full authority over the editorials content of this Journal and the timing of publication of the content. He is responsible for evaluation, selection and editing of individual articles.

#### **I.2.1. Ethical Guidelines**

The SAARC Journal of Tuberculosis, Lung Diseases and HIV/AIDS requirements for submitted manuscripts are consistent with the Uniform Requirements for Manuscripts Submitted to

## **I. Instruction to Authors**

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Biomedical Journals, as updated by international Committee of Medical Journal Editors in April 2010 (<http://www.icmje.org>).

All authors wishing to submit manuscripts in this Journal are expected to adhere to the highest ethical standards. The following sections include detail information about SAARC Journal of Tuberculosis, Lung Diseases and HIV/AIDS ethical standards. Failure to comply with the policies may result in a suspension of publishing privileges in this Journal. The editorial board decides to clarify the following issues;

**Plagiarism:** Misappropriating another person's intellectual property constitutes plagiarism. This includes copying sentences or paragraphs verbatim (or almost verbatim) from someone else's work, even if the original work is cited in the references. The NIH ORI publication "Avoiding Plagiarism, Self-Plagiarism, and other Questionable Writing Practices: a Guide to Ethical Writing" can be referred to help authors identify questionable writing practices (<http://ori.dhhs.gov/edu/education/product/plagiarism>).

**Primary publication:** By submission of a manuscript is a representation that the manuscript or one with substantially the same content, was not published previously and is not in consideration for publication. It is author's responsibility to acknowledge any prior publication with data contained in a submitted manuscript, including his/her own article. In such cases, a copy of the relevant work should be submitted with the manuscript as a supplemental material. Editorial decision is a final decision to accept or reject the manuscript. The original articles submitted to the Journal must represent reports of original research and the original data must be available for review by the editor if necessary.

The manuscript is not acceptable for submission if it, or its data has been published in conference report, symposium, or any proceedings, a technical bulletin, book or any other retrievable sources. However, the following do not preclude submission; publication of limited amount of original data on a website, publication of method/protocol on a non personal website, dissemination of research findings as posters and publication of data in theses and dissertation on a university hosted website.

### **I.2.2. Permission**

The corresponding author is responsible for obtaining permission from the original author and the publishers if he/she wishes to reproduce or modify any table or figures or to reproduce text in part or as a whole from previous publication. In addition to a signed permission (s) a statement indicating that the material has been reprinted with permission must be mentioned as legend of figure or table footnotes. The reprinted text must be quoted within the quotation mark.

### **I.2.3. Authorship**

An author is the one who has substantially contributed to the concept, overall design, execution of the study/experiments, acquisition of data, writing the manuscript and critically revising the intellectual content. The individuals who provide assistance like, providing strains, reagents, acquisition of funding and collection of data need not to be listed as authors but may be recognized in acknowledgements. All authors must take full responsibility for the initial submission and subsequent revision, including appropriate citation and acknowledgement. They must have agreed upon that corresponding author will have authority to act on all matters related to publication. He/she must communicate all the information related to submission, review and publication to the authors and co-authors. Submitting a manuscript before all co-authors have read it is considered an ethical violation. All authors must agree to the order in which their names are listed in the byline. Statement regarding equal contribution by two or more than two authors should be written as statement below the byline and must be agreed by all authors. The **authorship form** should be submitted along with the manuscript. The change in order of the authors is acceptable only after receiving the signed statement by all authors.

The assistance like, technical help, writing assistance, or a department chairperson who provided general support should be in acknowledgement. Groups of person who have contributed materially to the paper but their contribution do not justify authorship may be listed under headings as, “served as a scientific advisor”, “critically reviewed the study proposal”, “collected data”, provided and cared for study patients” in the acknowledgement.

### **I.2.4. Conflict of Interest**

All authors submitting a manuscript are expected to **declare their conflict** of interest. Conflict of interest in terms of any commercial affiliations as well as consultancies, equity interest, patent-licensing should be expressed. It is the responsibility of authors to provide, in the acknowledgments section, a general statement disclosing financial or other relationships that are relevant to the study. In case if a manuscript uses any commercial products, the name of manufacturer’s name should be mentioned in Methodology.

### **I.2.5. Copyright**

On acceptance of the manuscript for publication the corresponding author on behalf of all authors needs to sign the copyright transfer agreement. The article will only be published after signing this agreement. The copyright grants to the author to republish the discrete portion of the article in any other forms like, CD Rom, electronic format, print in the condition that appropriate credit is given to the SAARC Journal of Tuberculosis, Lung Diseases and HIV/AIDS. Significant portion of the article can not be hosted in the internet without the written permission of the

Journal. However, given appropriate credit to the Journal, the article can be published in the University hosted websites.

### **I.2.6. Use of Human or Animal subjects in research**

The use of human subjects or other animals for research purposes is regulated by the SAARC member states and individual institutions within these member states. Manuscripts containing information related to human or animal use should clearly mention that the research has complied with all relevant human subjects and animal right guidelines and institutional policies. If necessary, copies of these guidelines and policy documents should be provided to the editor.

### **I.2.7. Published statement of informed consent**

The SAARC Tuberculosis, Lung Diseases and HIV/AIDS adhere to the Uniform Requirements for Manuscripts for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Patient identifiers will not be published, unless written informed consent is given. Photographs of subjects must be accompanied by their signed release authorizing publication. Failure to obtain informed consent of patient prior to submission would result in manuscript rejection.

### **I.2.8. Submission, Review and Publication Process**

**I.2.8.1. Submission:** Manuscripts can be submitted online ([www.saarctb.org](http://www.saarctb.org)) or through an email ([saarctb@mos.com.np](mailto:saarctb@mos.com.np)) to the chief editor, SAARC Journal of Tuberculosis, Lung Diseases and HIV/AIDS.

I.2.8. Submission, review and publication process  
I.2.8.1. Submission  
I.2.8.2. Review  
I.2.8.3. Acceptance

**I.2.8.2. Review:** All manuscripts submitted to the Journal online or through email are unbiased, confidential and undergoes a critical review. The author will be sent an email acknowledging the receipt of the article. The manuscript will be assigned a number (eg. 01/11; first paper received in the year 2011). Each manuscript is reviewed by the editors, editorial board, and ad hoc reviewers.

All submissions first go through an internal review process. The internal review involves the selection of articles based on some criteria like, articles within the aims and scope of the Journal, subject content, originality/flaws in the scientific validity, ethical issues, conflict of interest, little new information, an unprofessional presentation, sufficient quality of English and the compliance of Instruction to Authors. Once the submitted articles meet the eligibility criteria then the article is sent to a Statistician for statistical review.

The statistical review is provided by Statisticians in a form of a written report containing clear and straightforward suggestions and comments for both Journal editors and authors. A statistical reviewer reads a paper throughout, from the title and abstract, to the body text, to tables, figures, and references and makes notes on anything that requires clarification or explanation, or wherever a question may be raised in the text or data. If study is considered statistically acceptable, the statistical reviewer may suggest acceptance of the manuscript on the statistical grounds. If there are statistical errors in data and wrong use of statistical tools, statistical reviewer provides specific suggestions for the author on how to improve the manuscript. However, if errors are made in the study design, the manuscript is not accepted.

The manuscript is then reviewed by the co-editors (researcher/epidemiologist) in SAARC TB and HIV/AIDS Centre and then by the editor. When all the criteria are met by the manuscript then the editorial board identifies the external reviewer having expertise in the same field. In case some minor changes are needed to be made by the author the manuscript will be returned back to the corresponding author to do so. Corresponding author should be responsible to communicate to other authors.

The manuscript will be uploaded in the website for the review process. The database contains information on reviewing history, including number of current assignments, reviews completed in the past year and length of time taken, date of most recent review, and editor's evaluation of submitted reviews. In case, if articles received in which the regular reviewers are not experienced, we identify reviewers based on their scientific papers published in PUBMED and request to review them.

Inquiries to reviewers are sent via E-mail messages, which include the manuscript and the assignment deadline. When prospective reviewers agree to serve, they are permitted access to the manuscript and reviewing instructions. The time allocated for initial review is 2 weeks and if reviewer fails to do so, three reminders each of one week are allocated. Failure to review manuscript within this time frame will be retracted and sent to another reviewer. Reviewers send their critique back to the office. After receiving the comments from the reviewer it is again analyzed internally. Minimal changes are handled by the editorial team. If there are major changes to be made in the article, the manuscript is send back to the author to make those changes.

Generally, it takes 4-6 weeks from submission to review process and corresponding author will receive the information whether the manuscript has been accepted, rejected or needs minor modification. For the manuscripts rejected by the reviewer the author is informed with the comments of the reviewer. If modification is requested, the corresponding author should

resubmit within a week or withdraw the article. Withdrawn articles can be resubmitted with all the issues addressed and the cover letter should clearly mention that it is the resubmission.

**I.2.8.3. Acceptance:** When the article has been accepted for publication on the scientific merit, the author will be notified of the acceptance of the manuscript. The volume and the year of publication in which the article will be published will also be mentioned. The duration from the submission to the manuscript acceptance will take 4-6 weeks.

**I.2.9. Page proof:** The manuscript in a PDF file will be send back to the corresponding author for page proof. The PDF page proofs must be printed out and correction should be made in hard copy. The correction needs to listed and sent back to the Journal. Failure to do so will delay the publication.

### **I.3. Organization and Format**

#### **I.3.1. Principles**

All types of articles should be written in English (UK), New Times Roman, font size 12 and in double sized space. The manuscript should be submitted in Microsoft office document .doc or. docx. The text of observational and experimental articles is divided into Introduction, Methodology, Results and Discussion, i.e. IMRAD format. When submitting an article, the first page should contain title of manuscript, author's list, affiliations, and name, affiliation and address of corresponding author. The second page should include abstract with key words. The third page should include the body of article (introduction, methodology, results, discussion, conclusion and acknowledgement). The reference should be in different page. The headings like, ABSTRACT, INTRODUCTION, METHODOLOGY, RESULTS, DISCUSSION, CONCLUSION, ACKNOWLEDGEMENTS, and REFERENCES should be written in upper case and bold faced letters. The tables and figures should be in different page.

I.3. Organization and Format
1.3.1. Principles
1.3.2. Editorials
1.3.3. Original Article
1.3.4. Review/Minireview
1.3.5. Case Report
1.3.6. Letters to Editor
1.3.7. Short Communication
1.3.8. Errata

**Table:** Type table in separate page. Table should be numbered consequently. Table should be self explanatory with adequate headings and footnotes. The position of the table in the text should be indicated. The heading should be written as, **Table 1 (Annex I)**. Title of the table. the table number is in bold faced letters followed by full stop. The table should be cited in the text as (Table 1). The number of tables should be minimized as much as possible with maximum information.

**Illustrations (Figure and Photographs):** Figure should be numbered consequently in the order of their first citation in the text. They can be inserted as a word document or uploaded as a separate image files. Images (photographs or drawings) should be sharp and usually 5 X 7 inches, in jpeg or tiff format and resolution of 300 dpi. Letters, numbers and symbols should be clear and of sufficient size so that it is visible when reduced. Legend should be provided at the bottom of the figure. The legend of the figure and photograph should be written as, **Figure 1 (Annex II)**. Legend of the figure, the figure number should be written in bold faced letters followed by full stop and then the legend for the figure. The images (figure and photographs) should be cited in the text as (Figure 1). Photograph of a person should not be identifiable unless it is accompanied by the written permission of the subject. Permission to reproduce illustrations as a whole or in part or with modification should be obtained from the original publishers and authors and submitted with the manuscript.

Original Article

- Title page
- Author's Name and Affiliations
- Name and contacts of Corresponding Authors
- Abstract
- Key words
- Introduction
- Methodology
- Results
- Discussion
- Conclusion
- Acknowledgement
- References

All units of measurements should be expressed in SI units.

The drug names should be provided in generic names, the use of generic name is not permitted.

Manuscript should avoid contractions like, can't, don't, haven't etc.

The chemical nomenclature should follow the recommendations made by the recognized authority for the names of chemical compounds in Chemical Abstracts (CAS; <http://www.cas.org/>) and its indexes. The biochemical nomenclature should be in accordance with Biochemical Nomenclature Related Documents available at <http://www.chem.qmul.ac.uk/iupac/bibliog/white.html>.

The enzymes name should be used as recommended by the Nomenclature Committee of the International Union of Biochemistry (IUB) as described in Enzyme Nomenclature available at <http://www.chem.qmul.ac.uk/iubmb/enzyme>.

Binary names, consisting of generic name and a specific epithet (e.g. *Mycobacterium tuberculosis*) must be used for all organisms. A specific epithet must be preceded by a generic

name, written out in full in its first appearance (eg. *Mycobacterium tuberculosis*) and can be abbreviated on subsequent uses (e.g. *M. tuberculosis*).

**References:** The referencing style followed by the Journal is Vancouver Style. Follow the link for the reference, <http://www.library.uq.edu.au/training/citation/vancouver.pdf>

Any queries related to organization and format should be addressed to editor SAARC Tuberculosis, Lung Diseases and HIV/AIDS at [saarctb@mos.com.np](mailto:saarctb@mos.com.np)

The organization and format for submission of different kinds of manuscript are as follows.

### **I.3.2. Editorial**

Editorial is written by the editorial team and is not open to the external authors.

### **I.3.3. Original article**

**Title page:** This page should contain 1) a concise and informative title not more than 125 characters (including spaces) in bold faced upper case letters and without abbreviations 2) Names and affiliations of all contributing authors in bold faced letters, place an asterisks as a superscript for a corresponding author 3) The full name of corresponding author, designation, affiliation, address, single e-mail should be provided. This will be published in the article to facilitate communication 4) word count of text (not more than 3000 words) excluding titles, references, tables and figures.

**Abstract:** Should be written in structured format (Introduction, Methodology, Results and Conclusion) and should not be more than 250 words excluding the titles. Objectives should be the last sentence of the introduction. Do not write the experimental details. The abstract must be understandable without referring the text. Avoid abbreviations and references. Do not include tables and figures.

**Key words:** Below the abstract identify 3-5 key words to assist indexers in cross-indexing the article. Non-standard abbreviations should be avoided. First letter of each key word should be written in upper case. All the key words should be italicized.

**Introduction:** The introduction should be sufficient to provide the background information to allow reader to understand the hypothesis and rationale for the study without referring to other publications in the topic. Most appropriate references should be selected to provide most salient introduction rather than explicit review of the topic. Explain the abbreviation at its first appearance

**Methodology:** This should include sufficient information including study design, setting, study period, study population, selection of subjects (inclusion and exclusion criteria), scientific basis of selection of sample size, method of sampling, data collection procedures in detail, ethical consideration, data analysis and statistical tools used. The information on source of materials (name and location of manufacturer) must be provided. If numerous methodologies already exist, brief explanation of the procedure and the reference is sufficient. If the procedure is new, all technical details of the procedures should be written. This is to allow the study to be repeated by others. Statistical analysis if any should be mentioned in this section.

**Results:** The result should be presented in a sequential manner in text, tables and figures as concise as possible. Avoid using extensive graphs, tables and figures which can be written in text. Make sure they are all numbered in the order they appear in the text. Whatever has been presented in the table and figure need not to be written in text.

**Discussion:** This section must not extensively repeat the results instead should provide an interpretation of the results in relation to previously published work. The implications of the findings, their limitation and recommendations should be presented. Avoid unqualified statements and conclusions which are not completely supported by data. Avoid claiming priority. New hypothesis may be labeled as recommendations.

**Conclusion (s):** Summarize your findings and highlight the importance of the study. Simply do not repeat what has already been mentioned in previous sections of the manuscript. Based on the findings a recommendation should be made.

**Acknowledgement (s):** The source of any financial support for the work being published must be indicated in this section. Recognition to any personal assistance should also be mentioned in this section. The authors also need to declare financial or competing interest if any.

**References:** The referencing style followed by the Journal is Vancouver Style. Follow the link for the reference <http://www.library.uq.edu.au/training/citation/vacouver.pdf>

#### **I.3.4. Review/Minireview**

Reviews should not merely be the collection of previous findings in quotes from journals, reports and text books. It should be up to date, accurate and should contribute significantly to the scientific community. The review should be in depth analysis of the problem, background to this problem, science behind the problem, methodology, discussion, recommendation, conclusion, future perspectives, acknowledgement and references. Abstract should be unformatted and not

more than 300 words and the text should not be more than 4500 words. The tables and figures (combined) should not be more than 7. The references should not be more than 40.

The Minireviews should be focused discussions of defined topics relevant to the scope of the SAARC Journal of Tuberculosis, Lung Diseases and HIV/AIDS. They are not expected to be comprehensive reviews of the literature but rather focused discussions of specific topics. The minireview should include analysis of the problem, background to this problem, science behind the problem, methodology, discussion, recommendation, conclusion, future perspectives, acknowledgement and references. A standard title page should be provided. This is followed by an unformatted abstract which should be not more than 250 words and then the text of the minireview should not be more than 3500. Up to 5 tables, figures, or photographs (combined) may be included. Less than 30 references should be used. Minireviews will be reviewed by the SAARC Tuberculosis, Lung Diseases and HIB/AIDS editors and will be peer reviewed.

### **I.3.5. Case reports**

A Case Report should include five sections; abstract, introduction, case report, discussion and conclusion. The title page must include title, authors list and their affiliations and corresponding author's name, affiliation and address. The abstract should be no more than 150 words. The abstract should be non structured and should include introduction, patient, result and conclusion. The abstract should follow by key words, 3-5 key words. The body of case report should not be more than 1000 words and should include introduction, case report, discussion and conclusion. This should be followed by acknowledgement and references (not more than 10). The total number of tables and figures (combined) must not exceed 2.

### **I.3.6. Letters to editors**

Letters to editor should not be more than 500 words and must cite references (not more than 7) to support the writer's argument. For Letters commenting on published articles, the cover letter should state the volume and issue in which the article was published, the title of the article, and the last name of the first author. Letters to the Editor do not have abstracts.

### **I.3.7. Short communication**

The short communications that are within the scope and are of particular interest to the readers of the SAARC Tuberculosis, Lung Diseases and HIV/AIDS are published. Abstract should be no more than 150 words. Manuscripts are limited to 1000 words, one figure, one table and not more than 10 references.

### I.3.8. Errata

This section provides an opportunity of correcting errors that occurred during the writing, typing, editing, or publication. These errors could be a misspelling, a dropped word or line, or mislabeling in a figure in a published article. Authors can submit errata using the online manuscript submission or via the email (See below).

### I.4. Submitting manuscript

Manuscripts can be submitted online ([www.saarctb.org](http://www.saarctb.org)) or through an email ([saarctb@mos.com.np](mailto:saarctb@mos.com.np)) to the chief editor, SAARC Journal of Tuberculosis, Lung Diseases and HIV/AIDS. Authors should ensure following documents to be sent if he/she wishes to send manuscript via email or online system. 1) Cover letter 2) Authorship form 3) Declaration form 4) Manuscript (Title page, Abstract, Body of article, References) and 5) Letter of Ethical Approval or A statement of clearance of the study protocol and the study by the Ethical Committee/Board mentioned in Methodology.

### I.5. Publication charge

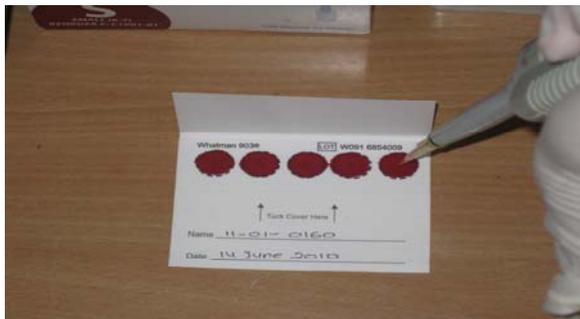
The SAARC Journal of Tuberculosis, Lung Diseases and HIV/AIDS is available in printable and online open access electronic versions and is free of charge.

## Annex I

**Table 1.** Age wise distribution of *M. tuberculosis* species

Age	<i>M. tuberculosis</i>	<i>M. avium</i>	<i>M. scrofulacium</i>
15	5	7	7
20	6	6	6
30	7	5	5
50	8	4	3
60	9	3	1

## Annex II



**Figure 1.** Preparation of Dried Blood Spot in a DBS paper