NOTICE TO CONTRIBUTORS

The Medical Journal of Malaysia (MJM) welcomes articles of interest on all aspects of medicine, especially if it relates to Malaysia, in the form of original papers, continuing medical education (CME) articles, case reports, short communications, correspondence and reviews articles. Articles are accepted for publication on condition that they are contributed solely to the MJM. Neither the Editorial Board nor the Publishers accept responsibility for the views and statements of authors expressed in their contributions. The Editorial Board further reserves the right to reject papers read before a society. To avoid delays in publication, authors are advised to adhere closely to the instructions given below.

Manuscripts:
Manuscripts should be submitted online through MJM Editorial Manager, at the following URL: http://www.editorialmanager.com/mjm

Instructions for registration and submission are found on the webpage, they include a notice that authors who are not members of the Malaysian Medical Association will be required to pay a fee. Authors will be able to monitor the progress of their manuscript at all times via the MJM Editorial Manager. For authors and reviewers encountering problems with the system, an online Users’ Guide and FAQs can be accessed via the “Help” option on the taskbar of the login screen.

All submissions must be accompanied by a completed Copyright Assignment Form, duly signed by all authors. Manuscript text should be submitted using Microsoft Word for Windows. Images should be submitted as JPEG files.

Reviewers:
Authors are encourage to submit the names of two possible reviewers whom they feel are qualified and suitable to review their paper. This may hasten the process of peer review. Reviewers must not be involved in the work presented and should be from another institution. Authors need not obtain permission from possible reviewers as it is the prerogative of the MJM to approach them.

TYPES OF PAPERS

Original Articles:
Original Articles are reports on findings from original unpublished research. Preference for publications will be given to high quality original research that make significant contribution to medicine. The articles should not exceed 4000 words. Manuscript describing original research should conform to the IMRAD format, more details are given below.

Review Articles:
Review Articles are solicited articles or systematic reviews. MJM solicits review articles from Malaysian experts to provide a clear, up to date account of a topic of interest to medical practice in Malaysia or on topics related to their area of expertise. Unsolicited reviews will also be considered, however authors are encourage to submit systematic reviews rather than narrative reviews. Systematic Review are papers that presents exhaustive, critical assessments of the published literature on relevant topics in medicine. Systematic reviews should be prepared in strict compliance with MOOSE or PRISMA guidelines, or other relevant guidelines for systematic reviews.

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Shorts communication are short research articles of important preliminary observations, findings that extends previously published research, data that does not warrant publication as a full paper, small-scale clinical studies, and clinical audits. Short communications should not exceed 1,000 words and shall consist of a Summary and the Main Text. The number of figures and tables should be limited to three and the number of references to ten.

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A CME article is a critical analysis of a topic of current medical interest. The article should include the clinical question or issue and its importance for general medical practice, specialty practice, or public health. Upon
acceptance of selected articles, the authors will be requested to provide five multiple-choice questions, each with five true/false responses, based on the article.

**Case Reports:**
Papers on case reports (one to five cases) must follow these rules: Maximum of 1,000 words; only one table is allowed; maximum of two photographs; only up to five references quoted. Having a unique lesson in the diagnosis, pathology or management of the case is more valuable than mere finding of a rare entity. Being able to report the outcome and length of survival of a rare problem is more valuable than merely describing what treatment was rendered at the time of diagnosis.

**Commentaries:**
Commentaries solicited articles that comment on articles published in the same issue of the *MJM*. However, unsolicited commentaries on issues relevant to medicine in Malaysia are welcomed. They should not exceed 1,200 words. They maybe unstructured but should be concise. When presenting a point of view it should be supported with the relevant references where necessary.

**Letters to the Editor:**
Letters to Editors are responses to items published in *MJM*. Letters that include statements of statistics, facts, research, or theories should include only up to three references. Letters that are personal attacks on an author will not be considered for publication. Such correspondence must not exceed 450 words.

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These are articles written by the editor or editorial team concerning the *MJM* or about issues relevant to the journal.

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The title page should state the title of the paper, initials and name(s) of the author(s), degrees (limited to one degree or diploma) and address(es). The full names with affiliations/addresses of all authors should be provided. Please indicate the corresponding author.

Do provide preferred abbreviated author names for indexing purpose, e.g. KL Goh (for Goh Khean Lee), MZ Azhar (for Azhar bin Mohd Zain), K Suresh (for Suresh Kumarasamy) or S Harwant (for Harwant Singh). Authors who have previously published should try as much as possible to keep the abbreviation of their name consistent.

Articles describing **Original Research** should consist of the following sections (IMRAD format): Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgment and References. Each section should begin on a fresh page.

Papers may be submitted in Bahasa Malaysia but must be accompanied by a short summary in English. Scientific names, foreign words and Greek symbols should be clearly indicated and underlined.

**Abstract and Keywords:**
An abstract of not more than 250 words should be provided immediately after the title page. Structured abstracts are encouraged. Below the abstract provide and identify 3 to 10 key words or short phrases that will assist indexers in cross-indexing your article. Use terms from the medical subject headings list from *Index Medicus* where possible.

**Introduction:**
Clearly state the purpose of the article. Summarise the rationale for the study or observation. Give only strictly pertinent references, and do not review the subject extensively.

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Describe your selection of the observational or experimental subjects (patients or experimental animals, including controls) clearly, identify the methods, apparatus (manufacturer’s name and address in parenthesis), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to
established methods, including statistical methods; provide references and brief descriptions of methods that have been published but are not well-known; describe new or substantially modified methods, give reasons for using them and evaluate their limitations.

Identify precisely all drugs and chemicals used, including generic name(s), dosage(s) and route(s) of administration. Do not use patients’ names, initials or hospital numbers. Include numbers of observation and the statistical significance of the findings when appropriate.

When appropriate, particularly in the case of clinical trials, state clearly that the experimental design has received the approval of the relevant ethical committee.

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Present your results in logical sequence in the text, tables and illustrations. Do not repeat in the text all the data in the tables or illustrations, or both: emphasise or summarise only important observations.

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Emphasise the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies.

**Conclusion:**
Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such. Recommendations, when appropriate, may be included.

**Acknowledgments:**
Acknowledge grants awarded in aid of the study (state the number of the grant, name and location of the institution or organisation), as well as persons who have contributed significantly to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name, as readers may infer their endorsement of the data.

**References:**
Authors are responsible for the accuracy of cited references and these should be checked before the manuscript is submitted.

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables and legends by Arabic numerals (superscripts). References cited only in tables or legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration.

Use the form of references adopted by the US National Library of Medicine and used in the *Index Medicus*. Use the style of the examples cited at the end of this section, which have been approved by the National Library of Medicine.

The titles of journals should be abbreviated according to the style used in the *Index Medicus*.

Try to avoid using abstracts as references; “unpublished observations” and “personal communications” may not be used as references, although references to written, not verbal, communication may be inserted (in parenthesis) in the text. Include among the references manuscripts accepted but not yet published; designate the journal followed by “in press” (in parenthesis). Information from manuscripts should be cited in the text as “unpublished observations” (in parenthesis).

The references must be verified by the author(s) against the original documents. List all authors when three or less; when four or more list only three and add *et al.* Examples of correct forms of references are given below:
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**Books and Other Monographs**
3. **Personal Author(s)**

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5. **Editor, Compiler, Chairman as Author**

6. **Chapter in Book**

7. **Agency Publication**

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8. **Webpage**: Webpage are referenced with their URL and access date, and as much other information as is available. Access date is important as webpage can be updated and URLs change. The "Accessed date" should contain the month and year accessed.


**Other Articles**
9. **Newspaper Article**
   Shaffer RA. Advances in chemistry are starting to unlock mysteries of the brain : discoveries could help cure alcoholism and insomnia, explain mental illness. However, the messengers work. *Wall Street Journal* 1977; Aug 12: 1 (col 1), 10 (col 1).

10. **Magazine Article**

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All tables, illustrations and diagrams should be fully labelled so that each is comprehensible without reference to the text. All measurements should be reported using the metric system.
Each table should be typed on a separate sheet of paper, double-spaced and numbered consecutively. Omit the internal horizontal and vertical rules. The contents of all tables should be carefully checked to ensure that all
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