

Submissions

The *Asian Journal of Internal Medicine* is the official journal of the Sri Lanka College of Internal Medicine. It is a peer-reviewed journal which is currently published bi-annually.

Submitting an Article Online

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Author Guidelines

The *Asian Journal of Internal Medicine's* mission is to achieve the supreme standards of holistic patient care by dissemination of high quality scientific knowledge related to Internal Medicine in the whole of Asia and Sri Lanka. *AJIM* is an open access, peer-reviewed journal.

Ethical Responsibilities

All authors must read the [Ethical Responsibilities](#) of the journal **before** submitting their articles.

Conflict of interests

The *Asian Journal of Internal Medicine* requires that all authors declare any relevant financial and non-financial conflicts of interest and the journal publishes those that might influence a readers perception of the paper alongside the paper. The *Asian Journal of Internal Medicine* requires that all funding sources of the research are declared and published and the role of the funding source in the conception, conduct, analysis and reporting of the research is stated and published.

Types of articles

The *AJIM* publishes a wide variety of articles which have relevance to medicine and allied sciences. It publishes articles in the categories of Editorial/leading articles, review articles, perspectives and hypothesis, original research articles, audits, case reports, series, clinical images, CME Quiz, ethics, and humanities. We want to encourage academic writing among the clinicians and academics in the field of Internal Medicine.

Leading article /Editorial

Leading articles are solicited by the editors and comprised of expert opinions on current topics or commentaries on other papers published in the *AJIM*. They do not usually exceed 1500 words and 20 references. Tables and illustrations are usually not included in leading articles.

Review Article

Review articles summarizes the current understanding on a topic of interest and evaluate the previously published articles. It should not exceed 2500 words, 5 tables and should include an abstract of 250 words. It needs to have more than 20 references.

Perspectives

The *AJIM* also welcomes essays expressing opinions, presenting hypotheses, broaching controversial issues, clarifying recent advances in the basic sciences, and essays pertaining to

medical education, history of medicine, and health policies. They should not have more than 750 words and 10 references.

Original research articles

Original research articles report the results of original research, systematic reviews and meta-analyses. Observational studies (cohort, case-control, or cross-sectional designs) must be reported according to the STROBE statement. Systematic reviews and meta-analyses must be reported according to PRISMA guidelines. Reports of randomised trials must conform to CONSORT 2010 guidelines. Diagnostic accuracy studies must report according to the STARD guidelines. The guidelines on reporting sex and gender information (SAGER) should also be considered. Original articles should have less than 2500 words, maximum of 5 tables/illustrations and should include a structured abstract of less than 250 words.

Clinical audits

Clinical audit report should have less than 2000 words and more than 10 references. Clinical audit projects focus on improving the outcome of the patient care, safety and wellbeing of patients and health care workers against explicit audit criteria or standards.

Brief reports

These can include preliminary reports, novel patient management methods and reports which highlight the importance of clinical reasoning in resource poor settings. They should be limited to 750 words and 2 tables/illustrations. It should include more than 5 references and an unstructured abstract of less than 100 words.

Case reports/case series

Acceptance of case reports is based strictly on originality and whether there is an important new lesson to be learnt or a new message from the report. It should not contain more than 750 words and one table/illustration. It should include more than 5 references and an unstructured abstract of less than 100 words. Authorship should be limited to five. Case reports must be prepared according to the Consensus-based Clinical Case Reporting (CARE) guidelines.

Clinical Images

Clinical images showcase the rare physical signs, radiological imaging and investigation reports etc. (e.g., poisonous animals and plants). Clinical Images may be accepted as contributions to the picture-story series (not more than 300 words of text, 3 references and 3 high-quality colour photographs).

Ethics and Humanities

AJIM accepts articles on ethical principles, ethical dilemmas, medico-legal perspectives, and cultural influences which are encountered in the medical practice. It also welcomes articles on ancient and modern languages, literature, philosophy, history, archaeology, anthropology, human geography, law, politics, religion, and art in relation to medicine. It should contain less than 2000 words.

SLCIM quiz

The SLCIM quiz, a CME quiz which highlights the importance of systematic discussion of a clinical vignette will facilitate the undergraduate and post graduate training. Maximum number of questions for the quiz is five. Each stem should contain five-responses either “single-best” or “true-and-false”. All the questions in one quiz should be in one format.

Ethical responsibilities

Criteria for authorship

Only persons who contributed to the intellectual content of the paper should be listed as authors. According to the ICMJE recommendations authorship should be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors. All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged.

Submitting Manuscript

Cover letter

Manuscripts should be submitted with a letter stating

1. that the contents have not been published elsewhere.
2. that the paper is not being submitted elsewhere (or provide information on previous publication)
3. the contributor ship, competing interests, data sharing and ethical approval

The letter should acknowledge any potential conflict of interest (see Ethical Responsibilities above) and call the editors' attention to any possible overlap with prior publications. Include the name, full mailing address, telephone number and e mail address of the corresponding author.

Submit an original e copy (both pdf and word documents) of all parts of the manuscript, all submissions must be accompanied by an electronic copy of the manuscript and illustrations.

The manuscript should be mailed, with adequate protection for figures, to the Editors, Asian Journal of Internal Medicine (*AJIM*) (email- ajim.slcim@gmail.com)

Manuscripts could also be submitted directly at the office of the Sri Lanka College of Internal medicine.

Manuscripts can also be submitted on-line at the journal site.

Editorial correspondence (address all editorial correspondence to)

The Editors, *Asian journal of Internal Medicine (AJIM)*,
Sri Lanka College of Internal Medicine,
PGIM new building,
85 Rodney Street, Borella, Colombo 8, Sri Lanka.

Preparation of manuscript

The *AJIM* will consider all manuscripts prepared in accordance with the uniform requirements for manuscripts submitted to biomedical journals developed by the International Committee of Medical Journal Editors. A summary of these and the requirements of the *AJIM* are given below.

Manuscript typing

All parts of manuscript, including tables and figure legends, must be typed with double spacing. The computer language must be set to English (UK). References must also be double spaced. Manuscripts should be typed in capital and lower-case letters, on white paper of A4 size (212x 297 mm).

Arrange components in the following order: **title page, abstract, text, references, tables in numerical sequence, and figures in numerical sequence.** Begin each component on a separate page.

Number all pages consecutively, starting with the title page.

Style

The *British Medical Journal*, *Lancet* and *Annals of Internal Medicine* are recommended to authors as guides to style, clarity of presentation and conciseness.

Name of drugs and instruments

Generic (nonproprietary) names should be used for all drugs. When proprietary brands are used in research, include the brand (proprietary or trade) name and the name of manufacturer in parentheses after the first mention of the generic name in the Methods section. Thereafter the generic name should be used.

Instruments may be referred to by proprietary name, giving the name and location of the manufacturer in the text in parentheses.

Abbreviations and symbols

Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. The spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention unless the abbreviation is a standard unit of measurement.

Units of Measurement

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or litre) or their decimal multiples.

Temperatures should be in degrees Celsius. Blood pressures should be in millimeters of mercury.

Headings in text

Use only two levels of headings in the text. Clearly indicate the levels of headings by using different typographic conventions. Keep headings short.

Title page

The title page should contain the following:

1. Main title, running title (less than 50 characters) and a maximum of 5 index words (or phrases).
2. Authors listed in the order in which they are to appear in the published article. List authors names as surname and maximum of 2 initials.
3. Institutional affiliation for each author and e mail address. The institutions listed should reflect the affiliations of the authors at the time of the study, not their present affiliations, if they differ.
4. Name, address, e-mail, and telephone number of author responsible for correspondence.
5. Source(s) of support. These include grants, equipment, drugs, and/or other support that facilitated conduct of the work described in the article or the writing of the article itself.
6. In addition to submitting a Declaration Form, include a conflict-of-interest statement which describes authors' conflicts of interest, sources of support for the work including sponsor names and whether the authors had access to the study data. This statement should be signed by all authors.
7. The number of words in the manuscript, exclusive of the abstract, acknowledgments, references, tables, figures, and figure legends.

Abstract

The abstract should provide the context or background for the study and should state the study's purpose, basic procedures (selection of study participants, settings, measurements, analytical methods), main findings (giving specific effect sizes and their statistical and clinical significance, if possible), and principal conclusions. Clinical trial abstracts should include items that the CONSORT group has identified as essential. Clinical trials should give clinical trial registration number at the end of the abstract. Authors are recommended to consult the SAGER guidelines for the reporting of sex and gender information.

Abstract should include the sub-headings: Introduction, Objectives, Methods, Results and Conclusions. Number of words should be less than 250 words. Brief Reports should have an unstructured abstract limited to 100 words.

Main text

The text should contain the following categories: Introduction, Methods, Results, Discussion, Acknowledgements, Conflicts of Interests, References, Tables and Figures.

Under a subheading "Conflicts of Interests ", all authors must disclose any financial and personal relationships with other people or organisations that could inappropriately influence (bias) their work. If there are no conflicts of interest, authors should state "There are no conflicts of interest".

References

These should conform to the Vancouver style. The reference in the text should be numbered consecutively in Arabic numerals in parentheses in the same line of the text in the order in which they appear. List the names and initials of all authors if there are five or fewer; otherwise list the first three and add 'et al.'

Sample references below are in the style required by the *AJIM*

Journal articles

1. Aryal KK, Mehata S, Neupane S, et al. The burden and determinants of non-communicable diseases risk factors in Nepal: findings from a Nationwide STEPS survey. *PLoS One*. 2015;10(8):312-18.
2. Boutayeb A, Boutayeb S. The burden of non-communicable diseases in developing countries. *Int J Equity Health*. 2005;4:2–2.

Books

3. Eisen HN. *Immunology: An Introduction to Molecular and Cellular Principles of the Immune Response*. 5th ed. New York: Harper and Row, 1974.

Websites

4. Roberts EM, English PB, Van den Eeden SK, Ray GT. Progress in paediatric asthma surveillance I: the application of health care use data in Alameda County, California 2008. http://www.cdc.gov/pcd/issues/2006/jul/05_0186.htm. (Accessed on March 21, 2019)

Tables

All tables must be typed double-spaced. Tables should be numbered with Arabic numerals, in the order in which they are cited in the text. A table title should describe concisely the content of the table.

Figures and illustrations

Figures or illustrations should be professionally drawn or prepared digitally. A high resolution (300dpi) digital copy of the figure or illustration should be submitted. Lettering should be uniform in style. Free hand or typewritten lettering is not acceptable. Number the figures in the order in which they are cited in the text. Colour figures may be submitted and will be published if essential. Three colour prints should be submitted for each figure.

Photographs Three glossy prints and a high resolution (300 dpi) jpg format softcopy should be provided. Photomicrographs should have scale markers that indicate the degree of magnification. Indicate on a label the name of the first author of the paper and the figure number: then paste the label on the back of the photo. Do not mount photos on backing board.

Colour photographs are included only if publishing costs are borne by the author (Rs.7500/=). Authors may also be asked to contribute towards the cost of publishing black and white photographs (Rs. 2 500/=).

Legends for figures

Reduce the length of legends by using partial sentences. Explain all abbreviations and symbols on the figure, even if they are explained in the text. Stain and magnification should be given at the end of the legend for each part of the figure. If there is no scale marker on the figure, the original magnification used during the observation should be given, not that of the photographic print.

Acknowledgements

Acknowledge only persons who have contributed to the scientific content and provided financial or technical support. Authors must submit written permission from persons acknowledged for other than financial or technical support.

Pre –submission checklist

In order to reduce the chance of your manuscript being returned to you, please check:

Author information:

Have you provided details of all of your co-authors?

Manuscript length and formatting: Is text double-spaced?

Does it use a 12-point Times New Roman font; employs italics, rather than underlining (except with URL addresses)?

Have you checked that your manuscript doesn't exceed the requirements for word count, number of tables and/or figures, and number of references?

Have you provided your abstract in the correct format?

Have you supplied any required additional information for your article type?

Tables: Have they been cited in the text?

Have you provided appropriate table legends?

Figures: Have you uploaded any figures separately from the text? Have they been supplied in an acceptable format and are they of sufficient quality? Have the files been labeled appropriately? Have the figures been cited in the text? Have you provided appropriate figure legends?

References: Have all of the references been cited in the text? Is it in the correct style required for the AJIM?

Supplementary files and appendices: Have you supplied these in an acceptable format? Have they been cited in the main text?

Statements: Have you included the necessary statements relating to contributor ship, conflicts of interests, data sharing, clinical trial registration and ethical approval? The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

Research reporting checklists: Have you either provided the appropriate statement for your study type, or explained why a checklist isn't required?

Permissions: Have you obtained from the copyright holder to re-use any previously published material? Has the source been acknowledged?

Reviewers: Have you provided the names of any preferred and non-preferred reviewers?

Revised manuscripts: Have you supplied both a marked copy and a clean copy of your manuscript? Have you provided a point-by-point response to the reviewer and editor comments?

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Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal. Every effort has been made to ensure that author names are removed from the manuscript (following the instructions to ensure blind peer review).

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