

Instructions to the Authors

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Thank you for contributing to the *National Journal of Clinical Anatomy*. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delay in publishing your article.

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COVERING LETTER



- The covering letter should outline the importance of the paper and its appropriateness for publication in the Journal. It should specify the section of the Journal for which the submitted article is to be considered. It should also explain, with reasons, if there is any deviation from the IMRAD format. If the work has been previously published in part or whole (e.g. as an abstract or proceedings of a conference), this must be stated. Any conflicts of interest, or their absence, must be stated in writing (see below and www.icmje.org).

TITLE PAGE



- All authors: full name, **degrees**, department, affiliation, e-mail address, SOCA membership number in case the author is a member
- Corresponding author: mailing address, telephone number

MANUSCRIPT FILE



- Must be **digital**, hard copy submissions are not accepted

ABSTRACT AND KEYWORDS



- See the section *Article Types* for word count

CONFLICT OF INTEREST



- Every named author must disclose their conflicts of interest

REFERENCES



- Cited sequentially in NLM

FIGURES AND TABLES



- Cited sequentially and saved in separate files

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The National Journal of Clinical Anatomy (NJCA) is the official publication of the Society of Clinical Anatomists (SOCA), India. is a peer-reviewed online journal with Quarterly print issues published. The journal's full text is available online at <http://www.njca.info/> The journal allows free access (Open Access) to its contents. The Journal will accept original and innovative submissions in English from members of the SOCA on the understanding that the work is unpublished and is not being considered for publication elsewhere.

The journal publishes Original articles, Review articles, Case series, Case reports and in the following categories: Clinical Anatomy, Gross Anatomy, Histology, Histo-chemistry, Embryology, Radiological Anatomy, related fields of Clinical Anatomy, Genetics and Medical Education.

In short, the Journal will accept original and innovative submissions in English RELATED TO ANATOMY AND ALLIED SPECIALITIES, on the understanding that the work is unpublished and is not being considered for publication elsewhere.

ETHICS REGULATIONS:



This journal adheres to the ethical standards described by the [Committee on Publication Ethics](#) and the [International Committee of Medical Journal Editors](#). Authors are expected to adhere to these standards.

1. Authorship and Contributorship:

To be listed as an author one should have contributed substantially to all four categories established by the International Committee of Medical Journal Editors (ICMJE): 1) the conception or design of the work; data acquisition, analysis, or interpretation of data; 2) drafting the work or critical revision for important content; 3) approval of the final version to be published; and 4) agreement of accountability related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Authors should meet conditions of 1, 2, 3, and 4. The ICMJE further states that funding, data collection, or general supervision do not justify authorship. Individuals who have contributed substantially to some but not all of the four categories should be listed in the Acknowledgments.

2. Contribution Details

Contributors should provide a description of contributions made by each of them towards the manuscript. Description should be divided in following categories, as applicable: concept, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing and manuscript review. Authors' contributions will be printed along with the article. One or more author should take responsibility for the integrity of the work as a whole from inception to published article and should be designated as 'guarantor'

3. Conflict of Interest:

A conflict of interest may exist when an author/institution or employer has financial or personal relationships or affiliations that could influence the author's decisions of the manuscript. Authors are intimated to provide such information about all relevant financial interests and relationships or financial conflicts, present during the conduction of research and through publication, as well as other financial interests, that represent a potential financial gain in future. All disclosures of any potential conflicts of interest, including specific financial interests and relationships and affiliations should be done by the corresponding author at the time of submission.

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Clinical research should be performed in accordance with the Ethical Principles for Medical Research Involving Human Subjects, outlined in the Declaration of Helsinki. Clinical studies that do not comply with it will not be considered for publication. For human subjects, personal information or other private matters should not be disclosed. In cases of animal experiments, it should be stated clearly that the processes complied with regulations of the authors' institution(s) or national research committee related to breeding and using laboratory animals or the NIH Guide for the Care and Use of Laboratory Animals. Copies of the protocol approved by the Institutional Review Board (IRB) or Animal Ethics Committee (AEC) should

be available for review if necessary.

NJCA condemns unethical treatment of subjects in laboratory research, both human and animal. The report of any research involving human beings or experimental subjects must be conducted in accordance with the local or national requirements approved by their Institutional Ethical Committee. Manuscripts that do not comply with acceptable standards for the humane treatment of vertebrate animals will not be considered for publication.

5. Originality and Duplicate Publication:

All submitted manuscripts should be original and should not be considered by other scientific journals for publication at the same time. Any part of the accepted manuscript should not be duplicated in any other scientific journal without the permission of the Editorial Board. If duplicate publication related to the papers of this journal is detected, the authors will be blacklisted in the journal and their affiliated institutes will be informed.

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Authors must obtain permission to produce any copyright material and must submit an acknowledgement of the source in their articles. Authors must be aware that the un referenced use of any kind of published materials (writing, illustrations) from whatever source (including research grant applications), or submission of a complete paper under 'new' authorship in the same or a different language, constitutes plagiarism. **Manuscript will not be considered for review if a similarity report is more than 15%.**

7. Ethics Clearance:

Authors may be asked to submit the ethics clearance / approval letters. The editorial office of NJCA may contact the affiliated institution and ethics committee, independently if any ethical issues arise. Authors should mention full details of approval in the methodology section. Details like date of approval, letter number waiver of informed consent to be furnished in the manuscript.

MANUSCRIPT FORMAT:



Article Types

The following graph shows what types of articles are accepted for publication and what requirement they may have.

Article Type	Abstract	Keywords	Title	Tables/Figures Limit
Original Article (up to 3,000 words)	The abstract should be a brief description of the manuscript not exceeding 250 words (Structured: Background, Material & Methods, Results and Conclusion) Abbreviations and reference citations should be avoided	3-5 key words. The selection of keywords should be based on those of the Medical Subject Heading (MeSH) of Index Medicus, and each keyword should begin with a capital letter	Up to 25 words Running title:" not to exceed 45 letters including spaces	Approx 5 tables/figures (Grey scale)
Review Article & case series (up to 3,000 words)	Up to 250 words	3-5 keywords	Up to 25 words	Approx 5 tables/figures (Grey scale) Approx 5 tables/figures
Case Report (up to 1,500 words)	Up to 150 words	3-5 keywords	Up to 25 words	Up to 2 tables/figures
Editorial	n/a	n/a	No limit	n/a
Letter to the Editor	n/a	n/a	No limit	n/a

Choose appropriate guideline from the below table and attach a filled checklist along with the manuscript. Manuscripts with an incomplete checklist will be sent back to authors.

Reporting Guidelines for Specific Study Designs

Guideline	Type of Study	Source	
STROBE	Observational studies including cohort, case-control, and cross-sectional studies	https://www.strobe-statement.org/index.php?id=available-checklists	strobe.docx
CONSORT	Randomized controlled trials	http://www.consort-statement.org	consort.docx
SQUIRE	Quality improvement projects	http://squire-statement.org/index.cfm?fuseaction=Page.ViewPage&PageID=471	squire.docx
PRISMA	Systematic reviews and meta-analyses	http://prisma-statement.org/PRISMAStatement/Checklist.aspx	prisma.docx
STARD	Studies of diagnostic accuracy	https://pubs.rsna.org/doi/full/10.1148/radiol.2015151516	stard.docx
CARE	Case Reports	https://www.care-statement.org/checklist	care.docx
AGREE	Clinical Practice Guidelines	https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf	agree.docx

The reporting guidelines for other types of studies can be found at <https://www.equator-network.org/reporting-guidelines/>.

MANUSCRIPT PREPARATION:



i.1. Original Articles

- The sections of the manuscript for original articles should be organized in the following order: 1) title page, 2) abstract and keywords, 3) introduction, 4) materials and methods, 5) results, 6) discussion, 7) Conclusion, 8) acknowledgements (if necessary), 9) references, 10) tables, 11) figures, and 12) figure legends.
- The manuscript, in English, must be in double-spaced typing on pages of A4 size (leaving margins of 2 cm on the left, right, top, and bottom). Use 12-point Times New Roman style font. All manuscript pages are to be numbered consecutively, beginning with the abstract as page 1.

ii. Title Page (Authors are suggested to use the template provided, should be a separate page, do not include in the manuscript)

- The title page should include:
 - - Title of paper
 - - Running title: not exceeding 45 letters including spaces
 - - Full name of the author(s):
 - - Institutional affiliation: The name of the department should be included for each author. If there are several authors with different affiliations, the author's institute should be expressed in superscripts (like_{1,2,3}, etc.) next to
 - the name of the relevant author and then the name of the affiliation in order.

- -Correspondence to: The corresponding author's name and institutional affiliation including department, complete postal address, telephone number and e-mail address should be provided.
- SOCA membership number if the author is a member
- Word count
- Number of tables
- Number of figures

iii. Abstract and Keywords

The abstract should be brief description not exceeding 250 words. It should be structured under following headings- Background, Methods, Results and Conclusion. No abbreviations and reference citations are allowed in abstract. A list of keywords (3-5) should be included at the end of the abstract. The keywords should be selected on the basis of the Medical Subject Heading (MeSH) of Index Medicus, and each keyword should begin with a capital letter. Add semicolon in between two keywords.

iv. Introduction

The introduction should mention the purpose of the study briefly and concisely and should report on the background information related to the purpose of the present study.

v. Materials and Methods

The study design, materials, and methods should be described in order. Authors should provide the name and location (city and state/country) of the study. Explanation of the experimental methods should be sufficient for replication by subsequent researchers. However, new methods or modifications of previously published methods should be described sufficiently for other researchers to understand. The methods used in statistical analysis of the results should be clearly mentioned.

Ensure correct use of the terms sex (reporting biological sex) and gender (identity, psycho social or cultural factors). Authors should define how they determined race or ethnicity and justify their relevance.

Authors should mention full details of approval in the methodology section. Details like date of approval, letter number waiver of informed consent to be furnished in the manuscript.

vi. Results

The authors should describe their significant findings of observations or results corresponding to the purpose of the study, following the order used in the methods section. The authors should avoid overlapping of descriptions between the figures or tables and the main text.

vii. Discussion

Important or new findings from the present study should be emphasized and the consequent conclusions described, Repetition of the contents in the introduction and the results should be avoided. The significance and limitations of the study, and comparisons with the results of the other related studies should be addressed.

viii. Conclusion

The conclusions may be added as separate heading. It should include a comprehensive description of the authors' rationale and supporting evidence from the results and discussion sections and should correspond to the purpose of the study mentioned in the introduction.

ix. Acknowledgements:

For those with cadaveric research are requested to acknowledge as follows:

“The authors would like to thank and pay respect to all those kind hearts who have donated their body for research and education purposes without whom this work would not have been accomplished”

For those who contributed to the study in some but insufficient to be considered as authors. The acknowledgements should express appreciation for the roles of the contributors in the study (e.g., data collection, statistical analysis) and the authors should notify these individuals that their names will be included in the acknowledgements for their consent in advance.

Funding information must appear under the Acknowledgments heading.

x. References

- i. Abbreviations for the literature shall be based on the NLM Catalog: Journals Referenced in the NCBI Database

(<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>). Thereference works are provided with text using superscript numbers.

- ii. Journal references should follow the examples below. Form or examples, "Citing Medicine: the NLM Style Guide for Authors, Editors, and Publishers" (<http://www.nlm.nih.gov/citingmedicine>) should be consulted.
- iii. References must be listed in NLM style, using journal title abbreviations.
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- vi. Cite in the text by the appropriate Arabic number e.g. 1,2,3 and the numbers should be superscripted within square brackets
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 1. Citing a journal article: New burger JW, Takahashi M, Burns JC, et al. The treatment of Kawasaki syndrome with intravenous gamma- globulin. N Engl J Med 1986; 315:341-347
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2. Citing chapter: Standing S. Upper arm. In: Gray H, Standing S, Ellis H, Berkovitz BKB, editors. Gray's anatomy: the anatomical basis of clinical practice. 39th ed. Edinburgh: Elsevier Churchill Livingstone;2005. p.85-18.

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4. Website Citations.

A.D.A.M medical encyclopedia (Internet). Atlanta: A.D.A.M., Inc.; c2005 (cited 2007 Mar26). Available from: <http://www.nlm.nih.gov/medlineplus/encyclopedia.html>

Tables

xxi. Tables should be double-spaced on separate pages and included at the end of the text document, with the table number and title indicated. Tables should be created in MS Word using the "Insert Table" command; tabs and/or spaces should not be used to create tables, columns, or rows. Tables with internal divisions should be submitted as individual tables. Symbols for units should be mentioned in the column headings. Try to keep abbreviations minimum and define them in the table legend.

Images

- i. NJCA uses digital publishing methods. If an article gets accepted, it will be published both in print and online journals. The following sections provide information on how to format your figures to ensure the best possible reproduction of your images. Please note that file formats other than JPEG or TIFF will be automatically rejected by the online submission website.
- i. Digital specifications for authors: please use applications capable of creating high-resolution TIFF/JPG/JPEG files. All images should be at least 600 dpi. Color images should be created in RGB color format.
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- i. Color images: *Color images incur a charge of INR 499 per image for print issue. No extra charges for up to 5 tables/grey scale images.*
- ii. Gross Anatomy/ Osteology images:
 - iii. Image should be taken with a specimen held in anatomical position.
 - iv. If it is not possible, a navigation mark indicating the anterior, posterior, right and left (or superior, inferior, right and left) need to be fixed (preferably on the right lower corner)
 - v. If multiple images are clubbed under same legend/caption, Capital continuous alphabets to be used at left lower corner. Contrasting color must be used. Font: 12 pt Open sans style.
 - vi. All annotations, markings over the images to be done with simple arrows, lines, or asterisks. Use contrasting colors.
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 - viii. Do not use - gloves, colored sticks, X-ray pieces, cotton wisps or other material to show the structures.

Line and bar diagrams: Lines in graphs should be bold enough to be easily read after reduction, as should all symbols have used in the figure.

Line or bar diagrams or flowcharts with text should be created black and white, not in shades, which are difficult to reproduce.

xiv.Legends

Table and figure legends should be included within the text file and contain sufficient information to be understood without reference to the text. Each should begin with a short title for the figure. All abbreviations and symbols should be explained within the legend.

Abbreviations and Symbols

Symbols, units, and abbreviations should be expressed using the International System of Units (SI).

Abbreviations should be used only when necessary e.g., for long names or terms used throughout the article. When used, they are to be defined where first used, followed by the abbreviation in parentheses. Abbreviations are not allowed in the title, abstract but may be used in tables and images. Abbreviations should be defined at the end of the table or figure legend for every table or figure where they appear.

xv.Nomenclature

Gene names and loci should be in *italics*; proteins should be in a Roman font such as Times New Roman.

Chemical nomenclature should follow the International Union of Pure and Applied Chemistry (IUPAC) definitive rules for nomenclature.

Statistics

- Calculations and the validity of deductions made from them should be checked and validated by a statistician.

2. Review Articles & Case Series:

Review articles shall be limited to invited review articles, selected by the Editorial Board so as to address a significant topic from relevant areas to anatomy selected and referred on the basis of articles published in this or other journals. The submitted manuscripts will be decided for publication after peer review with the supervision of the journal's Editorial Board. The length of the manuscript should not exceed 3,000 words excluding cover letter, tables, figures, and references. The reference list should not exceed 100.

For case series format to be followed as same as case report but more than two case reports having similar findings

3.Case Reports

- Case reports shall address anatomical variation that has not been reported earlier or have rarely been seen, and those that have already been reported on but are distinctively different from cases in previous reports may be submitted to this journal. The manuscript should not exceed 1,500 words excluding cover letter, tables, figures, and references. A maximum of 15 references is permitted; all references should pertain to the featured case. The abstract should have only one paragraph, no more than 150 words. The cover letter should include the phrase "Case Report." The case report should be organized in the following order: 1) title page, 2) abstract and keywords, 3) introduction, 4) case report 5) discussion, 6) conclusion 7) acknowledgements (if necessary), 7) references, 9) tables, 10) figures, and 11) figure legends. The page numbers in the manuscript should be counted from the abstract page and title page should be separate.
- The keywords should be in accordance with those for original articles. The introduction shall briefly describe the background and significant findings related to the case. The discussion shall focus on what the case report emphasizes, and end with a conclusion summarizing the main points. Should not have a separate 'conclusion' heading.

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- Manuscript submission online can be accepted either MS Word file format DOC or DOCX.
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- A covering letter or comments to the Editor in Chief should be submitted when prompted online. The covering letter must contain the following: 1) manuscript title; 2) author (s)

name(s); 3) type of manuscript; 4) brief statement of the significance of the paper; 5) optional suggested reviewers (names, addresses, and e-mail).

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- Any questions during this process should be directed to the Editorial Office (njca.soca@gmail.com)

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1. Editorial Board

The Editorial Board deals with acceptance and editing of manuscripts. Articles may be accepted conditionally with major or minor revisions required. The Editorial Board reserves the right to make minor corrections that do not affect the content of the paper. Submission of data can be required from the author(s) by reviewer

request according to the decision taken by the Editorial Board.

2. Reviewing and Publication of Manuscripts

All the submitted manuscripts will undergo double-blind, the peer review process by professionals selected by the Editor in Chief, and publication decisions will solely depend on the Editorial Board including section editors and the Editor in Chief. If reviewers differ in their assessment of a paper, the final decision on the relevant manuscript will be made by Editor in Chief.

The publication queue of selected papers shall be decided based on its type and the date when the publication was approved by the Publication Committee.

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Manuscripts are accepted on the understanding that they will not be published elsewhere in any form without the prior consent of the Editor in Chief of NJCA. An author's manuscript with supporting material will not be passed to the publisher without receipt of 1) a covering letter documenting any revisions requested by the editor; 2) fully signed copyright form; 3) 600 dpi JPG/ JPEG/ PNG files for all final artwork; 4) Publication charges. Low-resolution artwork submitted for review is not suitable for print or online publication.

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Author Services enables authors to track their article - once it has been accepted - through the production process to publication online and in print. Authors can check the status of their articles online at any stage of the process. Please ensure that a complete e-mail address is provided when submitting the manuscript.

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Revised manuscripts must be submitted in their final form, within 3 weeks of the authors being notified of conditional acceptance. Resubmissions after this time will be considered as a new submission. When submitting a revised manuscript, all changes should be indicated with red font and underlined. Deletions need not be indicated within the article itself but should be noted in the author responses to reviewers.

If the "track changes" function of a word processing program is used to show additions and deletions, all changes must be "accepted" before submitting the revised version. Once the changes are accepted, the track changes function should be deactivated before saving and uploading the file.

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Case report, Short Communications, Letter to editor etc.	INR 3999 + GST	APC
	INR 499/Image	For each color image in the print issue in addition to APC.

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Original article, Review article and Case series etc.	200 USD	APC
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Case report, Short Communications etc.	185 USD	APC
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- Correspondence concerning copy editing, proofreading, and the production of accepted manuscripts should be addressed to the Publisher online.
- The designated corresponding author will receive notification of the availability of page proofs by e-mail. Corrections should be returned to the Publisher online.

2. Proofs

E-mail notification that an author's work is in proof and ready for publication will be sent from the NJCA proofing website. Further instructions will be sent in a PDF file with the upload notification e-mail. Acrobat Reader software, which available for free download, is required in order to read this file.

The corresponding author should arrange for a colleague to make corrections to the proofs in the case of his or her absence. Major alterations at the proof stage are discouraged and the costs of developing new proofs will be charged to the author and it may delay publication.

3. E-First

Approved e-proofs are first published online

4. Off prints

Off prints will be ready after the Editor in Chief has confirmed that all the process of the manuscript is ready for publication. A PDF file (online formatted article) is provided upon publication to the corresponding author.

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The authors do have the right to appeal if they have a genuine cause to believe that the editorial board has wrongly rejected the paper. If the authors wish to appeal the decision, they should email the editorial office explaining in detail the reason for the appeal. The appeals will be acknowledged by the editorial office and will be investigated in an unbiased manner. The processing of appeals will be done within 6 – 8 weeks. While under appeal, the said manuscript should not be submitted to other journals. The final decision rests with the Editor in Chief of the journal. Second appeals are not considered.

6. Clinical trial registry

Journal favours registration of clinical trials and is a signatory to the Statement on publishing clinical trials in Indian biomedical journals. Journal would publish clinical trials that have been registered with a clinical trial registry that allows free online access to the public. Registration in the following trial registers is acceptable: <http://www.ctri.nic.in/>; <https://www.anzctr.org.au/>; <http://www.clinicaltrials.gov/>; <http://isrctn.org/>; <http://www.trialregister.nl/trialreg/index.asp>; <http://www.umin.ac.jp/ctr>. This is applicable to clinical trials that have begun enrolment of subjects in or after June 2008. Clinical trials that have commenced enrolment of subjects prior to June 2008 would be considered for publication in the journal only if they have been registered retrospectively with the clinical trial registry that allows unhindered online access to public without charging any fees.

7. Protection of Patients' Rights to Privacy

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures even if they have obtained informed consent from the patients in order to protect patient privacy. The journal abides by ICMJE guidelines:

1. Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
2. If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.
3. In order to protect the patient's identity, the recognizable facial features not related to the study should be digitally blurred
4. Written informed consent is the preferred method for obtaining consent. If verbal consent is obtained, the authors must ensure that the verbal consent is recorded in the medical case record of the patient and duly signed by witness.

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