

## INSTRUCTIONS TO AUTHORS

The Indian Journal of Dermatology, Venereology and Leprology welcomes Review Articles for Continuing Medical Education which are comprehensive and up-to-date, Research Papers dealing with original studies, Short Communications outlining pilot studies, Case Reports detailing interesting observations on case studies, and correspondence containing comments on previously published papers.

Send all papers and correspondence to Dr. J.S. Pasricha, Chief Editor, IJDVL, Department of Dermatology and Venereology, All India Institute of Medical Sciences, New Delhi-110 029.

Each paper must be accompanied by the following certificate signed by all the authors, "Certified that the paper entitled, "\_\_\_\_\_," has not been and will not be published in any other journal."

Submit articles in triplicate, typed double-spaced, only on one side of good quality, thesis size, paper. Leave adequate margins on all sides. Check the manuscript thoroughly and correct all mistakes. All papers must be concise and to the point. Poorly written papers, and those not conforming to the style of the journal are likely to be rejected without review.

The first page should contain only the title typed in CAPITAL letters. It should be brief and clearly indicate the theme of your paper. Remember that no title ends with a full stop.

On the second page, mention the names of all the authors. Do not use any punctuation between the initials of the author's names, but use a comma (,) after every surname and an and before the name of the last author. Do not mention your degrees and designations because that has no bearing on the quality of your work. Indicate the name and complete address of the department(s) and the institution(s) where the work was carried out.

Also include the pin code and the country. Lastly, mention the name of the author who is responsible for the correspondence. Do not repeat the address, unless this is different from the institutional address mentioned previously.

As an example, this page should be :

A P Jain, O P Gupta, U N Jajoo and  
K Kumar

From the Department of Medicine,  
Mahatama Gandhi Institute of Medical  
Sciences, Sewagram, Wardha-442102, India.  
Address correspondence to : Dr. A. P. Jain.

Use the same style of punctuation and capital letters as used in the articles published in the IJDVL. Do not use all capital letters on this page.

The body of the manuscript dealing with experimental studies should be divided into Abstract, Key words, Introduction, Materials and Methods, Results, Comments, Acknowledgements (if any), and References. The case reports should be divided into Abstract, Key words, Introduction, Case Report, Comments and References. These sections should be typed on separate sheets of paper. Mention the name of the section on the left hand of the page, above the text. Do not use capital letters for the sections. Do not use punctuation, and do not underline.

The Abstract must state the chief aim of your study, the methods used and the results obtained. Quote actual figures, but be concise and relevant to your study. It is not enough to say that the results are discussed. In case reports, describe the salient features of your patient including the tests used for confirming the diagnosis and the results of treatment given to the patient. Abstracts such as, a case of—disease is reported and the literature is reviewed are inadequate. The abstract in fact should be a brief review of your entire report.

The key words must be selected judiciously. Each word is meant to be included in the index and therefore, mention the words which depict the disease and the aspect of that disease studied by you. Do not use too many key words.

The Introduction must be brief and relevant to the subject of your paper. Avoid definitions and any other description which is well known or is adequately described in the text books. The review of literature should be complete, but relevant to the topic of your study. If you are reporting a new method of diagnosis or treatment of a disease, you should mention all the previously described measures. Avoid reviewing any other aspect of the disease. It is also unfair to discredit all the previous methods without mentioning the relative merits and limitations of each method. If you are reporting a rare disease, mention all the previous reports especially those from your region or your country. It will be wrong not to review all the relevant literature and to try to create the impression that your report is the first of its type. If you know that the disease is not so rare but the reported cases are few, you must mention that the disease is common though not reported frequently. As far as possible, do not use any abbreviations in the manuscript. In case however, some long name is repeated too often in the manuscript, you may use an abbreviation. When that name appears for the first time in your manuscript, mention the full name followed by the abbreviation within brackets. Subsequently, mention only the abbreviation.

The section on Materials and Methods should include a clear description of the patients, or the other experimental material, and the control groups used for the study. Define the criteria used for selecting the experimental material. The controls as far as possible, must be properly matched with the

experimental group. The methods used for the experiments should also be clearly described. In case the method is well-known or it is well-described in an easily available text book, a mere reference would suffice. If however, the readers cannot obtain the original description of the method, a brief description of the essential aspects of the method must be given. The author should bear in mind that a reader should be in a position to follow the same method if he wishes to repeat the experiments. Provide information about the source of the chemicals or the apparatus used for the experiments. The name of the firm and the city and country must be mentioned in parenthesis. Also mention the test used if any for finding out the statistical significance.

The Results must be stated clearly. Avoid analyses on the basis of age, sex, socio-economic status etc, unless these factors have been found to have a significant bearing in your study and this has not been reported earlier. The manuscript should contain only the minimum number of tables and figures, because printing this material is costlier. If the findings can be mentioned in the text, do not include a table. But when it is decided to depict some results in a table, the same findings should not be repeated in the text. Emphasize only the important observations.

In the case of a Case Report, present the sequence of events from the point of onset of the disease to the last follow up in its natural sequence. Describe the lesions as these appear in the history, and avoid repetition. The phrases like, the patient presented with, on further interrogation, on physical examination, etc, must be avoided because these are not generally essential. The investigations must be stated in the running paragraph. Do not prepare tables, or use abbreviations for stating the investigations. If you have used any drugs, mention only the generic names (chemical names) and not the proprietary names.

The Comments must be relevant and brief. Do not repeat what has already been stated in other sections of your paper. Compare your data with other similar studies if it has a direct relevance to your study, but restrict your comments only to the sphere of your study. Avoid undue speculations or comments on aspects which have not been studied by you. In the case of case reports, do not discuss differential diagnosis, a brief statement of the salient features of your case which support your diagnosis is as a rule sufficient.

In Acknowledgements, refer to only those individuals or organizations who have contributed significantly to your study technically or financially, but are not included among the authors. Pharmaceuticals may be acknowledged if they have contributed some drugs or chemicals for the study. Do not acknowledge administrative permission from your institutions.

Proprietary names of the drugs used for the study/patient care can be mentioned at the end of the manuscript but not in the body of the manuscript.

Number the References in the body of the manuscript, consecutively in the order in which these first appear in the text. Identify these references by arabic numerals placed above the line. If this is placed at the end of a sentence or a phrase, the numeral should be placed after the punctuation (as for example, Antibodies were first demonstrated in 1964,<sup>2</sup>) and not before the punctuation (as in 1964<sup>2</sup>). If more than one references are cited at the same place, separate the numerals by comma(s) placed after each numeral (as twenty six cases have already been reported in the literature.<sup>2,3,6-8</sup>). In case all or some of the references cited at the same place are in sequence, mention the first and the last numerals only of the sequence and separate these two numerals by a dash (-), (as for example, have already been reported in the

literature.<sup>1-4,6,7,10-12</sup> If the same reference is repeated in the manuscript again, identify it by the same numeral as used previously.

In the text, if you wish to mention the name of the author, use only the surname and indicate the number of the reference placed above this name. Do not mention the first name or the initials. If there are two authors, mention the surnames of both the authors separated by an and. If there are more than two authors, mention the first name followed by et al.

In the list of References at the end of the manuscript, arrange all the references in the same sequence as these appear in the manuscript. In each reference, first mention the surname of the author followed by his/her initials. Do not use punctuation, and there should be no spacing between the initials. If there are two authors, add an and before the name of the second author; and if there are three authors, add a comma after the name of the first author, and an and before the last author. If there are more than three authors, mention the names of only the first three authors followed by et al for the remaining authors. The names of the authors should be followed by a colon(:). This should be followed by the complete title of that paper. Do not modify the title, do not abbreviate and do not use capital letters. End the title with a comma(.). Follow it up with the name of the journal using abbreviations for the names indicated at the end of these instructions. If the abbreviation is not included in this list, use the full name of the journal. The name of the journal should be followed by a comma(,), the year of publication, a semicolon(;), the volume of the journal, a colon(:), and the first and the last page numbers separated by a hyphen(-). The reference should end by a full stop(.). For references from books, mention the names of the authors of the chapter, the name of the chapter, the name of the book, number of the

edition, the names of the editors, the publisher's name, the city of publication, the year of that edition and the page number. In case the entire book is written by one or more authors, modify it accordingly. For exact examples of punctuation and spacing etc, see the examples cited below :

Articles :

Thankappan TP, Vijaylakshmi A, Ramachandran Nair P et al : Chronic progressive disseminated mucocutaneous histoplasmosis, *Ind J Dermatol Venereol Leprol*, 1983; 49 : 26-28.

Book :

Pasricha JS : *Clinical Methods in Dermatology and Venereology*, 3rd ed, JP Brothers Medical Publishers, New Delhi, 1986; p 38.

Chapter in a Book :

Bickers DR, Pathak MA and Magnus IA : The porphyrias, in : *Dermatology in General Medicine*, Second ed, Editors, Fitzpatrick TB, Eisen AZ, Wolff K et al : Mc Graw-Hill Book Company, New York, 1979; p 1072-1105.

If you have not been able to see the original publication, but are quoting the reference from another published article, provide the original reference given in this publication, and follow it up by (quoted by ..... cite the complete reference of this article, or give its number in your list of references).

The accuracy of the references is the author's responsibility. Remember that your readers may like to consult the original papers cited in your manuscript, and if your references are incorrect, the readers will not be able to reach the original papers and thus consider you to be an irresponsible worker.

Refer to the tables in the manuscript by the roman numerals consecutively. Type each table on a separate sheet of paper. Make the

tables as easy and simple as possible, but each table should provide the complete information. Type the legend to the table on its top. It should be a complete sentence mentioning what this table is about. Also identify the significance of the figures mentioned in each column, by the titles on the top of each column. The common parts of the titles in different columns can be combined to avoid repetition, but state the titles of the columns very clearly. Do not write capital letters.

Figures in the text must be identified by the arabic numerals as in (Fig. 1), but submit only those photographs which are essential to support your paper. Tag one copy of each of the figures with each copy of the manuscript. Do not mount the photographs. Identify each photograph on its back by the figure number and indicate the top of the figure by an arrow. The photograph should be printed on glossy paper, and it should have sufficient contrast so that the findings come out clearly on printing. The background of the subject in the photographs should be plain. Do not include photographs which are not good. Type the legends to the figures on a separate sheet of paper marked legends to the Figures. Make each legend as brief as possible and avoid use of phrases such as, 'Photograph showing'. In the case of microphotographs, mention the stain used and the total magnification within parenthesis. As for example (Von Geison's stain X 400). Prefer to indicate important components of the figure with appropriately placed arrows.

In the manuscript, whatever you underline will be printed in italics. Therefore, do not underline anything unless you want this to be printed in italics. But note, that all biological names and the names of the families of plants and animals are to be underlined. The name of the family or the genus must start with a capital letter and that of the species with a small letter. Also do not use figures at the

beginning of a sentence, depict the value in words rather than figures.

For further clarifications about the IJDVL pattern, consult the articles already printed in the journal and follow the same pattern.

Send all papers by registered post. The author will receive an acknowledgement card indicating the editorial number of the manuscript, immediately. The decision regarding the acceptance or otherwise of the paper will be communicated within four months. If the author does not receive the acknowledgement card within 4 weeks of despatch of the paper, and the decision on its publication within 4 months, please write to the editor. Refer to your manuscript by the editorial number, in all correspondence with the editor.

Galley proofs will be sent by the printers to the principal author who is expected to return the proofs after proper corrections within 3 days. Mark corrections with red ink and return to Dr. N. C. Sethi, 583, M. G. Marg, Manik Bhawan, Tukoganj, Indore-452 001. Indicate the number of reprints required.

Please use the following abbreviations of the names of the journals for preparing the list of references. If in doubt, use the full name of the journal.

|             |        |               |             |
|-------------|--------|---------------|-------------|
| Academy     | Acad   | Clinical      | Clin        |
| Acta        | Acta   | Current       | Curr        |
| African     | Afr    | Dermatology   | Dermatol    |
| Allergy     | All    | Deutschian    | Deutsch     |
| American    | Amer   | Disease       | Dis         |
| Annals      | Ann    | England       | Eng         |
| Annual      | Annual | Experimental  | Exp         |
| Archives    | Arch   | Hautarzt      | Haut        |
| Argentina   | Argent | Hospital      | Hosp        |
| Association | Assoc  | Hygiene       | Hyg         |
| Biology     | Biol   | Immunology    | Immunol     |
| British     | Brit   | Indian        | Ind         |
| Bulletin    | Bull   | Internal      | Int         |
| Children    | Child  | International | Internat    |
|             |        | Investigative | Invest      |
|             |        | Journal       | J           |
|             |        | Klinische     | Klin        |
|             |        | Laboratory    | Lab         |
|             |        | Leprology     | Leprol      |
|             |        | Leprosy       | Leprosy     |
|             |        | Medical       | Med         |
|             |        | Medicine      | Med         |
|             |        | National      | Nation      |
|             |        | Neurology     | Neurol      |
|             |        | North         | N           |
|             |        | Paediatrics   | Paed        |
|             |        | Pathology     | Pathol      |
|             |        | Physician     | Phys        |
|             |        | Proceedings   | Proc        |
|             |        | Quarterly     | Quart       |
|             |        | Research      | Res         |
|             |        | Review        | Rev         |
|             |        | Sabouraudia   | Sabouraudia |
|             |        | Scandinavian  | Scand       |
|             |        | Science       | Sci         |
|             |        | Sexually      | Sex         |
|             |        | Society       | Soc         |
|             |        | South         | S           |
|             |        | Supplement    | Suppl       |
|             |        | Syphilology   | Syphilol    |
|             |        | Transactions  | Transact    |
|             |        | Venereology   | Venercol    |
|             |        | Western       | W           |
|             |        | Wochenschrift | Wschr       |