Ready for Submission

**Five sections to be filled in this document:**

1. Copyright and Publishing Agreement
2. Title page
3. Author’s Declaration
4. Filled Check List
5. IRB/ERC approval letter

I**MPORTANT NOTE**

If any of the items found above are missing/not adhered to, the submission will be **DECLINED**. No claims of delay in process will be entertained under such situation.



**JOURNAL OF BAHRIA UNIVERSITY MEDICAL AND DENTAL COLLEGE**

To: Editor

 JBUMDC

 Karachi

 Email: editor.bumdc@bahria.edu.pk  **Date: \_\_**\_\_\_\_\_\_\_\_\_\_

Dear Editor,

**Sub:** **Copyright and Publishing Agreement – JOURNAL OF BAHRIA UIVERSITY MEDICAL AND DENTAL COLLEGE (JBUMDC)**

|  |
| --- |
| **TITLE OF WORK:** [INSERT] |

I am the Principal / Corresponding Author of study, and my contact details are found in the signature block below. In order to submit the manuscript for publication with JBUMDC, I understand that:

* It is necessary to complete and submit this Copyright Letter, along with the *Journal Publication Terms & Conditions*.
* I understand that the Reviewers are not paid for reviewing my article and they are doing this service as an honorary duty, more over the reviewers will complete the review of the article by taking out time out of their busy schedules. It is also known to me that there are other articles that have been already accepted and are in line for publication.
* For the above reasons, I will not pressurize the Editorial Board members of JBUMDC to expedite my article review process to gain the letter of acceptance.
* However, I shall continue to keep a track of my article to find out if there are any problems in my article or otherwise with regards to reviewing / publications / statistics that need by attention.
* I shall keep the JBUMDC editorial office informed and updated whenever my email/postal address/ unit/departmental address or mobile numbers are changed.
* If I do not intend to publish in JBUMDC. I shall immediately inform the Editorial Board members of my intention through e-mail. Manuscript can only be withdrawn; **if review process has not started.**

I have signed and dated this Copyright Letter and the *Journal Publication Terms & Conditions*.

Yours faithfully

***Name:***

*Principal / Corresponding Author of the study (“Assignor”)*

***Affiliation:***

***Address:***

***Mobile:***

***Email:***

***Telephone:***

**TITLE PAGE**

(Please write here the title of article which should not exceed fifteen words)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  **1st Author** | **2nd Author** | **3rd Author** | **4th Author** | **5th Author** | **6th Author** |
| Name |  |  |  |  |  |  |
| Qualification  |  |  |  |  |  |  |
| Designation |  |  |  |  |  |  |
| Affiliation |  |  |  |  |  |  |
| Subject Specialty |  |  |  |  |  |  |
| Country |  |  |  |  |  |  |
| Email |  |  |  |  |  |  |
| Mobile No. |  |  |  |  |  |  |
| Postal Address |  |  |  |  |  |  |

**Corresponding author:**

**Short running title:**

**Category of article:**

**Institutional review board/ethical review committee certificate:**

**Undertaking certificate:**

**Word count of abstract:**

**Word count of body of the manuscript (**excluding references and abstract**):**

**Number of tables and figures:**

**References:** No of **table and figure** should be 3 to 5

**Conflict of interest:** **Grant Support & Financial Disclosures:**

**AUTHOR'S DECLARATION**

(All authors must sign. Please specify one author for correspondence)

**Title of Article: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Article’s Type:** (i) Editorial (ii) Review Article (iii) Original Article (iv) Medical Education

(v) Short Communication/Commentary (vi) Student Corner (vii) Case Report

(viii) Letter to Editor

Dear Sir/Madam,

1. I/We agree to its peer review.
2. I/We declare that the Manuscript includes the name/s of supervisor/s
3. Editorial changes may be made as necessary in editor’s discretion.
4. I/We certify that it is a new manuscript. Subject matter of this paper has not been published, wholly or in part, nor has it been and neither will be submitted for publication elsewhere while it is under consideration of JBUMDC.
5. I/We shall abide by the policy and regulations of JBUMDC.
6. I/We shall intimate change of address promptly.
7. I/We state below in the table that all the authors have made a substantial, (direct, intellectual) contribution to the conception, design, analysis and/or interpretation of data. Also state in the table the exact nature of contribution.
8. I/We declare that I/We have no conflict of interest. (If there is any conflict of interest, please mention in the manuscript)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Author Name**  | **Affiliation** | **Designation** | **Author’s Contribution** | **Signature with D/M/Y** |
| 1st |  |  |  |  |  |
| 2nd |  |  |  |  |  |
| 3rd |  |  |  |  |  |
| 4th |  |  |  |  |  |
| 5th |  |  |  |  |  |
| 6th |  |  |  |  |  |

***Note:***

* Once this certificate is submitted, no change in authorship will be accepted

Authors are advised to suggest **1\* National** & **1\* International Reviewer** in given format

|  |  |  |
| --- | --- | --- |
|  | **National Reviewer** | **International Reviewer** |
| Name |  |  |
| Designation |  |  |
| Affiliation |  |  |
| Subject Specialty |  |  |
| Country |  |  |
| Email |  |  |
| Mobile No. |  |  |

**Corresponding Author:**

Name:

Email:

Mobile #:

**AUTHOR’S CHECKLIST**

To be filled and submitted by the Corresponding Author at the time of article submission at JBUMDC

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Nomenclature** | **Yes/No** |
| 1. | Abstract Word Count mentioned (Count\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |
| 2. | Article Word Count Mentioned (Count\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Excluding references |  |
| 3. | Submission of the article to any other journal (Yes, No) |  |
| 4. | Short Running Title  |  |
| 5. | Institution Review Board / Ethical Review Committee Certificate attached [setting(s) (where study has been conducted] |  |
| 6. | Author’s certificate with detailed contribution, signatures, emails, affiliations and cell numbers of all the authors is attached (Authors names in order as agreed by the authors) |  |
| 7. | Conflict of interest must be mentioned in the article |  |
| 8. | Acknowledgement (if any) mentioned in the article |  |
| 9. | Disclosure (if any) mentioned Presentation of the article in any conference, seminar, symposium before submission to JBUMDC. |  |
| 10. | Funding source (Must be mentioned) |  |
| 11. | Abstract according to Author’s Guidelines |  |
| 12. | Manuscript structured according to the Journal’s Guidelines |  |
| 13. | Total no. of figures and tables\_\_\_\_\_\_\_  |  |
| 14. | References in Vancouver style |  |
|  | (References mentioned as 1, 2, 3 and so on as they appear in the text and as superscript not by full names of authors. At the end of the manuscript the references should also be numbered accordingly. DOI number of those references where it is available)JBUMDC follows Index Medicus style for references and abbreviated journal names according to the list of Journals indexed in Index Medicus. |  |

Signatures by the Corresponding Author:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ERC/IRB approval letter to be Paste Here**