

## **Instructions to the authors**

### **Manuscript Submission:**

**Articles can be submitted by sending** a soft copy of manuscript along with a completely filled cover letter form by email to **bbmed2017@gmail.com**. BBMed has its own cover letter form, can be found in previous issues, website or can be requested to editors. **The cover letter form has to be filled and submitted, in word format, along with the manuscript.**

### **Language:**

American English is the official language of this journal.

### **Articles:**

B&B Medical Journal (BBMed) invites and accepts review articles, original articles including original research works, retrospective case series analytical study etc, case reports, letters to editors and nursing reports that are not published or accepted for publication elsewhere.

### **Title:**

It should be an appropriate title with the beginning letter of each word being capital and total word count not exceeding 25.

### **Abstract:**

It should be concise and precise representing the whole article with total word count not more than 250. Abstract doesn't need sub divisions such as introduction, materials and methods etc.

### **Keywords:**

Total 3-5 keywords, all beginning with small letter, not capital, arranged in alphabetical order separated by comma (,) with full stop at the end.

### **Authors:**

Total number of authors for Review Article should not be more than 3, for Original Articles not more than 8 and for Case Reports not more than 4.

Name in full, complete qualification, department and full address of primary institute of all the authors should be provided. Academic or any other designations of the authors are not required.

### **Main Text & Manuscript Preparation:**

The main text is divided into several divisions.

- For original articles, Introduction, Materials and Methods, Results, Discussion and Conclusions
- For case report, Introduction, Case Report, Discussion and Conclusions

**Case Report:** total number of words 1000 to 1500, number of references 5 to 10, number of figures maximum 2 to 4, number of authors 1 to 4.

**Original article:** total number of words not more than 3000, number of references 15 to 25, number of figures not more than 6, number of tables not more than 4 and number of authors not more than 8.

**Review article:** total number of words not more than 5000, number of references 15 to 25, number of figures not more than 6, number of tables not more than 4 and number of authors not more than 8.

**Nursing Report:** total number of words not more than 3000, number of references 10 to 25, number of figures not more than 6, number of tables not more than 6 and number of authors not more than 8.

*Authors don't need to make the whole text in 2 columns, that will be done by the computer expert while editing the article.*

#### **References:**

Referencing is according to Vancouver style. It should begin with name of authors followed by title of the article, year of publication and page number with full stop at the end.

Include names of six authors followed by et al if there are more than six. Do not give et al after three authors. Cite the reference number in the main text as superscript after comma or full stop. Arrange the reference list in reference segment serially as it appears in the main text, not in alphabetical order. **References from the published journals as far as possible rather than text books or websites are encouraged.**

#### **E.g.**

**Journal:** Yeo CJ, Cameron JL, Sohn TA, Lillemoe KD, Pitt HA, Talamini MA et al. Six Hundred Fifty consecutive Pancreaticoduodenectomies in the 1990s. Ann. Surg 1997; 226:248-57.

**Abstract:** Schiffer LM, Braunschweiger FG: Glioblastoma cell kinetics and effects of in vitro hyperthermia. Proc AM Assoc Cancer Res 20:300, 1979 (Abstract)

**Letter:** Drake CG: Report of World Federation of Neurological Surgeons Committee on a universal subarachnoid hemorrhage grading scale. J Neurosurg 68:985-986, 1988 (Letter)

**Foreign Language Journal:** Loiseau H, Castel JP, Stoiber HP: Clinical, neuroradiologic and developmental aspects of idiopathic benign subarachnoid hemorrhage (subarachnoid hemorrhage of unknown cause). Retrospective study of 65 cases. Neurochirurgie 35:222-228, 1989 (French)

**Authored Book:** Jefferson G: The invasive Adenomas of the Anterior Pituitary. Springfield, III: Charles C Thomas, 1995, pp 56-60.

**Article or Chapter in an Edited Book:** Seiler R, Newell DW: Subarachnoid hemorrhage and vasospasm, in Newell DW, Aaslid R (eds): Transcranial Doppler. New York: Raven press, 1992, pp 101-107.

**Entire Edited Book:** Suzuki J (ed): Cerebral Aneurysms. Experiences with 1000 Directly Operated Cases. Tokyo: Neuron, 1979.

**Web Site Article:** Author or Organization name: Title of article. (<http://www.url>) [Accessed 12 March, 2004]

### **Tables and Figures:**

**Figures and Tables** should be cited in the text appropriately and serially, enclosed in parenthesis and highlighted e.g. **(Figure 1)**, **(Table 1)** etc.

Table should be made in Microsoft Excel with appropriate caption. Excel page of table should be saved with its file name and serial number (E.g. Table 1, Table 2.....) and attached while submitting the article. Or Tables can also be pasted in the text in the appropriate location with caption. **All the Tables have to be cited in the text.**

Figure should be made in power point or Jpeg with each figure size of 200-500 KB with appropriate figure legend. Jpeg pictures or slides with power point should be saved with its file name and serial number (E.g. Figure 1, Figure 2.....) and attached while submitting the article. Or Figures can also be pasted in the text in the appropriate location with figure legend. ***All the Figures have to be cited in the text.***

### **Running head:**

Running head, representing the full title of article, not exceeding total 5 words should be provided.

### **Corresponding author:**

Corresponding author's full name, complete qualification, department and full address of primary institutes along with functioning email address should be provided. Corresponding author need not be the first author but needs to be one of the authors.

**Note:** *all the components of the manuscript, of an article, as mentioned above can be included in the same word file. Authors don't need to submit a separate cover letter other than cover letter format of BBMed. However, the email, by an author to the editor while submitting the article, should include a clear request for publication in a good language.*