

# Guideline for Authors

## *Journal of Digestive Endoscopy*

*(An official Journal of Society of Gastrointestinal Endoscopy of India)*

### Aims and Scope

The *Journal of Digestive Endoscopy* is the official publication of the Society of Gastrointestinal Endoscopy of India (SGEI). The Journal will be published quarterly (January, April, July, and October).

*Journal of Digestive Endoscopy* publishes original articles, review articles, brief reports, case reports, Letter to Editor, Editorials, and news and views, and announcements on all aspects of the endoscopic procedures used in the study and treatment of diseases of the alimentary tract, liver, and pancreas. **All submissions to the Journal require a cover letter, and properly signed copyright transfer form.**

All manuscripts must be prepared in accordance "Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URM)" developed by the International Committee of Medical Journal Editors' (Oct 2004). Before sending a manuscript contributors are requested to check for the latest instructions available at website of SEGI: [www.sgei.co.in](http://www.sgei.co.in)

### Address for Submission

Manuscripts for "*Journal of Digestive Endoscopy*" is to be submitted by e-mail to [j.digestiveendoscopy@gmail.com](mailto:j.digestiveendoscopy@gmail.com) or [showkatzargar@yahoo.com](mailto:showkatzargar@yahoo.com). This is the preferred method of submission and facilitates early processing of manuscript. In exceptional cases, where there is no email access, authors may submit one original copy of the manuscript with a soft copy on CD to the following: Dr. Showkat A. Zargar Editor-in-Chief, Journal of Digestive Endoscopy, Department of Gastroenterology, Sher-i-Kashmir, Institute of Medical Sciences (SKIMS) Kashmir India. Tel. 0194-2312092 Cell: 09419003124, Fax: 0194-2403470.

All submissions must include:

- A cover letter requesting that the manuscript be evaluated for publication in *Journal of Digestive Endoscopy* and any information relevant to your manuscript.
- Completed Copyright Transfer Form. This form should be faxed to the Editorial Office at 0194-2403470

### The Editorial Process

Manuscripts submitted will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published earlier or under simultaneous consideration for publication by any other journal. A statement to this effect ([Copyright Transfer Form](#)) signed by the authors should accompany each manuscript. Upload the text of the manuscript, tables and individual figures as separate files.

All manuscripts submitted will be duly acknowledged, however the journal will not return the unaccepted manuscripts. Each manuscript received will be assigned a manuscript number, which must be used for future correspondence. All articles (including invited ones) will be usually evaluated by peer reviewers who remain anonymous. The authors will be informed about the reviewers' comments and acceptance/rejection of the manuscript.

Accepted articles would be edited to the Journal's style. Proofs will be sent to the corresponding author which has to be returned within one week. Corrections received after that period may not be included. Accepted manuscripts become the permanent property of the Journal and may not be reproduced, in whole or in part, without the written permission of the editor.

## Manuscript Categories

Reports of original research may be submitted to *Journal of Digestive Endoscopy* as an Original Article or Brief Report. Other special categories of manuscripts are described below. All manuscripts must adhere to the word count limitations, as specified below, for text only; the word count does not include the abstract, references, or figure/table legends. The word count must be noted on the title page, along with the number of figures and tables.

**Original Articles:** Original articles are full-length reports of original research. Original articles are accepted based on their scientific relevance, the originality of the work, and the priority of the work for *Journal of Digestive Endoscopy* and its readership. Authors should aim for accuracy, clarity, and brevity. Long introductions, repetition of data among tables, figures, and the text, and unfocused discussions should be avoided. They should be no longer than 3500 words and include no more than six figures and tables, 40 references and structured abstract of 250 words.

**Review Articles:** The Journal aims to publish concise, high-quality review articles of recent advances in laboratory or clinical research related to digestive endoscopy. Reviews should be balanced and unbiased. Review articles are usually solicited by the Editorial Board. However, unsolicited reviews of exceptional interest will also be considered. Authors considering the submission of uninvited reviews should contact the Editor-in-Chief in advance to determine whether the topic that they propose is of current potential interest to the Journal following which, if agreeable a formal invitation will be sent. These manuscripts should be no longer than 4500 words excluding unstructured abstract and references and include no more than four figures and tables and 100 references.

**Brief Report:** This category comprises brief reports on topics relevant to the reader and preliminary reports of original studies of relevant scientific importance with negative or confirmatory results. These must not exceed 1500 words, excluding maximum of two tables, two figures, unstructured abstract and 15 references. Please include a non-structured abstract of 100 words or less.

**Case Reports:** New/interesting/rare cases offering insight into the diagnosis, or treatment of a disease. Case Reports must not exceed 1500 words excluding two tables, two figures, references and an unstructured abstract of 100 words.

**Letters to the Editors:** A Letter to the Editor may be in response to an article published in *Journal of Digestive Endoscopy* or may comment on a controversial issue. Items of correspondence should be formatted in one continuous section and should not exceed 800 words,

7 references and two figures.

**News and Views:** This category identifies, explores, and stimulates discussion on current issues of concern to the Journal of Digestive Endoscopy readership. News and Views submissions will be published at the discretion of editor. News and Views submissions should not exceed 1000 words excluding references.

**Editorials:** Editorials express opinions on current topics of interest or provide comments on papers published elsewhere in the same issue. Editorials are usually solicited by the Editor. The length of an editorial should not exceed 1,500 words excluding references. A table and a figure can be included. Please provide a title page.

**Images:** Submissions for the "Images" should include high quality endoscopic images of unusual or informative findings. One or two additional associated photos, such as radiologic or pathologic images, can also be submitted. An accompanying commentary of 250 words or less, and five or fewer references should accompany the images.

**Announcement:** Announcement of conferences, meetings, courses, seminars, awards and other activities likely to be of interest to readership of Journal of *Digestive Endoscopy* should be submitted with the name and address of the person from whom additional information can be obtained. Only up to 100 words can be allowed.

## Manuscript Preparation

### General Format

- All text should be double-spaced with 1-inch margins on both sides using 11-point type in Times Roman font.
- The entire document should be paginated.
- All tables and figures must be placed after the text and must be labeled. Submitted papers must be complete, including the title page, abstract, figures, and tables. Papers submitted without all of these components will be placed on hold until the manuscript is complete.
- Authors are encouraged to cite primary literature rather than review articles in order to give credit to those who have done the original work.
- Abbreviations must be defined when first used in the abstract and in the main text, as well as when first used in table and figure captions.
- Manuscript should follow this format: *Title page, Abstract, Introduction, Material and Methods, Results, Discussion, References, Tables, Figure captions and Acknowledgements*

### Title Page

The first page of all manuscripts should contain the following information:

- 1) the title of the paper
- 2) a running title not exceeding 50 characters for page heading
- 3) 3-6 article keywords for indexing and information retrieval
- 4) word count of manuscript (excluding abstract, reference table and figure count)
- 5) complete names of all authors.
- 6) names of the departments and institutions at which the research was conducted, clearly linked to respective authors
- 7) name, address, telephone and fax number, and email address of corresponding author

## Abstract

Original articles should be submitted with structured abstract of upto 250 words with the format: Background/Objectives, Methods, Results, Conclusions. Brief Reports, Case Reports, and Review Articles require unstructured abstract.

## References

- The author is responsible for the accuracy of the references. References should be numbered consecutively throughout the text and identified by numbers in parentheses. References should be cited in full at the end of the article following the *Vancouver* style
- Reference order: names of all authors, article title, journal name abbreviated as in *Index Medicus*, year of publication followed by semicolon, volume followed by colon, first and last page numbers. Sample references:  
Banerjee R, Shekharan A, Ramji C, Puli SR, Kalapala R, Ramachandani M, Gupta R, Lakhtakia S, Tandan M, Rao GV, Reddy DN. Role of magnification endoscopy in the diagnosis and evaluation of suspected celiac disease: correlation with histology. *Indian J Gastroenterol*. 2007;26:67-69.
- Unpublished work, work in preparation or personal communications should not be used as references
- Journal article in press, articles in edited books and abstracts presented in congresses can be used
- *Book: cited as follows*  
Day RA. How to write and publish a scientific paper. Philadelphia: Institute for Scientific Information, 1979.
- *Article in multi-authored book:*  
Zargar SA. Pancreatic diseases and parasites. In: Wig JD, ed. *The Pancreas*. Azad printers Chandigarh India: 2000:616-629.

## Tables

- All tables should be created through a table editor in a word processing function. Do not use spaces or tabs.
- Tables should be typed and double spaced, each on a separate sheet.
- Numbered according to order of citation.
- Table number and title should appear above the table, explanatory notes below.
- Tables must not simply duplicate the text or figures.
- The width of the table must be designed to occupy one or two journal columns, with no more than four table columns or 8-10 table columns, respectively.

## Figures and Legends

- Plan the size of the figure to fill 1, 1.5, or 2 columns in the printed journal. In most cases, figures should be prepared for 1-column width. The column dimensions are: 1 column = 7.5 cm; 1.5 columns = 12.5 cm; 2 columns = 16.0 cm
- Figures should be limited to those essential for the text
- Color may be used without charge.
- All figures, whether photographs, graphs, or diagrams, should be numbered consecutively

- Figures must be at least printer quality (300 dpi) to ensure quality appearance.
- Line drawings should be supplied as clear black and white drawings suitable for reproduction. All lines should be of uniform thickness.
- Arrows, letters, and numbers should be inserted professionally. If this is not possible, inscriptions should be made on a transparent overlay (not on the actual photograph). Micrographs should have an internal magnification marker; the magnification should also be stated in the legend.
- Figure legends should be typed double spaced. Numbered according to order of citation. Provide enough information to permit interpretation of figure without reference to text.
- Figures/diagrams should be created/scanned and saved and submitted as individual files preferably as either Power Point files, JPG files or TIFF files.

**Units of Measure:** Results should be expressed in metric units with SI units in parentheses. Temperature should be expressed in degrees Celsius (*e.g.*, 28 C).

**Reprints:** Authors will receive a reprint order form and a price list with the page proofs. Reprint requests should be e-mailed to the Editor-in-Chief at [j.digestiveendoscopy@gmail.com](mailto:j.digestiveendoscopy@gmail.com); or [showkatzargar@yahoo.com](mailto:showkatzargar@yahoo.com) with the corrected proofs, if possible. Reprints are sent via courier within 2 weeks after publication of the issue.

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Instructions for manuscript submission: [www.sgei.co.in](http://www.sgei.co.in)