

## MANUSCRIPT PREPARATION GUIDELINES – PJPT

<b>Maintain uniformity in formatting, font size, and style throughout the manuscript</b>	
<b>TITLE:</b> Title font size 14, bold, justified, 1.15 spacing	<input type="checkbox"/>
<b>ABSTRACT (All capital letters in the heading, bold, font size 14, line spacing 1.5)</b>	
Body of abstract; Font size 11, line spacing 1.	<input type="checkbox"/>
There should be 1 line space before Keywords (MeSH terms in alphabetical order).	<input type="checkbox"/>
No Highlights should be included before the abstract.	<input type="checkbox"/>
No subheading of "Background" or "Introduction" should be present in the abstract. Provide 2-3 lines about the main topic before the "Objective" without any subheading and it must not be the same as the initial lines of the introduction.	<input type="checkbox"/>
Headings to be used in the abstract: Objective, Materials and Methods, Results, Conclusion, Keywords	<input type="checkbox"/>
The abstract should not exceed 250 words.	<input type="checkbox"/>
There is no need to include citations in the abstract.	<input type="checkbox"/>
<b>INTRODUCTION: (All capital letters in heading, bold, font size 14, line space 1.5)</b>	
Font size 12, line spacing 1.	<input type="checkbox"/>
Maximum length should be 1.5 page.	<input type="checkbox"/>
No abbreviations must be used before full form throughout the manuscript	<input type="checkbox"/>
References superscripted, without bracket and ensure the full stop is placed <b>after the reference</b> .	<input type="checkbox"/>
Use initial letter capital <b>only if it's being used universally</b> throughout the manuscript; otherwise use sentence style (e.g.; name of any technique, movements of positioning, muscle names, questionnaire name, disease or condition, statistical test names).	<input type="checkbox"/>
Mention systematic units as they are universally used throughout the manuscript	<input type="checkbox"/>
Avoid a detailed literature survey or a summary of the results and close the Introduction chapter by specifying the rationale and significance of your study at the end of the introduction without a heading.	<input type="checkbox"/>
<b>MATERIALS AND METHODS (All capital letters in heading, bold, font size 14, line space 1.5)</b>	
Mention the study design, sampling technique, study duration, and where data were collected.	<input type="checkbox"/>
Mention sample size calculation with reference.	<input type="checkbox"/>
Mention the study selection criteria without bullets.	<input type="checkbox"/>
Add trial registration number if there's a clinical or controlled trial study.	<input type="checkbox"/>



Mention the manuscript's research ethics committee name, registration number and provide the REC letter during submission to the journal.	<input type="checkbox"/>
Specify the study tool/ outcome measure and its authenticity with reference.	<input type="checkbox"/>
Add your statistical analysis procedure at the end of materials and methods with enough information that a reader can understand and relate to the results with heading of statistical analysis (font size 12, bold).	<input type="checkbox"/>
<b>RESULTS (All capital letters in heading, bold, font size 14, line space 1.5)</b>	
Caption of tables & figures should be 1 less than main text (Font size 11 for caption and tables & figures).	<input type="checkbox"/>
Caption of tables should be above and caption of figure should be below the figure.	<input type="checkbox"/>
Table numbers should be given in numeric style not roman.	<input type="checkbox"/>
Font style, size must be same for all tables and figures.	<input type="checkbox"/>
Total 4 tables or figures should be in the results and table numbers must be cited within the text (description of tables above tables).	<input type="checkbox"/>
Check SI units; how a unit is to be mentioned, should be incorporated.	<input type="checkbox"/>
<b>DISCUSSION (All capital letters in heading, bold, font size 14, line space 1.5)</b>	
References properly cited (without bracket, superscripted).	<input type="checkbox"/>
Not acceptable without references.	<input type="checkbox"/>
Limitations and recommendations not separately mentioned, should be at the end of discussion.	<input type="checkbox"/>
No need to mention author names more than 1 in discussion if mentioning previously held study. (For example; Shabani, R., Nikbakht H, <i>et al</i> (2017) examined the impact of CVS disorders. No need to mention more than one author name and don't add " <i>et al</i> " with author name without reference in whole manuscript).	<input type="checkbox"/>
<b>CONCLUSION (All capital letters in heading, bold, font size 14, line space 1.5)</b>	
Single spaced, font size 12, concise and must be representative of objectives of the study.	<input type="checkbox"/>
<b>DECLARATIONS (All capital letters in heading, bold, font size 11, line space 1.5)</b>	
Subheadings of conflict of interest and funding source should be in sentence case with font size 12 and bold.	<input type="checkbox"/>
No other subheading in declarations needed.	<input type="checkbox"/>
<b>REFERENCES (All capital letters in heading, bold, font size 14, line space 1.5)</b>	
References must be in uniform "Vancouver style" and complete.	<input type="checkbox"/>
References font size should be 11 (non-italic, times new roman, justified)	<input type="checkbox"/>
Vancouver style reference is: Author(s), Article title. Journal Title Abbreviation. Year of Publication; Volume number(Issue number),Pageination	<input type="checkbox"/>
<b>Considerably;</b> <ul style="list-style-type: none"> <li>• Author or Authors, last name and initial(s) separated by a comma and space and ending with a period.</li> </ul>	



- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname (include maximum of the six authors).
  - Article title in [sentence case](#) followed by a period.
  - [Journal title abbreviation](#) followed by a period. (You can access the **NLM's** official list of journal title abbreviations in their "**PubMed Journals Database.**" This database allows you to search for specific journal abbreviations and find the full journal titles associated with them.)
  - Four-digit year of publication followed by semi-colon.
  - Journal volume number followed by issue number in brackets, followed by a colon.
  - Page range, hyphenated, followed by a period. (Page numbers are not repeated. For example, 452-468 would become 452-68 or 241-248 would become 241-8).
- Example:** Abrams AP, Thompson LA. Physiology of aging of older adults: systemic and oral health considerations. Dent Clin North Am. 2014;58(4):729–38.

## Final checklist before submission of manuscript

The following list will be helpful during the final checking of an article before sending it to the journal for further processing.

The manuscript has been 'spell-checked' and 'grammar-checked'	<input type="checkbox"/>
References are in the correct format for this journal (Vancouver style)	<input type="checkbox"/>
The minimum number of references is 20	<input type="checkbox"/>
Every section of the manuscript is written according to the guidelines	<input type="checkbox"/>
The title page is separately written with one author has been designated as the corresponding author with contact details: Full name, e-mail address, contact number (WhatsApp) and full postal address.	<input type="checkbox"/>
The authors' names are not mentioned anywhere in the manuscript	<input type="checkbox"/>
The Similarity Index is below 19%, and any single source has a similarity index of not more than 5%	<input type="checkbox"/>
All the authors are eligible according to the Author contribution criteria by ICMJE (Please visit here <a href="https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html">https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html</a> )	<input type="checkbox"/>
All authors have duly signed the Author Contribution Form/Letter of Authorship, which is attached separately at the time of manuscript submission. The Letter of Authorship is available in the <b>Downloads tab</b> on the website.	<input type="checkbox"/>
Two national and two international reviewers are provided with following details in a separate word file; full name, qualification (in relevant field), designation, affiliation, official email address and contact number.	<input type="checkbox"/>
Research ethical approval letter is attached with the manuscript at time of submission to the journal portal	<input type="checkbox"/>

After checking each and every point in the guidelines, move your cursor to the checkbox in front of every instruction and click to mark a tick to indicate that it has been completed. Attach the checklist with the manuscript at the time of submission as an additional file.

