

INSTRUCTION FOR AUTHORS

Journal of the Indian Academy of Geriatrics (JIAG) is an official publication of the Indian Academy of Geriatrics. This peer-reviewed Journal would be published quarterly (March, June, September and December). The journal is committed to high standards of presentation. This journal welcomes the submission of manuscripts that meet the general criteria of significance and scientific excellence. It publishes regular articles-original clinical studies and experimental investigations, review of basic and clinical topics, brief communications, case reports concerning all aspects of Geriatrics.

Regular Articles are full length papers that address research questions with exhaustive study design and methodology. The entire manuscript including abstract and references should not exceed 15 typed pages in double space and should not contain more than 30 references.

Brief Communications is suitable for small investigations, details of new models or hypotheses, innovative methods, techniques or apparatus. It should not contain more than 2000 words (including abstract, figures, tables and references) describing important new observations in Geriatrics.

Review of basic and clinical topics of interest to the readership are solicited. The length of review articles should not exceed fifteen typed pages. Reviews are also peer-reviewed.

Case reports should be limited to 1200 words, should not have more than 4 authors and should not contain over 2 illustrations and 10 references.

Letters to the Editor containing interesting observations and comments on the articles published in the journal are welcome for publication. Due care should be taken in the formation of the letter to avoid any misunderstanding. The replies to such letters will also be published as and when received from the authors. The letter and the reply should not exceed 300 words and should not contain more than 5 references.

General information

1. **Manuscript not complying with these instructions will not be considered.**
2. Manuscripts submitted are meant exclusively for this journal and should not have been published earlier or be under simultaneous consideration for publication by any other journal. A statement to this effect (Authors'

Declaration) signed by all the authors should accompany each manuscript. Violation may lead to a published retraction of the article by the Journal and other actions as deemed necessary by the editor.

3. 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.
4. All manuscripts submitted to this Journal must be accompanied by the declaration signed by all authors, before they can be processed editorially.
5. The editor and the publisher disclaim any responsibility or liability for the statements made and opinion expressed by authors.
6. Studies involving intervention in human subjects or animals should have received the approval of the institutional ethics committee. A statement to this effect must be included in the manuscript text. If the institution has no formal ethics committee, a statement signed by the authors that the terms of the Helsinki Agreement have been adhered to will be necessary.
7. Financial Disclosure if any should be disclosed after the conclusion in text.

Manuscript Submission

1. Manuscript for publication in Journal of The Indian Academy of Geriatrics should be sent to **Dr. Arvind Mathur, Editor, Journal of The Indian Academy of Geriatrics, A-79, Shastri Nagar, Jodhpur 342003 Rajasthan, India, Fax: 0291-2430999; E-mail journal_geriatrics@yahoo.com.**
2. Authors may submit initial paper either as print or in electronic version, as a Word document to e-mail address of the journal. It will be evaluated by editorial board for suitability and completeness. Authors will be subsequently communicated to submit three printed copies and one soft copy of manuscripts on CD in Microsoft word. Identify the diskette by providing journal name, manuscript number, senior author's name, manuscript title, name of computer file, type of hardware, operating system and version number, and software program and version number. A printed copy of the signed Authors' Declaration must be submitted at this stage. The journal does not assume responsibility for errors in conversion of

customized software, new software, and special characters. Mathematics and tabular material will be processed in the traditional manner. PDF format submission is not desired. The photographs should be submitted in .jpg file format.

3. Submission of a manuscript to JIAG implies that the work described has not been published before and is not under consideration for publication anywhere else. The publisher will not be held legally responsible should there be any claims for compensation.

Review Process

1. The manuscript will be reviewed by Editorial Board and manuscripts that are outside the range of interest of Journal of The Indian Academy of Geriatrics readership or that fail to satisfy the technical requirements would not be accepted and returned to authors without further review. Only glossy prints and photographs of rejected manuscripts would be returned to reduce expenditure on mailing. The rejected manuscript would be destroyed.
2. Manuscript found suitable for publication will be sent one or two qualified reviewers for evaluation.
3. Those manuscript which requires modification will be sent to author for necessary changes. Manuscript returned to authors for modification should be returned to editorial office as early as possible but not later than 3 months, after which the article would be filed and not considered for publication.
4. The editorial board reserves the right to assess suitability of the language, modify the letter and text, and improve the photographs and illustrations to enhance clarity of expression and presentation without affecting the message and meaning being conveyed by the article.
5. Editorial board will re-review revised manuscripts and will decide on suitability for publication. Decision of editorial board will be final.

Manuscript preparation

1. Submit an original manuscript and two photocopies, typed double spaced in letter quality print on one side only of standard (8 ½ x 11 inch) white bond paper. Number all pages at right top corner.
2. Manuscripts should be organized as follows; title page, abstract, key words, introduction, materials (patients) and methods, results, discussion, acknowledgements, reference,

tables, figures with legend. Cite references and figures by numbers in the text.

Title page

1. The title should be brief and comprehensive, preferably less than fifteen words with the first letter of each word typed in capitals.
2. No abbreviation is allowed in the title.
3. The name of the authors (initials followed by surnames) should be written in continuation followed by the name of the department and the Institution where the study was carried out.
4. A footnote to be added to indicate address for correspondence, telephone numbers and e-mail address.
5. All authorship must fulfill Vancouver agreement (BMJ 1991; 302)

Abstract

1. Abstract replaces the summary and should be typed on separate page..
2. It should be informative and self explanatory should be less than 250 words.
3. The abstract should be structured and consist of four paragraphs, labeled Objective (Background), Methods, Result and Conclusions. Unstructured abstracts are required review, brief communication and case reports.
4. Avoid abbreviation in the abstract and do not use any references.
5. About 3 to 6 keywords to be provided for indexing references and Medical Subject Headings (MeSH) may be consulted.

Introduction

Introduction should provide a clear statement of the problem, the relevant literature on the subject, and the proposed approach or solution.

Materials and methods

It should be complete enough to describe procedure of study. Previously published procedures should be cited and important modifications, if applicable, should be mentioned.

Results

It should be presented with clarity and precision. Results are written in the past tense while describing study findings. It should not have literature reference or discussion.

Discussion

It should interpret the findings in view of the results obtained in this and in past studies on this topic. State the conclusions in a few sentences at the end of the paper.

Acknowledgments

Acknowledgments of people, grants, funds, etc should be brief.

Tables

1. Type double-spaced on separate sheets of standard sized white bond paper and each tables should be numbered in Arabic numerals.
2. Its design should be simple as far as possible. Each table should have a title and be numbered in the order of appearance in the text. It should be brief and self explanatory.
3. Its size should not exceed one print page.
4. Abbreviations, if used, should be explained in the footnote.
5. The data presented should not be duplicated in the text and figures. Use superscript letters to indicate footnotes typed at the bottom of table.

Figures & Photographs

1. Three complete sets of glossy photographs of all figures including graphs, black and white and color photographs must be submitted.
2. Use of color illustrations is encouraged, but authors should contact the editor prior to their preparation for advice and assistance.
3. All figures should be clearly labeled on the back with a lead pencil and an arrow indicating the top edge of the figure.
4. Photomicrograph should be sized to fit one column (8cm) or two columns (17cm); the maximum plate size is 17 x 22 cm.
5. Graphs must be of professional quality. Computer generated graphs should be of laser quality.
6. High contrast prints of roentgenographic photographs and electron micrographs are essential.
7. Clear photocopies of the figures should be included with the original and each copy of the manuscript.

References

1. References should be typed at the end of the text in double space following the Vancouver style and numbered in the order of appearance in the text, with only one reference to a number.
2. Citation of unpublished observations or personal communications (include separately permission to quote from appropriate individual) should be placed in the text in parenthesis. They should not be placed or numbered under 'References'.
3. Reference number in the text should be typed as superscript and not in the brackets. e.g. Dyslipidemia in elderly¹⁰.
4. It is desired to follow the style and pattern for abbreviations as given in Index Medicus.
5. Recent references (not more than 20 years) are preferable.
6. Restrict the number of references as per type of article mentioned earlier.

Journal article

Luke RG, Jones P and Diethelm AG. Hypertension in elderly. *Am J Med* 1982; 75: 88-95

Abstract

Yoo KH, Norwood VF, Chevalier RL. Regulation of Aging (Abstract). *Nature* 1995; 65:82-91

Chapters in Book

John T Potts: Disorders of the parathyroid gland; *Harrison's Principles of Internal Medicine*, 15 edn., Braunwald, Fauci, Kasper, Hauser, *et al* (eds), McGraw Hill, 2001, p 2224-6

General instructions

1. Use generic names of drugs.
2. Define unusual abbreviations with the first use in the body of the manuscript.
3. Text footnotes should be typed on a separate page.
4. All weights and measures must be given in metric units.
5. Avoid use of full stops in the middle of abbreviations (ECG, not E.C.G.).
6. It is advised to follow the uniform requirements for manuscript submission in Biomedical journals i.e as mentioned in *BMJ* 1988; 296.