

## SUBMISSION GUIDELINES

### • General Guidelines for Authors

Prepare your manuscript in accordance with the following instructions.

<p><b>FONTS</b></p> <p>Font Type: Times New Roman                      Font Size (Text) : 12                      Font Size (Tables and Figures) : 12</p>	<p><b>PARAGRAPH</b></p> <p>Alignment: Left                      Outline Level: Body Text  <u>Indentation:</u>                      Left: 0, Right: 0  <u>Spacing:</u>                      Before: 0, After: 0                      Line Spacing: Double</p>	<p><b>PAGE SETUP</b></p> <p><u>Margins:</u>                      Top: 2.5 cm, Bottom: 2.5 cm                      Left: 1.5 cm, Right: 1.5 cm                      Gutter: 0</p> <p><u>Paper Size</u> : A4</p>
<p><b>STRUCTURE OF PAPER</b></p> <p><b>Abstract</b>                      Keywords (Minimum 6)</p> <p><b>1.Introduction</b>  <b>2.Literature Review</b>  <b>3.Materials and Methods</b>  <b>4.Results, Analysis and 5.Discussion</b>  <b>6.Conclusion</b></p> <p><b>Limitations of the Study</b>  <b>Scope for Further Research</b></p> <p><b>7.References</b></p>	<p><b>WORD COUNT</b></p> <p>Article/ Research Paper:                      6000 words maximum</p> <p>Research Letter/ Book Review/                      Conceptual Notes:                      1000 words maximum</p> <p>Executive Summary/ Synopsis of                      PhD Thesis:                      1500 words maximum</p>	<p><b>PAPER LENGTH</b></p> <p><u>Article/ Research Paper:</u>                      15 pages maximum</p> <p><u>Case Report:</u>                      7 pages maximum</p> <p><u>Research Letter/ Book Review/                      Conceptual Notes:</u>                      3 pages maximum</p> <p><u>Executive Summary/ Synopsis                      of PhD Thesis:</u>                      5 pages maximum</p>

### • Guidelines for Articles / Research Papers

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#### 1. Author Guidelines

#### • Typescript preparation

1. The original typescript should be submitted electronically in A4 size format, with a word count of 4000-6000 (excluding figures), following the other submission.
2. Typescript should have double line spacing at the time of submission.
3. A final paper which would exceed 6000 words or occupy more than 15 pages of the Journal may be returned for abridgement.

4. The text of the paper should include title, abstract, text, references and notes, tables, figure captions, figures, but not the names of authors, their biographical notes nor any acknowledgements. Please make sure that author's names are not included in the document/file properties.
5. For email submissions, you will need a separate file containing the title of the paper, plus the names, affiliation and complete addresses, e-mail and fax number of authors, and an abstract, keywords, brief biographical notes about authors and any acknowledgements; and Resume of the contributor.
6. All papers must be written in English. If English is not your first language, please ask an English-speaking colleague to proofread your paper.

- **International context**

1. It should not be assumed that the reader is familiar with specific national institutions or corporations. Authors are encouraged to approach their chosen topic with an international perspective.
2. Countries and groupings of countries should be referred to by their full title (for example, 'Asia', 'Europe' and 'America' are all ambiguous).
3. Special attention should be paid to identifying units of currency by nationality.
4. Acronyms should be translated in full into English.

- **Title, abstract, keywords, addresses, biographical notes**

Please assist us by following these guidelines:

1. Title : as short as possible
2. Authors Details and Address : Author Name and Position, department, name of institution, full postal address and email address for each author
3. Abstract: approximately 100 words, maximum 150
4. Keywords: approximately 10-15 words or phrases. Keywords are important for online searching.
5. Biographical notes : approximately 100 words per author, maximum 150.
6. Affiliation : If any.

- **References and notes**

1. IJSSS journal uses the Harvard (name and date) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. For example 'Large (2010) suggests ...' or 'Liang and Zeger (1986) found that ...' or 'Both Kremen et al. (2008) and Weickert et al. (2000) extracted...'
2. Footnotes should be avoided, but any short, succinct notes making a specific point, may be placed in number order following the alphabetical list of references.
3. References should be made only to works that are published, accepted for publication (not merely 'submitted'), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.
4. Full reference should include all author's names and initials, date of publication, title of paper, title of publication (*italics*), volume and issue number (of a journal), publisher and form (books, conference proceedings), page numbers.

- **Figures**

All illustrations, whether diagrams or photographs, are referred to as Figures. Figures may be black and white or colour, and numbered sequentially. Please prepare all figures, especially line diagrams, to the highest possible standards. Digital art may be created/scanned and submitted as either TIFF, JPG or PPT files.

- **Translated works**

1. Difficulty often arises in translating acronyms, so it is best to spell out an acronym in English (for example, AU – Both ears).
2. Similarly, labels and suffixes need careful attention where the letters refer to words which have been translated.

## **2. Copyright and Author Rights and Responsibilities**

IJSSS is wholly committed to the highest standards of surgery and surgical sciences. In all that we do, we work to ensure the widest possible access to the articles that we publish, to enhance the reputation of the author, the journal, its editor and editorial board, and the value that we add altogether.

In order that we can do this properly and professionally, we ask authors to sign our Author Agreement assigning (or transferring) copyright to Editor and IJSSS. The transfer of copyright is standard practice in journal publishing. This enables us, to negotiate subsidiary licenses to database aggregators and document supply companies, and allows permissions to reproduce articles in books, course packs, electronic reserve or for library loan to be handled efficiently and with sensitivity to changing library and reader needs. This relieves authors of a time-consuming and costly administrative burden. It also enable us to defend and enforce author's rights against plagiarism, copyright infringement, unauthorized use and, most important for author's professional reputation, breach of author's moral rights.

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## **3. Cover Letter**

This is required for all submissions. Online submissions will need to include the names of 3 experts as detailed below. Any further information in support of online submissions can be entered as a note for the editor or uploaded as a supplementary file.

April 1, 2013

Dear Editor

International Journal of Surgery and Surgical Research (IJSSS)

Enclosed is a paper, entitled "Surgery and Surgical Science Research in AIIMS." Please accept it as a candidate for publication in the IJSSS. Below are our responses to your submission requirements.

### **1. Title and the central theme of the article.**

Paper title: "Surgery and Surgical Science Research in AIIMS." This study reviews the concepts surgery and surgical science research in AIIMS. It proposes a model based on collaborative surgery and surgical science practices. The contribution will serve the academic as well as surgery and surgical community.

### **2. Which subject/theme of the Journal the material fits**

Surgery and Surgical Science Research

### **3. Why the material is important in its field and why the material should be published in IJSSS?**

The necessity of collaborative surgery and surgical sciences in AIIMS is the need of an hour for successful surgery and surgical development in short and long run. We strongly believe the contribution of this study warrants its publication in the IJSSS.

### **4. Names, addresses, and email addresses of three experts in the subject of your paper who are personally unknown to you\*, are not members of the editorial board of the journal, are not from your institution and at least two of whom must be from a different country from you.**

Prof. Dr. William Gates  
Chair Professor of Department of Surgery  
University of Texas, Southwestern Surgical Center  
5959 Harry Hines Blvd., POB1,  
Suite 300, Dallas, Texas 75390-8820

phone: +1-888-888-8888 - fax: +1-888-888-8886

e-mail: w gates@medicinecenter.org

Expertise: published a related paper ("Surgical Research") in CACM, 38(3), pp. 188-198.

Relationship: I met Dr. Gate only once at a conference in 1999. I do not know him personally.

Assoc Prof. Dr. John Adams

Director of Surgical Research Center

College of Medical Australian University

123, Harbor Drive Sydney,

Australia 56789

phone: +61-8-8888-8888 - fax: +61-8-8888-8886

e-mail: jadams@me.edu.au

Expertise: published a related paper ("Surgery research in Laboratory") in IEEE TOSE, 18(8), pp. 88-98.

Relationship: None. I have never met Dr. Adams.

Assoc Prof. Dr. Chia-Ho Chen

Chair of Surgery Department

College of Surgery

Open University

888, Putong Road

Keelung, Taiwan 100

phone: +886-2-8888-8888 - fax: +886-2-8888-8886

e-mail: chchen@me.edu.tw

Expertise: published a related paper ("Surgical Research") in IJ Medical Science, 1(4), pp. 18-28.

Relationship: Former professor, dissertation chairman.

Finally, this paper is our original unpublished work and it has not been submitted to any other journal for reviews.

Sincerely,  
XYZ

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#### **4. Author Agreement**

Each author must sign a copyright agreement (Author Agreement) form and send the signed forms, in electronic format, to the Editor, together with your paper. Signatures of all authors may appear on one form or be sent on individual forms.

So that we can ensure both the widest dissemination and protection of material published in IJSSS, we ask authors to assign copyright in their papers, including abstracts, to the Editor-IJSSS. This enables us to ensure copyright protection against infringement, and to disseminate your article, and our journals, as widely as possible.

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Signed by the Author \_\_\_\_\_

Date : \_\_\_\_\_

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*Annexure -1  
Title Page*

**TITLE OF THE PAPER**

**Name of first author**

Institution/Affiliation

Title

Designation

Postal Address

E-mail:

Contact No.:

**Name of second author**

Institution/Affiliation

Title

Designation

Postal Address

E-mail:

Contact No.:

**—Abstract —**

Karve upsu dolor suv amev, onsecvevur dupusucung eluv, sed do uusmod vempor uncludunv uv labore ev dolore magna aluqua. Uv enum ad munum venuam, quus nosvrud exercuvavuon ullahco.

**Key Words:** Keyword1, Keyword2, Keyword3, Keyword4, Keyword5, Keyword6.

**—Bibliographical Notes —**

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**—Affiliation—**

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