

INSTRUCTION TO AUTHORS

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SUBMISSION OF MANUSCRIPTS

Papers, written in English, are considered for publication, and should be submitted in electronic format to: ninmas@baec.gov.bd A print copy of the manuscript should also be submitted to the Editor, Bangladesh Journal of Nuclear Medicine (BJNM): National Institute of Nuclear Medicine and Allied Sciences, BSMMU Campus, Shahbag, Dhaka, Bangladesh. While submitting the manuscript, written approval of all authors must be submitted.

EDITORIAL POLICIES

Bangladesh Journal of Nuclear Medicine has adopted the following editorial policies:

The Journal is published in half-yearly issues (January & July) a year.

To facilitate rapid publication of high-quality articles, the Journal has a panel of reviewers who review manuscripts in their areas of expertise. The manuscripts that are poorly written are refused without further examination. However, technical editing for grammatical flaws and inconsistency in style elements is done on the accepted papers.

Type of papers published

It publishes original research articles, review articles, short reports, case reports and letters on new findings (see Mission and Editorial policies above). In principle, a review article should not generally exceed 6,500 words, and an original research article should also not generally exceed 4,500 words, including the abstract, tables, figures, photographs, illustrations, references, and other appendices. A short report should not exceed 2,200 words, including abstract, tables, figures, and references. Letters should be brief and to the point; tables can be included, but graphs and illustrations will not normally be used. References must be kept to a minimum.

Acceptance of paper

All decisions to accept, revise, or refuse a paper will be made by the editorial board.

Papers are accepted for publication provided these are submitted solely to the Bangladesh Journal of Nuclear Medicine, and are subject to peer review and editorial revision.

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PREPARATION OF MANUSCRIPTS

Manuscripts should be prepared using double-spacing throughout, including the title page, abstract, text, acknowledgements, references, tables, and legends for illustrations. Number pages consecutively, beginning with the title page.

Manuscripts must be accompanied with a covering letter. This must include: (a) information on prior or duplicate publication or submission of any part of the work elsewhere; (b) a statement that the manuscript has been read and approved by all authors (written approval must accompany); (c) the name, address, telephone, fax number, and email address of the corresponding author, who is responsible for communicating with other authors about revisions and final approval of the proofs.

Title page

The title page should carry: (a) the title of the article, which should be concise but informative; (b) a short

running head or footline of no more than 40 characters placed at the foot of the title page; (c) first name, middle initial, and last name of each author, with highest academic degree(s), and institutional affiliation; (d) name of department(s) and institution(s) to which the work should be attributed; (e) disclaimers, if any; (f) sources of support in the form of grants, equipment, drugs, or all of these; (g) name and address of the author responsible for correspondence; (h) name and address of the author to whom requests for reprints should be addressed or statement that reprints are not available from the author(s).

Authorship

All persons designated as authors should qualify for authorship. Each author should have participated sufficiently in the work to take public responsibility for the content of the article.

Authorship credit should be based only on substantial contributions to: (a) conception and design, or analysis and interpretation of data; (b) drafting the article or revising it critically for important intellectual content; and (c) final approval of the version to be published. Conditions (a), (b), and (c) must all be met. Participation solely in the acquisition of funding or collection of data does not justify authorship. General supervision of the research group is also not sufficient for authorship.

Abstract and key words

The abstract of no more than 250 words should state the purposes of the study or investigation; basic procedures (selection of study subjects; observational and analytical methods); main findings (give specific data and their statistical significance, if possible); and the principal conclusions. Emphasize new and important aspects of the study or observations. Use only approved abbreviations.

Below the abstract, provide and identify as such 3 to 5 key words or short phrases which should be sufficient to describe the content of the text. Use terms from the Medical Subject Headings list of the Index Medicus, NLM, USA.

Text

The text should be divided into sections with the following headings: Introduction, Materials and Methods, Results, and Discussion.

'random' (which implies a randomizing device), 'normal,' 'significant,' 'correlations,' and 'sample.' Define statistical terms, abbreviations, and most symbols used.

Results: Present results of your study in logical sequence in the text, tables, and illustrations. Do not repeat in the text all data in the tables or illustrations, or both: emphasize or summarize only important observations.

Discussion: Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction section or the Results section. Include in the Discussion section the implications of the findings and their limitations, including implications for future research. Relate the observations to other relevant studies. Link the conclusions with the goals of the study, but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such. Recommendations, when appropriate, may be included.

Conclusion: Should be short and concise.

Acknowledgements: Persons who have contributed intellectually to the paper, but whose contributions do not justify authorship, may be named and their function or contribution described. Such persons must have given their permission to be named.

REFERENCES

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by arabic numerals in parentheses. References cited only in text, tables, or legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration. Use the style of the examples below, which are based on the formats used by the U.S. National Library of Medicine in the Index Medicus. The titles of journals should be abbreviated according to the style used in the Index Medicus. Try to avoid using abstracts as references; 'unpublished observations' and 'personal communications' must

Calcutta: All-India Institute of Hygiene and Public Health, 1980:89-93.

(4) *Dissertation or thesis*

Rahman ASMM. Village practitioners of Bangladesh: their characteristics and role in an oral rehydration programme. London: London School of Hygiene & Tropical Medicine, 1980. 84 p. (Dissertation).

(5) *From Web site:*

Lee SL, Ananthakrishnan S (Jul 14, 2006) Goiter, Nontoxic. Retrieved from eMedicine Endocrinology Website: <http://emedicine.medscape.com/>

(6) *PowerPoint Presentation:*

Emerio T. Alboliras (2006). ECHOCARDIOGRAPHY REVIEW [PowerPoint slides]. Retrieved from University of Illinois at Urbana-Champaign Web site: <http://www.conferences.uiuc.edu/pcard06/speakers/Alboliras--EchocardiographyReview2006.pdf>

(7) *Newspaper Article*

Damon Adams (2003, Aug. 11) The physician look: Do Cloths really make the doctor? American Medical News, p 1

Tables

Type each table double spaced on a separate sheet. Do not submit tables as photographs. Number tables consecutively, and use a brief title for each. Mention in each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all non-standard abbreviations that are used in each table. For footnotes, use these symbols in this sequence: *, †, ‡, §, **, ††, ‡‡, etc. Identify statistical measures of variations, such as standard deviation (SD) and standard error of mean (SEM). Internal vertical rules should not be used. Cite each table in the text in consecutive order. If you use data from another published or unpublished source, obtain permission, and acknowledge fully.

Illustrations and legends for illustrations

Figures should be of high-quality. Letters, numbers, and symbols should be clear and even throughout. Titles should belong in the legends for illustrations. Symbols, arrows, or letters used should contrast with

Introduction: The purpose(s) of the article should be clearly stated. Summarize the rationale for the study or observation. Give strictly pertinent references only, and do not review the subject extensively. Do not include data or conclusions from the work being reported.

Materials and methods: Describe your selection of the observational subjects clearly. Identify the methods, apparatus (names and addresses of manufacturers in parenthesis), and procedures in sufficient detail to allow other workers to reproduce the results.

Ethics: When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the committee on human experimentation of the institution in which the experiments were done or in accordance with the Helsinki Declaration. Do not use names of patients, initials, or hospital numbers, especially in any illustrative material. When reporting experiments on animal subjects, indicate whether the institution's or the society's (SNMB) or the national research council's guide for, or any national law was followed.

Statistics: Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence interval). Avoid sole reliance on statistical hypothesis testing, such as the use of p value, which fails to convey important quantitative information. References for study design and statistical methods should be made to standard works (with pages stated) when possible rather than to papers where designs or methods were originally reported. Specify any general computer programmes used.

Include general descriptions of methods in the Materials and Methods section. When data are summarized in the Results section, specify the statistical methods used for analyzing them. Restrict tables and figures to those needed to explain the argument and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Avoid non-technical uses of technical terms in statistics, such as

not be used as references, although references to written, not oral, communications may be inserted (in parenthesis) in the text. Include among the references papers accepted but not yet published, designate the journal, and add 'in press' (in parenthesis).

The references must be verified by the author(s) against the original documents. Examples of correct forms of some references are given here.

Examples of correct forms of references

Journals:

(1) *Standard journal article (list all authors when six or less; when seven or more, list only first six and add et al.)*

Rahman MM, Alvarez JO, Mahalanabis D, Wahed MA, Islam MA, Unicomb L et al. Effect of vitamin A administration on response to oral polio vaccination. *Nutr Res* 1998;18:1125-33

(2) *Corporate author*

World Health Organization. Scientific Working Group. Rotavirus and other viral diarrhoeas. *Bull World Health Organ* 1980;58:183-98.

(3) *No author given*

Defining the limits of public health (editorial). *Lancet* 2000;355:587.

Books and other monographs

(1) *Personal author(s)*

Walker-Smith J. Diseases of the small intestine in childhood. 2d ed. Kent: Pitman Medical, 1979:171-249.

(2) *Chapter in a book*

Heird WC, Cooper A. Nutrition in infants and children. In: Shils ME, Young VR, editors. *Modern nutrition in health and disease*. 7th ed. Philadelphia, PA: Lea & Febiger, 1988:944-68.

(3) *Published proceedings paper*

Sack DA. Bacteriological and clinical variation of acute diarrheal disease. In: Mazumder DNG, Chakraborty AK, De S, Kumar AK, editors. *Proceedings of the 8th National Conference on Communicable Diseases*.

the background. If photographs of persons are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photographs.

Figures should be numbered consecutively according to the order in which they have been first cited in the text. If a figure has been published, acknowledge the original source, and submit written permission from the copyright holder to reproduce the materials. Colour photographs are not encouraged. But, if necessary, colour photographs can be reproduced if paid by the author.

Legends for illustrations

Type legends for illustrations double-spaced, with arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used for identifying parts of the illustrations, identify and explain each one clearly in the legend.

Units of measurements

Measurements of length, height, weight, and volume should be reported in metric units (metre, kilogram, litre) or their decimal multiple.

Abbreviations and symbols

Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text.

FOR FURTHER INFORMATION, AUTHORS ARE REFERRED TO: "Uniform requirements for manuscripts submitted to biomedical journals" prepared by the International Committee of Medical Journal Editors. (<http://www.icmje.org>).

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Correspondence should be addressed to:

Editor

Journal of Nuclear Medicine

Bangladesh Society of Nuclear Medicine

National Institute of Nuclear Medicine & Allied Sciences

Block-D, 7th floor, BSMMU

Shahbag, Dhaka, Bangladesh.

Email: raihaan_h@yahoo.com, q.kamila@gmail.com