

Covering Letter

The Editor,
Indian Journal of Psychiatric Nursing

Sub: Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled "[redacted]" in your esteemed journal as a Letter to the Editor.

Commented [WK1]: Title of the manuscript

On behalf of all the contributors I will act and guarantor and will correspond with the journal from this point onward.

[redacted]
Prior publication

Commented [WK2]: Give information about prior publication or presentation in a conference/seminar. If nil, state so

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Thanking you,

Yours' sincerely,

Signature

[redacted]
Corresponding contributor:

Commented [WK7]: Address of corresponding author

E-mail -

Encl : [redacted]
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Checklist

Contributors' form *(to be modified as applicable and one signed copy attached with the manuscript)*

Manuscript Title: _____

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We give the rights to the corresponding author to make necessary changes as per the request of the journal, do the rest of the correspondence on our behalf and he/she will act as the guarantor for the manuscript on our behalf.

All persons who have made substantial contributions to the work reported in the manuscript, but who are not contributors, are named in the Acknowledgment and have given me/us their written permission to be named. If I/we do not include an Acknowledgment that means I/we have not received substantial contributions from non-contributors and no contributor has been omitted.

Name	Signature	Date signed
1 -----	-----	-----
2 -----	-----	-----
3 -----	-----	-----
4 -----	-----	-----

Checklist

Checklist (to be tick marked, as applicable)

Manuscript Title _____

Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 150 words for case reports and 250 words for original articles)
- Structured abstract provided for an original article
- Key words provided (three or more)
- Key messages provided
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text without brackets
- References according to the journal's instructions.

Language and grammar

- Uniformly British English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

Tables and figures

- No repetition of data in tables/graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
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- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not, written permission enclosed)
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Title Page

Type of article: Letter

Title of the article:

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Source(s) of support:

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Organisation

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Conflicting Interest (If present, give more details):

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Concepts

Design

Definition of intellectual content

Literature search

Clinical studies

Experimental studies

Data acquisition

Data analysis

Statistical analysis

Manuscript preparation

Manuscript editing

Manuscript review

Guarantor

Sir,

Text



References:

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Acknowledgement:

