

Covering Letter

To,
The Editor

Sub: Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled “” in your esteemed journal as an **Original Article/Brief Report**.

Commented [D1]: Title of the manuscript

Commented [D2]: Select as applicable

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

Prior publication

Commented [D3]: Give information about prior publication or presentation in a conference/seminar. If nil, state so

Support

Commented [D4]: State the name of the funding agency. If nil, state so.

Conflicts of interest

Commented [D5]: State perceived or otherwise conflicts of interest. If nil, state so

Permissions

Commented [D6]: Give information about permission for reproducing pre-published information/material. If nil, state so

We hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the journal, in the event that such work is published by the journal.

We would like to suggest following referees for the article.

Commented [D7]: Optional to provide names of two or three particularly qualified reviewers who have had experience in the subject of the submitted manuscript, but who are not affiliated with the same institutes as the contributor/s. Kindly include complete address as well as e-mail.

Name	Address	E-mail

Thanking you,

Yours' sincerely,

Signature

Corresponding contributor:

Commented [D8]: Address of corresponding author

E-mail -

Encl : Contributor's form signed by all the contributors

Checklist

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

I/we certify that I/we have participated sufficiently in the intellectual content, conception and design of this work or the analysis and interpretation of the data (when applicable), as well as the writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as a contributor. I/we believe the manuscript represents valid work. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere, except as described in the covering letter. I/we certify that all the data collected during the study is presented in this manuscript and no data from the study has been or will be published separately. I/we attest that, if requested by the editors, I/we will provide the data/information or will cooperate fully in obtaining and providing the data/information on which the manuscript is based, for examination by the editors or their assignees. Financial interests, direct or indirect, that exist or may be perceived to exist for individual contributors in connection with the content of this paper have been disclosed in the cover letter. Sources of outside support of the project are named in the cover letter.

I/We hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership, including any and all rights incidental thereto, exclusively to this journal, in the event that such work is published by the journal. The journal shall own the work, including 1) copyright; 2) the right to grant permission to republish the article in whole or in part, with or without fee; 3) the right to produce preprints or reprints and translate into languages other than English for sale or free distribution; and 4) the right to republish the work in a collection of articles in any other mechanical or electronic format.

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

Checklist (to be tick marked, as applicable and one copy attached with the manuscript)**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 (vide supra)
- 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)
- 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)
- Table and figure numbers in Arabic letters (not Roman)
- 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)
- Credit note for borrowed figures/tables provided

Title Page

Type of article: Original / Brief

Commented [D9]: Select as applicable

Title of the article:

Running title

Commented [D10]: Not more than 50 characters

Contributors

Commented [D11]: Last name First name initials of middle name, with highest academic degree and institutional affiliation

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Department(s) and institution(s)

Corresponding Author:

Name:

Address:

Phone numbers:

Facsimile numbers:

E-mail address:

Total number of pages:

Total number of photographs:

Word counts

for abstract:

for the text:

Presentation at a meeting:

Organisation:

Place:

Date:

Abstract Page

Title of the article:

Abstract:

Context:

Aims:

Settings and Design:

Methods and Material:

Statistical analysis used:

Results:

Conclusions:

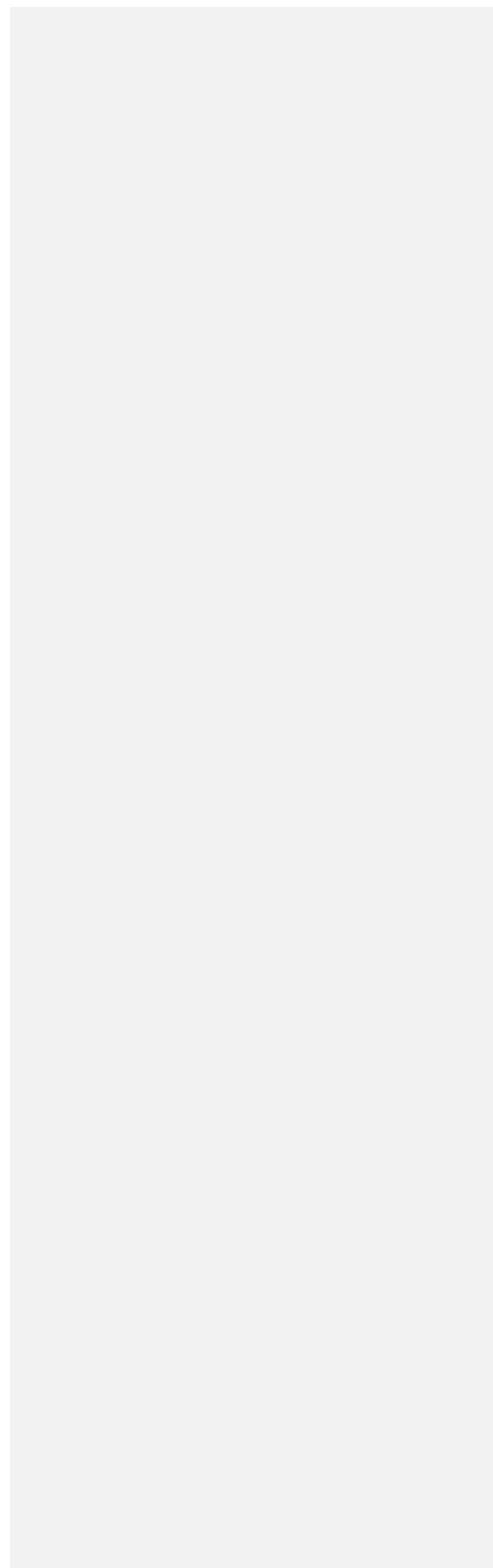
Keywords:

Commented [D12]: Approximately 250 words (Please change if limit of words differ)

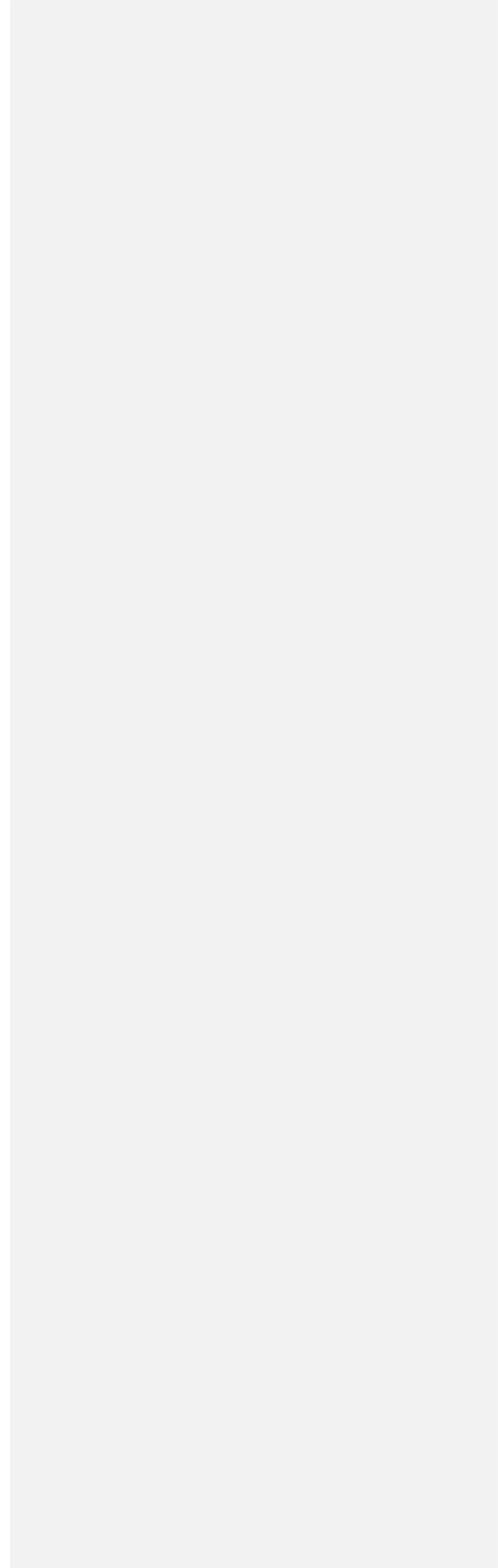
Introduction:

Commented [D13]: Include why this study was conducted, what were the aims and objectives of the study.

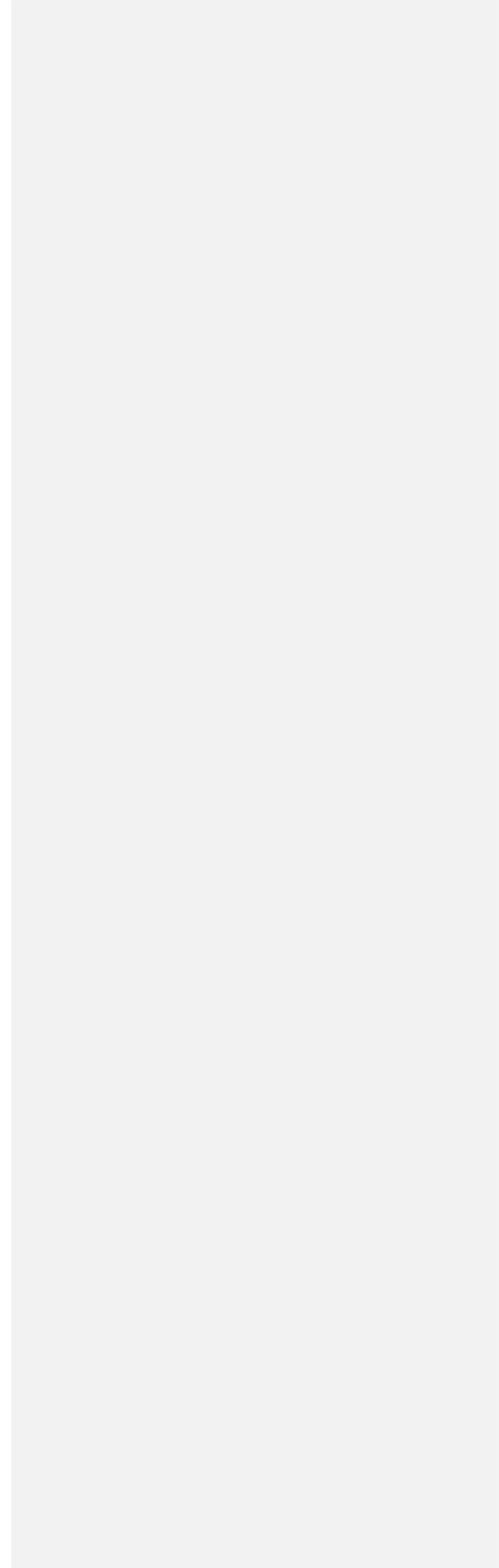
Subjects and Methods:



Results:



Discussion:



References:

Commented [D14]: Include recent citations (5-7 years)
Follow the punctuation marks carefully. Do not include unnecessary bibliographic elements such as issue number, month of publication, etc. Include names of six authors followed by et al if there are more than six authors.

Ethical policy and Institutional Review board statement: _____

Commented [VS17]: Refer to the IFA page of the journal for details.

Patient declaration of consent statement: _____

Commented [VS18]: If patient image and imaging pictures are used in the study, consent should be obtained

Data Availability statement: The data set used in the current study is available (tick the appropriate option and fill the information)

- repository name

- name of the public domain resources

- data availability within the article or its supplementary materials

- available on request from (contact name/email id)

- dataset can be made available after embargo period due to commercial restrictions

Reporting guidelines: _____

Commented [VS19]: Add a statement that manuscript adheres to the STROBE reporting guidelines (for observational studies) or the relevant guideline as per the article type. Kindly check the Information For Authors for reporting guidelines

Fill the checklist given below: _____

Commented [VS20]: For studies other than observational study, the template should be downloaded from the table in IFA and must be filled and pasted here. On account of receiving incomplete or no checklist, the manuscript will be set back to the author.

Reporting guidelines for Original Research Articles (Case control, Cohort and Cross-sectional studies): STROBE (2007).

	Item No	Recommendation	Yes/ No
Title and abstract	1	(a) Indicate the study's design with a commonly used term in the title or the abstract	
		(b) Provide in the abstract an informative and balanced summary of what was done and what was found. Structured abstract: Aims & Objectives, Materials & Methods, Results, Conclusion Format to be consistent	
Introduction			
Background/rationale	2	Explain the scientific background and rationale for the investigation being reported	
Objectives	3a	State specific objectives, including any prespecified hypotheses. The research objective should not be biased.	
	3b	Statements to be appropriately cited	
Methods – Structured methods section (with subheadings) is preferred			
Study design	4a	Present key elements of study design early in the paper (cross sectional/ cohort/ case-control)	
	4b	Is the study design robust and well-justified?	
Setting	5a	Describe the setting, locations, and relevant dates, including periods of recruitment, exposure, follow-up, and data collection	
	5b #	Mention the details of the Supplier/manufacturer of the equipment/ materials (E.g. Chemicals) used in the study	
	5c #	Mention the details of the drugs (manufacturer, dosage, dilution, frequency and route of administration, monitoring equipment) used in the study	
	5d #	Mention the details about the cell lines (names and where it was obtained from)	
	5e #	Mention the details of plant sample collection (Location, time period, validation of the specimen, Institution where the specimen is submitted and the voucher specimen number)	
Participants	6	(a) <i>Cohort study</i> —Give the eligibility criteria (Inclusion/ exclusion), and the sources and methods of selection of participants. Describe methods of follow-up	
		<i>Case-control study</i> —Give the eligibility criteria (Inclusion/ exclusion), and the sources and methods of case ascertainment and control selection. Give the rationale for the choice of cases and controls	

		<i>Cross-sectional study</i> —Give the eligibility criteria (Inclusion/ exclusion), and the sources and methods of selection of participants	
		(b) <i>Cohort study</i> —For matched studies, give matching criteria and number of exposed and unexposed	
		<i>Case-control study</i> —For matched studies, give matching criteria and the number of controls per case	
Variables	7a	Clearly define all outcomes (primary and secondary), exposures, predictors, potential confounders, and effect modifiers.	
	7b	Give diagnostic criteria, if applicable	
Data sources/ measurement	8*	For each variable of interest, give sources of data and details of methods of assessment (measurement). Describe comparability of assessment methods if there is more than one group	
Bias	9	Describe any efforts to address potential sources of bias	
Study size	10	Explain how the study size (sample size) was arrived at	
Quantitative variables	11	Explain how quantitative variables were handled in the analyses. If applicable, describe which groupings were chosen and why	
Statistical methods (a separate heading needed)	12	(a) Describe all statistical methods, including those used to control for confounding	
		(b) Describe any methods used to examine subgroups and interactions	
		(c) Explain how missing data were addressed	
		(d) <i>Cohort study</i> —If applicable, explain how loss to follow-up was addressed <i>Case-control study</i> —If applicable, explain how matching of cases and controls was addressed <i>Cross-sectional study</i> —If applicable, describe analytical methods taking account of sampling strategy	
		(e) Describe any sensitivity analyses	
Results			
Participants	13*	(a) Report numbers of individuals at each stage of study—eg numbers potentially eligible, examined for eligibility, confirmed eligible, included in the study, completing follow-up, and analysed	
		(b) Give reasons for non-participation at each stage	
		(c) Consider use of a flow diagram	
Descriptive data	14*	(a) Give characteristics of study participants (eg demographic, clinical, social) and information on exposures and potential confounders	
		(b) Indicate number of participants with missing data for each variable of interest	
		(c) <i>Cohort study</i> —Summarise follow-up time (eg, average and total amount)	

Outcome data	15*	<i>Cohort study</i> —Report numbers of outcome events or summary measures over time	
		<i>Case-control study</i> —Report numbers in each exposure category, or summary measures of exposure	
		<i>Cross-sectional study</i> —Report numbers of outcome events or summary measures	
Main results	16	(a) Give unadjusted estimates and, if applicable, confounder-adjusted estimates and their precision (eg, 95% confidence interval). Make clear which confounders were adjusted for and why they were included	
		(b) Report category boundaries when continuous variables were categorized	
		(c) If relevant, consider translating estimates of relative risk into absolute risk for a meaningful time period	
Other analyses	17	Report other analyses done—eg analyses of subgroups and interactions, and sensitivity analyses	
Presentation	18a	Tables and graphs properly depicted with no repetition of the data in the text	
	18b	Annotation/ footnotes to be mentioned appropriately	
	18c	Abbreviations to be defined in the footnotes	
Discussion			
Key results	19	Summarise key results with reference to study objectives	
Limitations	20	Discuss limitations of the study, taking into account sources of potential bias or imprecision. Discuss both direction and magnitude of any potential bias	
Interpretation	21	Give a cautious overall interpretation of results considering objectives, limitations, multiplicity of analyses, results from similar studies, and other relevant evidence	
Generalisability	22	Discuss the generalisability (external validity) of the study results	
Citations	23a	The statements should be adequately cited	
	23b	Recent citations (last 5 years) to be cited in a greater proportion	
Other information			
Funding	24a	Give the source of funding and the role of the funders for the present study and, if applicable, for the original study on which the present article is based	
	24b	Mention the Grant Number	
Ethical approval and Patient Consent	25a	Mention the IRB approval and the approval number (For animal and human subjects)	

	25b	Mention if the study has been conducted in accordance with the ethical principles mentioned in the Declaration of Helsinki (2013)	
	25c	Mention if the patients have consented to participate in the study. To mention if consent has been waived/ exempted by IRB	
Conflict of Interest	26	Mention the financial, commercial, legal, or professional relationship of the author (or the author's employer) with sponsors/ organizations that could potentially influence the research.	
Language	27	The language should be understandable without grammatical errors that hinders the readability	

*Give information separately for cases and controls in case-control studies and, if applicable, for exposed and unexposed groups in cohort and cross-sectional studies.

Give information depending on the study sample

Reporting guidelines for Original Research Articles (Clinical trial studies): CONSORT.

Commented [VS21]: Fill the checklist for clinical trial studies

Checklist		Yes/No
Title and abstract		
	1a	Identification as a randomised trial in the title
	1b	Structured summary of trial design, methods, results, and conclusions (for specific guidance see CONSORT for abstracts)
Introduction		
Background and objectives	2a	Scientific background and explanation of rationale
	2b	Specific objectives or hypotheses
Methods		
Trial design	3a	Description of trial design (such as parallel, factorial) including allocation ratio
	3b	Important changes to methods after trial commencement (such as eligibility criteria), with reasons
Participants	4a	Eligibility criteria for participants
	4b	Settings and locations where the data were collected
Interventions	5	The interventions for each group with sufficient details to allow replication, including how and when they were actually administered
Outcomes	6a	Completely defined pre-specified primary and secondary outcome measures, including how and when they were assessed

	6b	Any changes to trial outcomes after the trial commenced, with reasons	
Sample size	7a	How sample size was determined	
	7b	When applicable, explanation of any interim analyses and stopping guidelines	
Randomisation:			
Sequence generation	8a	Method used to generate the random allocation sequence	
	8b	Type of randomisation; details of any restriction (such as blocking and block size)	
Allocation concealment mechanism	9	Mechanism used to implement the random allocation sequence (such as sequentially numbered containers), describing any steps taken to conceal the sequence until interventions were assigned	
Implementation	10	Who generated the random allocation sequence, who enrolled participants, and who assigned participants to interventions	
Blinding	11a	If done, who was blinded after assignment to interventions (for example, participants, care providers, those assessing outcomes) and how	
	11b	If relevant, description of the similarity of interventions	
Statistical methods	12a	Statistical methods used to compare groups for primary and secondary outcomes	
	12b	Methods for additional analyses, such as subgroup analyses and adjusted analyses	
Results			
Participant flow (a diagram is strongly recommended)	13a	For each group, the numbers of participants who were randomly assigned, received intended treatment, and were analysed for the primary outcome	
	13b	For each group, losses and exclusions after randomisation, together with reasons	
Recruitment	14a	Dates defining the periods of recruitment and follow-up	
	14b	Why the trial ended or was stopped	
Baseline data	15	A table showing baseline demographic and clinical characteristics for each group	
Numbers analysed	16	For each group, number of participants (denominator) included in each analysis and whether the analysis was by original assigned groups	
Outcomes and estimation	17a	For each primary and secondary outcome, results for each group, and the estimated effect size and its precision (such as 95% confidence interval)	
	17b	For binary outcomes, presentation of both absolute and relative effect sizes is recommended	

Ancillary analyses	18	Results of any other analyses performed, including subgroup analyses and adjusted analyses, distinguishing pre-specified from exploratory	
Harms	19	All important harms or unintended effects in each group (for specific guidance see CONSORT for harms)	
Discussion			
Limitations	20	Trial limitations, addressing sources of potential bias, imprecision, and, if relevant, multiplicity of analyses	
Generalisability	21	Generalisability (external validity, applicability) of the trial findings	
Interpretation	22	Interpretation consistent with results, balancing benefits and harms, and considering other relevant evidence	
Other information			
Registration	23	Registration number and name of trial registry	
Protocol	24	Where the full trial protocol can be accessed, if available	
Funding	25	Sources of funding and other support (such as supply of drugs), role of funders	