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## Guidelines for Submission of Manuscripts

We publish open access, peer-reviewed original articles, short research notes, short communications, review articles, systematic review articles, case reports, commentaries, perspectives, viewpoints, letters to the editor, book reviews, medical educational materials and articles on socioeconomic, political or legal matters related to medical practice.

### Articles

#### 1. Original research articles

These include original data that have not been published anywhere else (except as an abstract). Research articles should follow the structure of Abstract, Introduction, Methodology, Results, Discussion, Conclusion, Acknowledgements, Authors' contributions, Competing Interests, Funding, Consent (where applicable), Ethical approval (where applicable), and References. An original research article should not contain more than 6 illustrations/figures/tables, not more than 40 references, and should not exceed 4,000 words (all inclusive).

#### 2. Short research notes

These are single-finding articles that can be reported with not more than two illustrations/figures/tables. Posters from conferences or internal meetings may be written as short research notes. Some additional detail in the methods, description of the results, and discussion may be required to enable readers have enough information to understand the description of the work. A Short research note should follow the structure of Abstract, Introduction, Methodology, Results, Discussion, Conclusion, Acknowledgements, Authors' contributions, Competing Interests, Funding, Consent (where applicable), Ethical approval (where applicable), and References. This should not exceed 2,500 words, 3 illustrations/figures/tables, and 30 references.

#### 3. Short communications

These are urgent communications of important preliminary results that are original, of high interest and likely to have a significant impact on the subject area of the Yenagoa Medical Journal. The original research article is expected to be sent to Yenagoa Medical Journal for publication following a short communication. A short communication should follow the structure of Abstract, Introduction, Methodology, Results, Discussion, Conclusion, Acknowledgements, Authors' contributions, Competing Interests, Funding, Consent (where applicable), Ethical approval (where applicable), and References. This should not exceed 2,500 words, 2 illustrations/figures/tables, and 15 references.

#### 4. Review articles

These will include discussion of published articles and data acquired in a specific area, and will not have to be data acquired by the authors. The name of the author(s) reviewing particular article(s) should be written as the author(s) of a review article. The source of the article(s) reviewed should be written in the abstract. Review articles should follow the structure of Abstract, Introduction, Body (may have different headings, and does not follow a particular pattern), Conclusion, Acknowledgements, Authors' contributions, Competing Interests, Funding, Consent (where applicable), Ethical approval (where applicable), and References. This should not exceed 6,000 words, 100 references and 12 illustrations/figures/tables.

#### 5. Systematic review articles

These are usually based on medical interventions or animal model studies. Authors should consult the [PRISMA guidelines](#) for reporting in systematic reviews. Systematic reviews deal with a clearly formulated question and use systematic and explicit methods to identify, select, and critically assess the relevant research. The sections on

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Acknowledgements, Authors' contributions, Competing Interests, Funding, Consent (where applicable), Ethical approval (where applicable), and References should be included. These articles should not exceed 6,000 words, 50 references and 12 illustrations/figures/tables.

#### 6. **Case reports**

These describe patient cases which are of particular interest due to their rarity, peculiarity, novelty and their potential message for clinical practice. These demonstrate unusual presentations which may confront the practitioner. Case reports should follow the structure of Abstract, Introduction, Methodology, Results, Discussion, Conclusion, Acknowledgements, Authors' contributions, Competing Interests, Consent (where applicable), Ethical approval (where applicable), and References and illustrations/figures/tables. A case report should not exceed 2,500 words, 5 figures and 30 references.

#### 7. **Commentaries**

These include a comment on a newly published article in the Yenagoa Medical Journal or a short narrowly focused article on a topical issue of public interest; usually invited by the journal editor. It should not exceed 1,500 words, 2 illustrations/figures/tables, and 30 references.

#### 8. **Perspectives**

These present criticism or address controversy about a recently published paper, a current/ongoing area of scientific research, or a newly implemented innovation. They are written to present the author's insights and include both original data and personal opinion. Perspectives should follow the structure of Abstract, Introduction, Body, and Conclusion. It should not exceed 2,500 words, 2 illustrations/figures/tables, and 30 references.

#### 9. **Viewpoints/Opinion articles**

These highlight the strength and weaknesses about a specific topic or concept, hypothesis or scientific theory. They are written to present the author's personal opinions and ideas on the subject and do not contain original data. Viewpoints/Opinion articles should follow the structure of Abstract, Introduction, Body, and Conclusion. It should not exceed 2,500 words, 2 illustrations/figures/tables, and 10 references.

#### 10. **Letter to the editor**

This will provide a means of communication between the author of an article and the reader of the Yenagoa Medical Journal. Letter to the editor may provide new insight, make corrections, offer alternate theories, or request clarification about content printed in the Yenagoa Medical Journal. Letter to the editor should not exceed 500 words, 2 illustrations/figures/tables and 10 references.

#### **Criteria for Authorship**

1. All those designated as authors should meet all four criteria for authorship listed below: Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Those who do not meet all four criteria should be acknowledged.

Please refer to the [ICMJE Recommendations](#) (Defining the role of authors and contributors) for more details. [Click here to download the ICMJE Recommendations.](#)

In a situation where there is any change in authorship of a submitted manuscript, a letter requesting a change in authorship and signed by all authors should be attached to an email addressed to the editor-in-chief. **Send email to**

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**The Yenagoa Medical Journal will not take any responsibility for any dispute related to authorship of a published article.**

### **Manuscript submission**

Submission of manuscript(s) to the Yenagoa Medical Journal indicates that the author(s) take full responsibility for the contents of the manuscript(s). One author must be indicated as the corresponding author. All correspondence and gallery proof of article would be sent to the corresponding author, who is considered the representative of all the authors as regards any decision related to the manuscript(s).

1. Manuscripts for publication in the Yenagoa Medical Journal should be submitted by **email to [yenagoamedicaljournal@gmail.com](mailto:yenagoamedicaljournal@gmail.com)**.
2. Manuscripts submitted to the Yenagoa Medical Journal should not have been published before or be under consideration for publication by another journal.
3. Submission should include two documents:
  - ✓ a title page which (apart from manuscript title, name(s) and affiliation(s) of authors, and contact information of corresponding author) contains the type of manuscript e.g., original article; case report etc., and word count.
  - ✓ manuscript document (containing the abstract, keywords and text of the manuscript). This should not contain any information linked to the author(s) of the manuscript.
4. A covering letter/email should be written with the title page and manuscript document files attached.  
Send email to [yenagoamedicaljournal@gmail.com](mailto:yenagoamedicaljournal@gmail.com).

### **Manuscript**

The manuscript should be written in English language (using the British conventions of spelling, punctuation and grammar) as word document using the Times New Roman

font. The text should be written in double line spacing and single column format.

Illustrations, tables and figures should be placed at their appropriate positions inside the text. Tables should be typed and double-spaced. The headings should be placed above the table. Where footnotes are necessary, they should be placed below the table with superscript lowercase letters. The information that has been presented in a figure should not be re-presented in a table. The captions of figures should be written below the figures.

### **Title Page**

The title page should contain a brief title, name(s) of author(s) and their affiliations, and contact information of corresponding author. The title should be written without abbreviations. Affiliation should have a number in superscript just after the author's name and in front of the appropriate address. The name of the corresponding author should be indicated with telephone number (country code inclusive for those outside Nigeria) and e-mail address.

### **Abstract**

The abstract should be concise. It should not exceed 250 words, and should have a maximum of 6 keywords. It should briefly describe the purpose of the work, techniques and methods used, major findings with important data and conclusion. Abbreviations should not be used. If abbreviation must be used, it should be defined in the abstract, at first use.

Abstract should be written with the following headings: Background, Objective(s), Materials and Methods, Results, and Conclusion.

Abstract for a case report should be written with the following headings: Background, Case presentation and Conclusion.

Abstract for perspectives/ viewpoints/ opinion articles should be written with the following headings: Background, Areas covered and Expert opinion.

### **Introduction**

This provides a background, defined problem, proposed

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solution, brief literature survey and justification of the research.

### **Material and methods**

The methods used in the work submitted should be described in detail. The references of already published methods should be stated.

### **Results & Discussion**

Results should state the main findings of the research. The discussion should provide detailed interpretation of the significance of the findings of the research.

### **Conclusion**

The major findings of the research should be stated.

### **Acknowledgments**

Acknowledgment of the people who provided support, grant/funding, assistance in manuscript preparation and technical assistance should be written.

### **Authors' contributions**

The contributions of all the authors should be stated.

### **Conflict of Interest**

Author(s) should state clearly any conflict of interest that exists and if there is none, this should also be clearly stated.

### **Funding**

Any funding source should be stated.

### **Consent**

Written informed consent where applicable should be obtained from the patient and attached to the manuscript to be submitted for publication. Consent should be obtained from a next of kin if there is demise of the person presented in a case report. If the person presented is a minor, or is unable to provide consent for publication, consent should be obtained from their parents or guardians.

### **Ethical approval**

If human subjects are involved in the research, authors should obtain a clearance certificate from the Research Ethics Committee of their institution(s) which will be attached to the manuscript for submission.

### **Reference style**

The Yenagoa Medical Journal uses the AMA (American Medical Association) style author number "Vancouver" system of referencing. **Kindly read the [American Medical Association style author number "Vancouver" system of referencing](#) before submission of manuscripts, as this will help to reduce the rate of rejection.** References must be listed at the end of the manuscript and numbered in the order that they appear in the text, and the numbered references must appear at the end of the corresponding text as superscript.

### **Submitted manuscripts**

1. Manuscripts received will be acknowledged within 24 hours. Submitted manuscripts will undergo preliminary review, during which the editor-in-chief or an associate editor will check the manuscripts for compliance with the guidelines for manuscript submission and relevance to the Yenagoa Medical Journal. After preliminary review, eligible manuscripts will be sent out for peer review. Eligibility of a manuscript for peer review will be communicated to the corresponding author within 72 hours after initial acknowledgement. Manuscripts not eligible will be returned for corrections or rejected.
2. Unless a manuscript is rejected, submission of a manuscript clearly indicates that the Yenagoa Medical Journal has been given exclusive right by the author(s) to publish the article.

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Eligible manuscripts undergo a double-blind peer review. Manuscripts are sent to two peer reviewers. Authors should please allow an average of 28 days for the peer review process. Guided by the outcome of the peer review; see Reviewers Guidelines, the editorial board decides to either accept the manuscript for publication if little or no correction/revision is required; or send the reviewed copy and relevant reviewer comments back to the author(s) for needed correction/revision and thereafter, accept for publication; or reject the manuscript outrightly.

## Policy on Conflicts of Interest/Competing Interest

1. **Authors:** When authors submit any type or format of manuscript to the Yenagoa Medical Journal, they are expected to disclose all relationships and activities that might influence or be seen to bias their work.
2. **Peer Reviewers:** At the time of being asked to review, reviewers are asked to disclose to the editors any relationships or activities that could bias their reviews and to recuse themselves from reviewing any such manuscript for which a potential for bias exists.

3. **Editorial board:** Editors with relationships or activities that pose a potential conflict of interest concerning a manuscript are expected to recuse themselves from editorial decisions about such manuscript.

## Policy on publication ethics and research misconduct

As part of effort to ensure the credibility of published articles, the Yenagoa Medical Journal is open to investigate and react appropriately to issues of breach of publication ethics and research misconduct.

1. **Plagiarism:** This is the use of another author's words or ideas without attribution or an attempt by an author to pass off someone else's work as his/her own, either deliberately or otherwise. This usually occurs when large chunks of a source material are copied and pasted into a manuscript instead of elaborating such ideas with personal words and thoughts.

All manuscripts submitted to the Yenagoa Medical Journal are checked for plagiarism with well rated plagiarism checker software. Manuscripts with originality scores suggesting minor degree of plagiarism are returned to the authors for revision. Manuscripts with originality scores suggesting significant plagiarism are rejected.

The Yenagoa Medical Journal deals with text recycling (self-plagiarism) using the [COPE text recycling guidelines for editors](#).

2. Other research misconducts include but are not limited to data falsification, data fabrication, purposeful failure to disclose relationships and activities that might influence or be seen to bias a research work, multiple submissions, duplicate or prior publication without disclosure and redundant publication.

Allegation of misconduct or expression of concern about the conduct or integrity of the work described in a submitted manuscript or published

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Appropriate procedures will be initiated by the editorial board of the Yenagoa Medical Journal (which may necessitate publishing expression of concern and/or a retraction of an article) in line with the [COPE guidelines](#).

### **Policy on post-publication comments and requests for corrections**

Comments, questions and criticisms on any article published in the Yenagoa Medical Journal over matters of debate will be handled as letters to the editor or as print or electronic correspondence. Authors who are publishing in the Yenagoa Medical Journal are expected to carefully go through the gallery proof of the articles when received and indicate all corrections at that stage. Changes will not be effected to address an error in a final published article (version of record), except where errors may have a significant effect on the indexation or understanding and scientific interpretation of the article. Where necessary, changes will include republication without correction notices (silent corrections), correction by publication of correction notices and correction by retraction with republication. [See details](#).

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Authors of articles published in the Yenagoa Medical Journal are encouraged to deposit the Pdf format of the

final published articles in their institutional repository or any suitable repository. Authors should provide a link from the deposited version to the URL of the version of record on the Yenagoa Medical Journal website.

The Yenagoa Medical Journal website is well optimized for indexing of final published articles in major search engines e.g., Google Scholar, Bing, Yahoo. Work is in progress to get indexation for the Yenagoa Medical Journal in other repositories that archives open access scholarly articles.

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