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3. TIMELINE OF PUBLICATION:

Issue 1 of volume is published online by January 31st of every year, while issue 2 of volume is published by July 31st of every year.

4. MANUSCRIPT PROCESSING TIMELINE:

Call for paper submission for upcoming issues is announced in January & July of each year. Following paper submission the editorial board internal review is completed within 1 week duration. For external peer review, reviewers are provided 4 weeks with grace period of 2 weeks days for manuscript review. Following external review in case of revision requirement manuscript will be returned to authors for revision. Revisions must be submitted within one week duration.

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Maj. Gen Nasir Dilawar Shah HI(M) (Retd.)
Rector
Foundation University Islamabad

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Rector
Foundation University Islamabad
APPENDIX A - SUBMISSION PROCESS & AUTHOR GUIDELINES

GUIDELINES FOR SUBMISSION OF RESEARCH ARTICLES:

The complete manuscript submission process is:

1. Login/ register

To submit a manuscript, authors need to register with the journal prior to submitting or, if already registered, can simply log in by clicking "make a submission" tab on the Journal's homepage.

Author needs to go through the submission checklist before proceeding the process.
2. **Start a new submission**

After registration/login, the author shall be directed to the author user homepage to begin the five-step submission process.

To begin, from the author user home page click "New Submission" to proceed to the first step of the submission process.

3. **Step 1: Start**

In Step 1, you will provide preliminary information about your submission.
Select the appropriate section for your submission (e.g., article, review, etc.). Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal’s privacy statement, and then click the Save and Continue button to move to Step 2.

4. Step 2: Upload submissions

On Step 2, a window will open allowing you to upload your submission file. The author will be required to attach main manuscript, ethical approval of the study if required and author declaration form duly signed by all the authors (electronic signatures are not acceptable).

5. Step 3: Enter metadata

On Step 3, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), and the abstract. You can add more contributors (e.g., co-authors), by clicking the “Add Contributors” link. This will open a new window with fields to enter their information. You will be asked to assign one contributor as primary contact with whom correspondence will be made regarding manuscript.

If you wish, you may enter a brief statement about the access rights held in or over this submission. 4 – 5 keywords as per MeSH criteria must be entered.
The author should make sure that the data provided in author declaration form and metadata is the same. Otherwise, the journal has the authority to replace metadata according to author declaration form.

Once all the required data is entered, author will save and continue the submission process.

6. **Step 4: Confirmation**

On Step 4, you will be asked to confirm that you have completed all the requirements. Click “Finish Submission” followed by final “OK” tab.

7. **Step 5: Submission Completion**

Your submission is now complete and the editor has automatically been notified regarding your submission. At this point you will also receive a submission acknowledgement email.
GUIDELINES FOR MANUSCRIPT WRITING & SETTING/ Instruction for authors for FUJRS

Manuscript Submission Checklist

- Title Page
- Author Declaration Document
- Ethical Approval Letter
- Complete Manuscript
- Tables/Figures
- Clinical trial registration number (In case of Experimental/Interventional studies)

Title page
The title page should be uploaded as separate and should include the following

- The manuscript title
- Article category, abstract word count, manuscript word count
- All authors' names and affiliations
- A complete address for the corresponding author, including an e-mail address
- Acknowledgments

Manuscript Formatting – General Overview
Lower case times new roman font should be used for writing the manuscript, with text size 14 (centralized and bold) for the title, 12 (left Indented and bold) for headings, and 12 (justified)
for the body of the manuscript. A spacing of 1.5 should be used between lines of the text, and no extra spacing should be used before or after the para. A 1-inch margin page margin should be used and pages should be numbered using Arabic numerical (1, 2, 3, 4, etc.)

**Manuscript Formatting - Tables**

Data should be presented clearly and concisely to enable the reader to comprehend easily. Tables should be numbered consecutively in Arabic numerals (i.e. 1, 2, 3, 4 etc.) and cited in the text. The tables should be placed along with the results where they are being stated along with text. Tables should be added/provided in editable format (MS Word). Tables should be centralized with short and self-explanatory legends/title and should be written on top of the table and should be centralized. If any data or table has been included from a published article or source, the source should be properly cited and author should seek proper admissions.

**Manuscript Formatting - Figures and Photographs**

Figures and photographs should clarify and augment the text. The selection of sharp, high-quality illustrations with at least 300 dpi or greater resolution. Internal scale markers. Symbols, arrows, or letters used in photographs for measurements should stand out on the background. Figures should be centralized and legends/titles should be placed below the figure along with detailed explanations, which should also be centralized. Figures/pictures included from a published article or source should be cited along with proper permission.

**Manuscript Formatting - Abbreviations and Units**

Except for units of measurement, the first time an abbreviation appears, it should be preceded by the words for which it stands. System International (S.I.) Unit measurement should be used.

**Manuscript Formatting - Abstract**

An abstract should briefly state the background, objective, time, and location of the study, basic procedures, main findings, and principal conclusions. Mention the clinical trial number after the abstract in case of randomized controlled trials. Do not use references in abstracts. The structure of an abstract should be in accordance with the article type.

**Structured Abstracts (Original Research, Systematic Reviews & Meta-Analysis):**

Word Count: 250 words

A structured abstract should consist of five paragraphs, under the following headings: background, objective, methods, results, and conclusion followed by keywords.
Unstructured Abstracts (Case reports, case series, narrative reviews, and special communications):

Word Count: 150 words

An unstructured abstract should follow a logical sequence but does not require headings to be mentioned. Provide keywords after the abstract.

**Manuscript Formatting - Body of the manuscript**

The body of the manuscript should contain Introduction, Methods, Results, Discussion, and Conclusion. Other additional information included should be Acknowledgement, Disclaimer, Conflict of Interest, and Grants & Funding Disclosure.

Methods should constitute of ethical review statement, study design, description of selection of the observational or experimental subjects such as randomization protocol and Inclusion and exclusion criteria, Study setting and duration, Sample size calculation and justification with references, Follow-up period, outcome measurement tool, and data collection procedures, and statistical procedures applied for data analysis.

Present the results in a logical sequence in the text, tables, and illustrations and do not repeat all the data of the tables or illustrations in the text. Emphasize or summarize important observations. Frequencies and percentages both should be mentioned. Exact p values should be reported and decimal figures should be presented up to 2 decimals only.

The discussion should begin with a summary of the main results which are then discussed with results of previously published relevant studies. Any new findings of the research should be emphasized and the relevance should be stated. Limitations of the study should be stated at the end of the discussion in a separate paragraph.

The conclusion should be a brief summary of the study. Neither state any findings which have not been presented in the results, nor do state any benefits which have not been studied.

**SCIENTIFIC REPORTING GUIDELINES:**

Authors are strongly encouraged to refer to the scientific reporting guidelines for health research, hosted by the EQUATOR Network as mentioned below.
<table>
<thead>
<tr>
<th>Study Design</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observational Studies in Epidemiology (cohort, case-control, and cross-sectional studies)</td>
<td>STROBE</td>
</tr>
<tr>
<td>Case Reports</td>
<td>CARE</td>
</tr>
<tr>
<td>Randomized Control Trials</td>
<td>CONSORT</td>
</tr>
<tr>
<td>Non-Randomized Controlled Trials</td>
<td>TREND</td>
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<tr>
<td>Diagnostic Accuracy Studies</td>
<td>STARD</td>
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<tr>
<td>Reliability and Agreement Studies</td>
<td>GRRAS</td>
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<tr>
<td>Systematic Reviews and Meta-Analyses</td>
<td>PRISMA</td>
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<td>Meta-Analysis of Observational Studies</td>
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<tr>
<td>Qualitative Research Studies</td>
<td>SRQR</td>
</tr>
<tr>
<td>Qualitative Research (focus groups and interviews)</td>
<td>COREQ</td>
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</tbody>
</table>

**Acknowledgment:**

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Any organization, university, governmental organization, company or institution that has financially contributed to the study must be acknowledged.

Patient Consent

Authors should explicitly state that the consent of the patient/guardian was taken prior to the inclusion of participants in the study.

References

References should be mentioned at the end of the manuscript and must be listed in the Vancouver Style. All references should be numbered sequentially in the text and entered after full stop and listed in the same numerical order in the reference section at the end of manuscript.
APPENDIX B – AUTHORS DECLARATION FORM

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