

# INSTRUCTIONS FOR AUTHORS

## A: DESCRIPTION

The *Malaysian Orthopaedic Journal* (MOJ) is the official publication of Malaysian Orthopaedic Association (MOA) and ASEAN Orthopaedic Association (AOA). It is a peer-reviewed journal that publishes review articles, original papers, case reports, letters to the editor and special articles. Articles are published in print and online. They are citable with the digital object identifier number (DOI).

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### A1: Open Access

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### A2: Authorship

MOJ adheres to the guidelines on authorship outlined by the International Committee of Medical Journal Editors (ICMJE) in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Authors should have participated sufficiently in the work to take public responsibility for the content of the article published. Addition, deletion or re-arrangement of author names in the authorship list can only be suggested by the corresponding author with a request letter addressed to the chief editor. For this purpose, the corresponding author have to provide a statement describing the responsibilities of all co-authors in the preparation of the article. Generally, such request after the article have been accepted for publication will not be considered.

(ICMJE: Author Responsibilities — Conflicts of Interest)

## B: EDITORIAL POLICY

### B1: Preliminary checking

All submitted manuscripts will be checked for adherence to format and degree of duplication. They may be rejected, or returned for improvement without being assigned to manuscript editor or peer reviewer.

### B2 : Peer review

Following the preliminary checking, the manuscript will subsequently be assigned to a manuscript editor for scientific evaluation. The manuscript may be rejected due to wrong field of specialty, poor study design, or poor language or presentation. MOJ performs double blind peer review process to evaluate original articles and case reports. Identities of the authors will be concealed from the peer reviewers, and vice versa.

Editorial process:

(<http://www.morthoj.org/editorial-process.php>)

### B3 : Duplication

The article must be original, has not been previously published either in printed or electronic form, and is not under consideration for publication elsewhere. MOJ does not accept duplicate submission or publication. Duplicate submission refers to submitting manuscript to more than one journal at the same time. Duplicate publication refers to publication of material that significantly overlapped with articles that have already been published by the same authors, without clear reference to the latter.

Previous publication in the form of abstract are not considered as duplication).

([icmje.org](http://icmje.org): Overlapping Publications)

### B4 : Plagiarism

Plagiarism refers to the practice of taking someone else's work or ideas and presenting them as one's own. Authors wishing to include figures or tables that have already been published by others are required to obtain written permission from the copyright owner. Evidence that such permission has been granted must be submitted together with the manuscript.

### B5 : Form for Disclosure

Corresponding author must submit the ICMJE Uniform Disclosure Form for Potential Conflicts of Interest for the submission. Authors can access the interactive disclosure PDF form at the link below. After completing the form electronically, you can save the file before submitting to the journal as an attachment.

([coi disclosure](#))

## C: INSTRUCTIONS FOR SUBMITTING ORIGINAL SCIENTIFIC PAPERS

### General Format of Manuscript

Our journal online submission system will guide you stepwise through the process of entering your article details and uploading your files. The system will convert the files to a single PDF file for further evaluation.

The manuscript should be prepared using size 12 point font Times New Roman throughout (including abstracts, references, tables and illustrations). The text should be “left hand” justified only. Measurement should use SI units. Spell out “one” to “ten” at the beginning of a sentence, and “one” at all times. Arabic numerals should be used otherwise. Generic names of drugs should be used. For specific implants, instruments and devices, the manufacturer, city, and country should be provided in square brackets. Describe the chemicals and drugs used (including generic names, dosages and routes of administration).

All pages should be numbered on the top right corner. Each of the main section headings should begin with a new page. Other than the main section headings, subheadings are not recommended. Avoid presenting the main content of the study or report in “note form” (using bullets or numerals), except in title page, references, and listing legends for illustrations.

The manuscript should be written in good English language (preferably British / United Kingdom). Please perform spelling and grammar check of the text document. We strongly advise authors to use the service of professional language editors to eliminate possible grammatical or spelling errors, and to conform to correct scientific English.

### C1: Title Page

Title page should be submitted as a separate file. All the authors will need to provide their highest academic qualifications, affiliations, and email addresses. We will contact all authors by email to confirm their participation in the study / report before we proceed with editing process. Starting from the July 2015 issue, author's names will be published as [Family/Surname/Last name] followed by initials of [Given/First name].

<http://www.editorialmanager.com/moj/default.aspx>

Acknowledgement statement should be listed in the title page. This is to recognize those who contributed to the study or preparation of the manuscript, but not justified to be an author *per se*. If the study was supported by any grant, please state the grant number and name of institution / organization providing it.

Title of the article should reflect the main theme/subject and a “hint” of the outcome and this may be in a question form. E.g. Does Percutaneous Release of Trigger Finger yield better Long-term Outcome than Open Release?

### C2: Abstract

- The abstract should consist not more than 350 words.
- Both structured and unstructured abstracts are acceptable.
- For original articles, result and conclusion should be included.
- Below the abstract, provide not more than five (5) keywords or short phrases to assist in cross indexing of the article.

### C3: Introduction

- Provide only relevant information and references
- Do not review the subject extensively.
- Do not provide more than five (5) references to support a single finding or opinion.
- State the purpose of the study clearly.

### C4: Material and method

- Specify the selection process of subjects or study groups clearly, including inclusion and exclusion criteria.
- Describe the methods, apparatus (including manufacturer's name in parenthesis) and procedures in sufficient detail to allow others to reproduce the study.
- Provide reference to established methods, brief descriptions for methods that are not well-known.
- Describe new or substantially modified methods, giving reasons for using them and evaluate their limitations
- Describe statistical methods used with adequate details to enable a knowledgeable reader to verify the reported results.
- *Ethics:*
  - o When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 1983.
  - o When reporting experiments on animals, indicate whether the institution's or a national research council's guide for, or any national law on, the care and use of laboratory animals was followed.
  - o Approval by institutional ethics committee or national ethics authority for compliance with the above.
- *Statistics:*
  - o For descriptive analyses, report the endpoint / outcome with either measure of central tendency (mean or range) and measure of dispersion (standard deviation or range).
  - o Univariate analyses should be used to describe the association between independent variables with the outcome. Multiple variable analyses should be used to describe the association between all the clinically relevant variables with the outcome.
  - o To report a statistical difference as "significant", it must be supported with a p value (probability) or, preferably, the 95% confidence interval about a point estimate

### C5: Results

- Present the important findings in a logical sequence.
- The results can be supplemented with tables or figures.
- Do not repeat all the information contained in the tables or figures. Emphasize only the important observations.
- Do not paste / embed any illustrations onto the text file. The online submission system will automatically combine the attached files and convert them into a single PDF file.

### C6: Discussion

- Emphasize only important findings, their implications and limitations.
- Avoid repeating in detail data provided in the Introduction and Results sections.
- Relate the observations to other relevant studies.
- Avoid statements that are not completely supported by results of the study.
- Whenever recommendations for treatment are made, the patient groups and applicable conditions must be carefully defined.
- State the limitations (if any) of the study.

### C7: Conclusion

- Link conclusions to the aim(s) of study
- All conclusions must be supported by the results of the study
- Avoid claiming priority to work that has not been completed.

### C8: References

- Number references consecutively in the order in which they are first mentioned in the text, tables or illustrations.
- Present references in Vancouver style. References in the text should be cited each by a reference number in 'Arabic numerals' in square brackets e.g. [1] or [2-3]
- List the first six (6) authors, followed by "*et al*" if there are more authors.
- Journal titles should be abbreviated in accordance with *Index Medicus*.
- Authors are responsible for the accuracy of references and must verify them against original documents.

## D : INSTRUCTIONS FOR SUBMITTING CASE REPORTS AND OTHER PAPERS

### D1: Case Reports

Interesting cases with unique features in the diagnosis and management will be considered for publication. Describing the outcome of treatment or survival of a rare condition is more important than reporting its distinct entity and the treatment offered.

A case report should adhere to the following guidelines:

- Maximum of 1000 words excluding the abstract.
- Maximum of one table, three (3) figures and five (5) references.
- Suggested components: abstract, introduction, case report and discussion, references.
- A short take home message at the end of discussion section should suffice. Conclusion is generally not necessary for case report.

### D2: Letters to the Editor

The Journal encourages commentaries of published articles and other materials that are of general interest to the readers or medical community as a whole. Communications should be directed to the chief editor. It should not exceed 500 words.

- Maximum of 500 words
- Maximum of three (3) figures and three (3) references
- No headings are required

## E: INSTRUCTIONS FOR SUBMITTING ILLUSTRATIONS

### E1: Tables

- **Roman numerals** should be used for numbering tables (e.g. Table I, Table II).
- Attach each table as a separate document, using the table number as the file name.
- The content of a table should be clearly explained so that it is comprehensive without reference to the text.
- Use of tables should be kept to a minimum.
- Do not include the tables in the manuscript file. Submit them as separate Word document files.

### E2: Figures

- **Arabic numerals** should be used for numbering illustrations, and present them as "Figures" (e.g. Figure 1, Figure 2).
- Attach each figure as a separate document, using the figure number as the file name.
- Make sure that information that may disclose the identity of the patient or the institution is removed.
- For electronic images,
  - o Higher resolution images (300 DPI or higher) should be submitted as separate files (JPEG or TIFF) and named according to figure numbers.
- Use of illustrations or diagrams should be kept to a minimum.
- Do not include the figures in the manuscript file. Submit them as separate Word document files.

## F: SUBMISSION CHECKLIST

- Make sure that all authors are informed that they will receive a message from the journal secretariat requesting them to confirm their status of authorship.
- Make sure that a cover letter is submitted as a separate file. The main manuscript should be anonymised, and should not contain information that may reveal the name of authors or institution.
- Illustrations (tables and figures) should not be included in the main manuscript. They should be submitted as separate files.
- Please include additional documents as attachments: Ethical approval letter, conflict of interest forms etc.....