

Author Guidelines

Focus and Scope

Bangladesh Journal of Fertility & Sterility (BJFS) is a peer-reviewed journal for all medical professionals. This is the official journal of Fertility & Sterility Society of Bangladesh. It accepts original research articles, review articles, short communications, case report and letters to the editor. BJFS will be published in English two times (January and July) in a year. Complimentary print copies of the journal are sent to libraries of all medical and other relevant academic institutions in the country. The journal is available online at <http://bjfsbd.net>.

Editorial Policies

The journal has adopted the following editorial policies

- Paper must be submitted with the understanding that they have not been published elsewhere (except in the form of an abstract, review) and are not currently consideration by another journal.
- The submitting (corresponding) author is responsible for ensuring that the article's publication has been signed approved by all the other coauthors (covering letter). Every effort of the Editorial Board and the Journal Committee is to avoid inaccurate or misleading information appearing in the BJFS, information within the individual article is the responsibility of its authors. Journal committee is not liable for that. Similarly, advertisements appearing in this journal do not mean endorsement or approval of the quality or the value of the product by the BJFS.
- Authorship must be clearly stated and in order of descending frequency depending on the contribution on the paper. No gifted, guest or ghost authorship is allowed and this will be treated illegal.
- We strongly encourage authors to pay careful attention to the "Instruction for Authors" which

is found in this section of each issue and journal website.

- The journal prefers to consider well designed studies with adequate data. The editorial board reserves the right to edit and if necessary, shorten any material accepted for publication. All manuscript will go through a double-blind peer-review process.

Open Access Policy

This is an open access journal which means that all contents are freely available in the website without charge to the user. Users are allowed to read, download, copy, distribute without asking prior permission from the publisher or the author.

Plagiarism Policy

We maintain zero tolerance to plagiarism. Each and every submission is screened by our software before they are sent to reviewers.

No Charge from Authors Policy

There is no charge from authors in the form of submission charge, article processing charge, printing charge or anything like that from submission to all the way to publication.

Competing Interests

This journal requires authors to declare any competing financial or conflict of interest in relation to their work. "The authors should declare that they have no competing interests".

Submit Manuscripts

The BJFS will accept manuscripts submitted as two hard copies with a soft copy or as email attachment to the editorial office at: bjfsbd@gmail.com with a covering letter. A manuscript number will be mailed to the corresponding author within one week.

Types of Content

Submissions are invited in the following areas:

Editorials: It will be preferably written by invited person / eminent physicians only and usually covers a single topic of contemporary interest.

Original Articles: Preference is given to those articles from and dealing with issues relevant to developing countries. These should describe new and carefully confirmed findings. An original research article should not exceed 7,000 words, including all illustrations and references.

Review Article: Submission of reviews and perspectives covering topics of current interest are encouraged. Review should be concise and no longer than 8,500 words, including all illustrations and references. It should be focused on topics of health interest and up to date.

Short Communications: A short communication is suitable for recording the result of complete small investigations or giving details of new models or hypothesis, innovative methods, techniques, images in clinical practice, letter to the editor, short reports. It should be with in 2,500 words including all illustrations and references.

Case Reports: This should cover uncommon and / or interesting cases with appropriate information. It Should be with in 2000 words.

Preparing a Manuscript for Submission to BJFS

Ethical Aspects

- Ethical aspect of the study will be very carefully considered at the time of assessment of the manuscript.
- Any table, illustration or photographs that have been published earlier should accompany a letter of permission for re-publication from the author of the publication and editor/publisher of the journal where it was published earlier.
- Permission of the patients and / or their families to reproduce photographs of the patients where identify. Otherwise, the identity will be blackened out.

- Authorship must be clearly stated and in order of descending frequency depending on the contribution on the paper. No gifted, guest or ghost authorship is allowed and this will be treated illegal.

- We strongly encourage authors to pay careful attention to the “Instruction for Authors” which is found in this section of each issue and journal website.

- The journal prefers to consider well designed studies with adequate data. The editorial board reserves the right to edit and if necessary, shorten any material accepted for publication. All manuscript will go through a double-blind peer-review process.

Preparation

- Manuscripts should be typed in English on one side of A4 (290x210cm) size white paper with wide margins (5 cm for header and 2.5 cm for the remaining) & double space throughout. Use a normal plain font (11-point Times New Roman). All pictures should be in 300dpi.

- The modified Vancouver system should be followed to prepare the manuscripts.

- Each of the following section should be in separate page:

- » Title page
- » Abstract
- » Text
- » Acknowledgement
- » Conflict of interest
- » References
- » Tables and legends

- Pages should be numbered consecutively at the upper right-hand corner of each page.

1. Title page:

Title page should have following information: a. Article title: Concise title is easier to read than long, convoluted one and too short title may lack of important information. b. Authors names, name of the department and institutional affiliations. c. The source of a work or study (if any). d. Contact information for corresponding author (The name, mailing address, telephone and email address). e. The number of figures and tables. Total words count.

2. Abstract

A structured abstract of not more than 250 words are essential for original research article. It should be organized with the headings of Background (includes aims, hypothesis or objectives), Methods (includes patient population, procedures and data analysis), Results & Conclusions. This should be self-explanatory without reference to the text. The first time an abbreviated term is used, spell it out in full and follow with the abbreviation. At the end of the abstract, there should be 2-3 key words.

3. Main Text

Main text should be divided into following pattern according to the type of article

- Original Article: Introduction, Materials and Methods, Results, Discussion, Conclusion & References.
- Review Article: Introduction, Discussion, Conclusion & References.
- Case Report: Introduction, Case Report, Discussion, Conclusion & References.

Introduction: Provide a background of the study (what is, the nature of the problem, its significance). It should be very specific, reasoning and what the study aims to answer. Stat the specific purpose, both the aims and objective should be clear. Provide only directly pertinent primary references and do not include data or conclusion from the work being reported.

Materials & Methods: Provide technical information

about the study. Do not describe methodological details. Describe your selection of the subjects (patients or laboratory animals) clearly. Identify the methods, apparatus and procedures in sufficient details to allow other worker to reproduce the results. Identify precisely all drugs and chemicals used including generic names, dose & route of administration.

Results: Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasized or summarize only important observations.

Discussion:

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the introduction or the results section. Describe the implications of the findings and their limitations, including implications for future research. Correlate the findings to the other relevant studies.

Conclusion:

Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Recommendation when appropriate may be included.

4. Acknowledgement

At an appendix to the one or more statements should specify

- Contributions that need acknowledgement but do not justify authorship, such as general support by a department or departmental chairman;
- Acknowledgement of technical help;
- Acknowledgement of financial and material support;
- Author should obtain written permission for everyone acknowledged by name; etc.

5. Conflict of interest:

All authors should disclose in their manuscript any financial or other substantive conflict of interest

that might be construed to influence the results or interpretation of their manuscript.

6. Reference:

Reference should be written in modified Vancouver style, follow the ICMJE guidelines (<http://www.icmje.org>). Reference citations in the text should be identified by numbers. (e.g.4). Number the references in order of their first appearance in the text (not alphabetically). Once a reference is cited, all subsequent citations should be to the original number.

a. Standard journal article

Siddiqui MR, Mondol BA. Ischaemic Stroke as a Presenting Feature of Polycythemia Rubra Vera- A Case Report. AKMMC J 2013; 4(1): 45-7.

For more than six authors

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002; 935(1): 40-6. Optional addition: PubMed PMID: 19329464 or doi .etc.

b. Organization as author

Diabetes Prevention Program Research Group. Hypertension, insulin and proinsulin in participants with impaired glucose tolerance. *Hypertension* 2002;40(5):679-86.

c. Volume with supplement

QT Islam, MR Siddiqui, A Hossain, E Mustafa, MY Rahman, H Sina. Legg-Clave-Perthes Disease: A Rare Cause of Bilateral Avascular Necrosis of the Hip Joints. AKMMC J 2013; 4 Suppl 2: S40-1.

d. Issue with supplement

Glauser TA. Integrating clinical trial data into clinical practice. *Neurology.* 2002;58(12 Suppl 7):S6-12.

e. Article published electronically ahead of print version

Yu WM, Hawley TS, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood.* 2002 Nov

15;100(10):3828-31. Epub 2002 Jul 5. Book and other monographs.

f. Personal author(s)

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby;2002.

g. Editor(s), compiler(s) as author

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics.* 2nd ed. New York: McGraw-Hill; 2002.

h. Author(s) and editor(s)

Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2nd ed. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

i. Chapter in a book

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer.* New York: McGraw-Hill; 2002. p. 93-113.

j. Article on the internet

World Health Organization. The world health report 2002 - Reducing risks, promoting healthy life [homepage on the Internet]. 2008 [cited 2008 Oct 10]. Available from: <http://www.who.int/whr/2002/en/> National Institute for Health and Clinical Excellence. Type 2 13 diabetes-newer agents (partial update of CG66). (Clinical guideline 87.) 2009. <http://guidance.nice.org.uk/CG87>.

7. Illustrations:

Illustrations submitted (line drawings, halftones, photos, photomicrographs, etc.) should be clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines: 1 300 dpi or higher 1 sized to fit on journal page 1 EPS, TIFF, and PDF formats are preferred. JPG and GIF formats are acceptable 1 submit as separate files, not embedded in text files 1 Colour photographs, tables, illustration can be published on payment (Per colour figure Tk 1000/- with maximum

of 3 figures for one article).

8. Tables and Figures:

Tables should be embedded in the text. All figures should be included as one separate sheet or file. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size

reduction. Captions should be typed, double spaced, on a separate sheet. All original figures should be clearly marked in pencil on the reverse side with the number, author's name, and top edge indicated.

9. Footnotes:

For uniformity of style, authors should use symbols for footnotes such as *, §□, □.