

Azerbaijan Medical Association Journal

Instructions for Authors

Azerbaijan Medical Association Journal is published in accordance with the principles of independent, unbiased, and double-blinded peer review. It publishes original research related to clinical, experimental and basic sciences on cardiology, editorial comments, reviews covering current issues, educational articles, scientific letters, case reports, letters to the editor, original images, articles on history of medicine and publication ethics, diagnostic puzzles, and interviews deemed appropriate for the purposes and scope of the journal.

The journal evaluates only the manuscripts submitted through its online submission system on the web site <http://amaj.az>. Manuscripts sent by other means will not be accepted.

The primary conditions for the acceptance of manuscripts for publication are originality, scientific value and citation potential.

STATEMENTS AND GUIDELINES

Statements

- All statements and opinions expressed in the manuscripts published in Azerbaijan Medical Association Journal reflect the views of the author(s). All liability for the advertisements rests with the appropriate organization(s). The Azerbaijan Medical Association, the Editor-in-Chief do not accept any responsibility for articles and advertisements.
- The manuscripts submitted to the journal, *except abstracts, presentations and parts of theses*, should not have been accepted and published previously elsewhere in electronic or printed format. Manuscripts evaluated and rejected by other journals must mention any previous submissions and supply reviewer's reports. This will help to accelerate the evaluation process. If the submitted manuscript has been previously presented at a meeting, the name, date, city and country must be specified.
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- Rejected manuscripts will not be returned except for artwork.
- To clarify scientific contributions and responsibilities and any conflict of interest issues relevant to the manuscript, all parts of the '*Authors' Contribution*' form must be completed by the corresponding author and the '*ICMJE Uniform*

Disclosure Form for Potential Conflicts of Interest must be completed online by all authors. Both forms should be included in the manuscript at the time of original submission.

- No more than 6 authors for original article and 4 authors for other papers are allowed.

Guidelines

- The format of the manuscripts must be in accordance with the ICMJE Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (updated in December 2014: <http://www.icmje.org/icmje-recommendations.pdf>).
- The presentation of the manuscripts must be in accordance with international guidelines. CONSORT should be used for randomized trials, STROBE for observational studies, STARD for diagnostic studies, PRISMA for systematic reviews and meta-analyses, ARRIVE for animal studies, and TREND for non-randomized behavior and public health studies.

Ethics

- All manuscripts will be vetted by the Editor-in-Chief's Office for possible plagiarism and duplication. Sanctions will be imposed in accordance with the guidelines of the Committee on Publication Ethics (COPE) and with the principles of the HEART Group when non-ethical issues arise. The authors must obtain the permission of the copyright holder for non-original tables, figures, graphs, images and other visuals.
- The authors should acknowledge and provide detailed information on any contributions in kind and financial support given by any foundations, institutions and firms.
- An ethics committee report prepared in conformity with the WMA Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects and the Guide for the Care and Use of Laboratory Animals is required to be submitted with experimental and clinical studies, drug trial studies and some case reports. Authors may be asked by the Editor-in-Chief's Office for an ethics committee report or similar in other circumstances also. Manuscripts reporting the results of experimental studies must explain in detail all procedures which volunteer subjects and patients have undergone and a statement indicating that consent for the study has been obtained from all subjects should be included in the text. Animal studies should clearly specify how pain or discomfort has been relieved.

PREPARATION AND SUBMISSION OF MANUSCRIPTS

Manuscript files should be prepared with Microsoft Office Word. The online submission system will direct authors during all stages of submission and provide necessary support for accelerating the submission process. A list of the files that should be supplied through the online submission system is provided below.

1. Title Page
2. Main Text
3. Tables, Graphs and Figures
4. Copyright Transfer Form
5. Author Contribution Form
6. ICMJE Uniform Disclosure Form for Potential Conflicts of Interest

1. Title Page

Information about the authors and their institutions should not be included in the main text, tables, figures and video documents. Since submitted manuscripts are evaluated by the reviewers through the online system, personal identification is excluded in the interests of unbiased interpretation. Thus, only information about the manuscript as specified below should be included on the title page. For each type of manuscript, it is mandatory to upload a title page as a separate Microsoft Word document through the online submission system. The title page should include the names of the authors with their latest academic degrees, and the name of the department and institution, city and country where the study was conducted. If the study was conducted in several institutions, the affiliation of each author must be specified with symbols. The correspondence address should contain the full name of the corresponding author, postal and e-mail addresses, phone and fax numbers. If the content of the manuscript has been presented before, the name, date and place of the meeting

must be noted. Disclosure of conflict of interest, institutional and financial support, author contributions and acknowledgments should be included on the title page.

2. Main Text

The manuscripts submitted to our journal are classified and evaluated according to the manuscript types stated below. During preliminary evaluation, the editors assess whether a manuscript's format and sub-headings are prepared in accordance with the journal's guidelines. Therefore, it is important that authors check the accuracy of the main text in terms of the following.

A. Manuscript Types

- Original investigation
- Editorial comment
- Review
- Education
- Scientific letter
- Case report
- Original image
- Letter to the editor
- Publication ethics
- Scientific puzzle
- Miscellaneous articles

B. References

C. Special Terms and Conditions

A. Manuscript Types

• Original Research

- Title
- Running title
- Structured Abstract: It should be structured with Objective, Methods, Results and Conclusion subheadings and should be limited to 250 words.
- Keywords: This section should contain a minimum of three and a maximum of six items in accordance with Medical Subject Headings (MeSH) terms prepared by the National Library of Medicine (NLM) and should be placed just below the abstract.
- Main Text: It should consist of Introduction, Methods, Results, Discussion, Limitations of the Study and Conclusion sections and should not exceed 5000 words excluding the references.
- References: The reference list should be provided following the Main Text. Limiting the number of references to 50 is usually sufficient.
- Tables, Figures and Images: They should be placed below the reference list and numbered according to their consecutive order in the main text.
- Title, Structured Abstract and Keywords should also be provided in Azeri for manuscripts submitted by Azeri authors or from Azerbaijan. However, translations of these sections for manuscripts submitted by foreign authors outside Azerbaijan will be the responsibility of the publisher.

Statistical Analysis: Statistical analysis should be conducted in accordance with the guidelines on reporting statistical data in medical journals [Altman DG, Gore SM, Gardner MJ, Pocock SJ. Statistical guidelines for contributors to medical journals. *Br Med J* 1983; 7: 1489-93 and Lang T, Altman D. Basic statistical reporting for articles published in clinical medical journals: the SAMPL Guidelines. In: Smart P, Maisonneuve H, Polderman A (editors). *Science Editors' Handbook*, European Association of Science Editors, 2013.]. The software used for statistical analysis must be described. Data must be expressed as mean \pm standard deviation when parametric tests are used to compare continuous variables. For non-parametric tests, data must be expressed as median (minimum-maximum) or percentiles (25th and 75th percentiles). In advanced and complex statistical analyses, relative risk (RR), odds ratio (OR) and hazard ratio (HR) must be supported by confidence intervals and p values. The outcomes of statistical analyses and interpretation of the results must be in evidence-based scientific language.

• Editorial Comment

Authors are selected and invited by the Editor-in-Chief. This type of manuscript aims at providing a brief commentary on an article published in the journal by a researcher who is an authority in the relevant field or by the reviewer of the article.

- Title
- Running title
- Main Text: It should not include subheadings and should be limited to 500 words.
- References: The reference list should follow the main text and the number of references should be limited by 15.
- Abstract, Keywords, Tables, Figures, Images and other visuals are not included in editorial comments.
- The title should also be provided in Azeri for works submitted by Azeri authors or from Azerbaijan. The title of the manuscripts submitted by foreign authors outside Azerbaijan will be translated into Azeri by the Editor-in-Chief's Office.

• Education

Knowledge confirmed by the results of recent research studies, involved in education at academic level and used in clinical practices should be presented in detail in this type of manuscript.

- Title
- Running title
- Abstract: It should not include subheadings and it should be limited to 250 words.
- Keywords: This section should contain a minimum of three and a maximum of six items in accordance with Medical Subject Headings (MeSH) terms prepared by the National Library of Medicine (NLM) and should be provided just below the abstract.
- Main Text: It should include Introduction, other subheadings and Conclusion sections and should not exceed 5000 words excluding the references.
- References: The reference list should be provided just below the main text and the number of references should be limited to 50.
- Tables, Figures and Images: They should be provided after the reference list according to their order of appearance in the main text.
- For educational articles submitted by Azeri authors or from Azerbaijan, Title, Abstract and Keywords should also be provided in Azeri. For articles submitted by foreign authors outside Azerbaijan, the translation of these sections will be carried out by the Editor-in-Chief's Office.

• Scientific Letter

Manuscripts which announce a new scientific invention, are clinically significant, and are in the form of a preliminary report are accepted for publication as scientific letters.

- Title
- Running title
- Main Text: It should include Introduction, other subheadings and Conclusion sections and should not exceed 900 words excluding the references.
- References: The reference list should be provided just below the main text and the number of references should be limited to 10.
- Tables, Figures and Images: They should be provided below the reference list according to their order of appearance in the text and should be limited to two.
- Abstract and Keywords should not be included.
- For scientific letters submitted by Azeri authors or from Azerbaijan, Title, Abstract and Keywords should also be provided in Azeri. For letters submitted by foreign authors outside Azerbaijan, the translation of these sections will be carried out by the Editor-in-Chief's Office.

• Case Report

Since a limited number of case reports is published, only reports which are related to rare cases and conditions that constitute challenges in diagnosis and treatment, offer new methods or suggest knowledge not included in books, and are interesting and educational are accepted for publication.

- Title
- Running title
- Main Text: It should include Introduction, Case Report, Discussion and Conclusion sections and should not exceed 1000 words excluding the references.
- References: The reference list should follow the main text and the number of references should be limited to 10.
- Tables, Figures and Images: They should be provided after the reference list according to their order of appearance in the text and should be limited to two.
- Abstract and Keywords are not included.
- For case reports submitted by Azeri authors or from Azerbaijan, the Title, Abstract and Keywords should also be provided in Azeri. For case reports submitted by foreign authors outside Azerbaijan, the translation of these sections will be carried out by the Editor-in-Chief's Office.

NOTE 1: Case reports that include video images have a better chance of publication.

• Original Image

Impressive and rare images that reflect significant findings based on clinical science, shed light on fundamental mechanisms of diseases, emphasize abnormalities or introduce new treatment methods are accepted for publication.

- Title
- Running title
- Main Text: It should not include subheadings and it should be limited to 250 words.
- Tables, Figures and Images: They should be provided after the main text according to their order of appearance in the text and should be limited to two.
- Abstract, Keywords and References are not included.
- For original images submitted by Azeri authors or from Azerbaijan, the Title should also be written in Azeri. For images submitted by foreign authors outside Azerbaijan, the translation of this section into Azeri will be carried out by the publisher.

NOTE 1: Those manuscripts with video images have a better chance of publication.

NOTE 2: Manuscripts prepared in accordance with original image criteria are published only as an e-page at the journal's website <http://amaj.az>.

• Letter to the Editor

Letters to the Editor aim to discuss the importance of a manuscript previously published in the journal. This type of manuscripts should also include a comment on the published manuscript. Moreover, articles on topics of interest to readers within the scope of the journal, especially on educational issues, can be published in the format of a Letter to the Editor.

- Title
- Running title
- Main Text: It should not include subheadings and it should be limited to 500 words.
- References: The reference list should follow the main text and the number of references should be limited to five. The volume, year, issue, page numbers, authors' names and title of the manuscript should be clearly stated, included in the list of references and cited within the text.
- Abstract, Keywords, Tables, Figures and Images, and other visuals are not included.
- For manuscripts submitted by Azeri authors or from Azerbaijan, the Title should also be written in Azeri. For manuscripts submitted by foreign authors outside Azerbaijan, the translation of this section into Azeri will be carried out by the publisher.

• Publication Ethics

These articles include current information on research and publication ethics and also cases of ethical violation.

- Title

- Running title
- Main Text: It should not exceed *900* words.
- References: The reference list should follow the main text and the number of references should be limited to *10*.
- Tables, Figures and Images: They should be placed after the reference list according to their order of appearance in the text and limited to *two*.
- Abstract and Keywords are not included.
- For articles submitted by Azeri authors or from Azerbaijan, the Title should also be written in Azeri. For articles submitted by foreign authors outside Azerbaijan, the translation of this section into Azeri will be carried out by the publisher.

• Scientific Puzzle

Images obtained directly or on operation, visuals revealed through EKG and/or imaging methods, and macroscopic-microscopic anatomical, pathological findings of attention-grabbing and rare cases can be published. Unlike original images, the diagnosis and outcome of the case and image are hidden at the beginning in diagnostic puzzles. Four multiple-choice questions are prepared. In the following pages of the journal, the correct answer in terms of precise diagnosis and outcome is given with an explanation and didactic images and then discussed. The Editor-in-Chief will convert suitable images into the format of a diagnostic puzzle with the authors' permission.

- Title
- Running title
- Main Text: It should not exceed *500* words.
- References: The reference list should follow the main text and be limited to a maximum of *three*.
- Tables, Figures and Images: They should be placed after the reference list according to their order of appearance in the text and should be limited to *five*.
- Abstract and Keywords should not be included.
- For diagnostic puzzles submitted by Azeri authors or from Azerbaijan, the Title should also be provided in Azeri. For diagnostic puzzles submitted by foreign authors outside Azerbaijan, the translation of this section into Azeri will be carried out by the publisher.

• Miscellaneous

This type of manuscript covers important events and obituaries.

- Title
- Running title
- Main Text: It should not exceed *1000* words.
- References: The reference list should follow the main text and the number of references should be limited to *10*.
- Tables, Figures and Images: They should be placed after the reference list according to their order of appearance in the text and should be limited to *five*.
- Abstract and Keywords should not be included.
- For manuscripts submitted by Azeri authors or from Azerbaijan, the Title should also be provided in Azeri. For manuscripts submitted by foreign authors outside Azerbaijan, the translation of this section into Azeri will be carried out by the publisher.

B. References

- References should be numbered in the order in which they are cited within the main text.
- Only manuscripts published or accepted for publication should be cited.
- Recent publications related to the topic of the manuscript should be reviewed.
- References that are inaccessible and not indexed in any database should not be cited.
- The titles of journals should be abbreviated in accordance with (Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 - [updated 2011 Sep 15; cited Year Month Day].
- For references with six and fewer authors, all authors should be listed. For references with more than six authors, the first six authors should be listed, followed by 'et al'.

The style and punctuation of the references should be formatted as in the following examples.

Journal: Muller C, Buttner HJ, Peterson J, Roskomun H. A randomized comparison of clopidogrel and aspirin versus ticlopidine and aspirin after placement of coronary artery stents. *Circulation* 2000; 101: 590-3.

Book Chapter: Sherry S. Detection of thrombi. In: Strauss HE, Pitt B, James AE, editors. *Cardiovascular Medicine*. St Louis: Mosby; 1974. p.273-85.

Book with Single Author: Cohn PF. *Silent myocardial ischemia and infarction*. 3rd ed. New York: Marcel Dekker; 1993.

Editor(s) as author: Norman IJ, Redfern SJ, editors. *Mental health care for elderly people*. New York: Churchill Livingstone; 1996.

Scientific or Technical Report: Smith P, Golladay K. Payment for durable medical equipment billed during skilled nursing facility stays. Final report. Dallas (TX) Dept. of Health and Human Services (US). Office of Evaluation and Inspections: 1994 Oct. Report No: HHSIGOE 169200860.

Manuscripts accepted for publication but not published yet: Leshner AI. Molecular mechanisms of cocaine addiction. *N Engl J Med* In press 1997.

Epub ahead of print articles: Aksu HU, Ertürk M, Gül M, Uslu N. Successful treatment of a patient with pulmonary embolism and biatrial thrombus. *Anatolian J Cardiol* 2012 Dec 26. doi: 10.5152/akd.2013.062. [Epub ahead of print]

Manuscript published in electronic format: Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* (serial online) 1995 Jan-Mar (cited 1996 June 5): 1(1): (24 screens). Available from: URL: <http://www.cdc.gov/ncidod/EID/cid.htm>.

C. Special Terms and Conditions

- For double-blinded peer-review process, the names of the corresponding author and other authors, their affiliations and any information on the study centres should not be included in any part of the submitted manuscripts and images, except the Title Page. This information should be added to the relevant section of the online submission system and included in the Title Page.
- Pharmaceutical products should be written with their generic names and brand and company names, city and country should be specified for medical equipment and devices.
- The running title should be a brief version of the title of your paper, no more than 50 characters long (including spaces).

3. Tables, Graphs and Figures

- Tables, Graphs, Figures and other visuals should be numbered in the order of their citation within the text and names of patients, doctors and institutions should not be disclosed.
- Tables should be prepared in a Microsoft Office Word document using the command 'Insert Table' and inserted at the end of the references in the main text.
- Tables should not be submitted in JPEG, TIFF or other visual formats. For microscopic images, the magnification ratio and staining technique used should be specified in addition to figure legends.
- All visuals should have a high resolution (minimum 5x5cm at 300 dpi). The area of object of interest should not be smaller than 50%, not bigger than 90% of image.
- The thickness of the lines in graphs should be sufficient to minimize loss of quality if size reduction is needed during the printing process. The width of the graphs should be 9 cm or 18 cm. Drawings should be performed by professionals. No grey colours should be used.
- Abbreviations should be explained in alphabetical order at the bottom of the tables, graphs and figures
- Roman numbers should be avoided in tables and figures within the text and their titles.
- Decimal numbers used in text, tables and figures should be separated by commas in Azeri sections and by dots in English sections.
- Tables should be easily understandable and should not repeat the data in the main text.
- In addition to the pictures included in case reports and original images, video and movie images are published on the journal's website. These images should be prepared in MPEG format with a maximum size of 2 MB. They should be

submitted to the journal with the manuscript documents. The names of patients, doctors, institutions and places should be omitted from all documents.

EVALUATION AND PUBLICATION

- The main text submitted to the journal must be in English. Manuscripts written in other languages are not accepted. Citation potential is higher for manuscripts in English.
- The Editor-in-Chief's Office checks the conformity of the manuscript with the journal's general guidelines before sending it to associate editors and reviewers. Any manuscripts not prepared in accordance with the journal's guidelines will be returned for revision. The evaluation period is limited to 21 days. If revision is requested, authors should submit their revised manuscripts within 24 days. Manuscripts and revisions should be submitted through the online manuscript submission system at the website <http://amaj.az>. *Manuscripts sent by e-mail will not be accepted.*
- Manuscripts are evaluated in accordance with the principles of double-blinded peer review. Of the submitted manuscripts, those considered to be suitable are subjected to preliminary evaluation by the Editor-in-Chief's assistants in terms of style, format, etc. and by the Editor-in-Chief in terms of their content. Manuscripts considered to be scientifically adequate are assigned to *four* reviewers. These reviewers are independent experts and members of the editorial board who have published internationally on the topic of the manuscript. Research articles, systematic reviews and meta-analyses are also evaluated by the Editor-in-Chief's statistician counsellors in addition to peer review. When needed, the manuscripts are scanned by the Editor-in-Chief's Office using the iThenticate program for determination of plagiarism and non-ethical situations. Also, all manuscripts are reviewed and edited for compliance with the rules of English grammar. All contributing authors of a manuscript accepted for publication are deemed to have accepted the right of editors to make corrections provided that no fundamental change is made to the basic meaning of the original text. Manuscripts not accorded priority for publication by the Editor-in-Chief, Editor, Associate Editors and Referees are rejected.
- The retraction requests of the manuscripts close to the final decision in evaluation process, without any reasonable explanation (not contrary to the Publication Ethics) is considered in the scope of rejection decision. Manuscripts that are not revised and resubmitted within the specified time and fail to notify the journal accordingly will be rejected.
- Once a manuscript is accepted for publication, addition to the author list, removal from the author list and order change cannot be effected.
- Manuscripts accepted for publication are prepared as 'Epub ahead of print articles' and published with an assigned DOI on the journal website amaj.az <http://amaj.az>.
- Information on the latest status of manuscripts submitted for evaluation and other information about the journal are available on the website <http://amaj.az>. Contact details for the Editor-in-Chief's Office and the publisher are given below.