To,

Covering Letter

The Editor

**Sub:** Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled **“ ”** in your esteemed journal as a Review Article.

On behalf of all the contributors I will act and guarantor and will correspond with the journal from this point onward.

Prior publication

Support

Conflicts of interest

Permissions

We also agree to provide post-publication update on the article.

We have done sufficient work in the filed to justify authorship for this article.

We hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the journal, in the event that such work is published by the journal.

We would like to suggest following referees for the article.

Thanking you,

Yours’ sincerely,

Signature

**Corresponding contributor:**

E-mail -

Encl : Three copies of the manuscript

 Three copies of the photograph

 Contributor’s form signed by all the contributors

 Checklist

### Contributors' form *(to be modified as applicable and one singed copy attached with the manuscript)*

**Manuscript Title:** ­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/we certify that I/we have participated sufficiently in the intellectual content, conception and design of this work or the analysis and interpretation of the data (when applicable), as well as the writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as a contributor. I/we believe the manuscript represents valid work. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere, except as described in the covering letter. I/we certify that all the data collected during the study is presented in this manuscript and no data from the study has been or will be published separately. I/we attest that, if requested by the editors, I/we will provide the data/information or will cooperate fully in obtaining and providing the data/information on which the manuscript is based, for examination by the editors or their assignees. Financial interests, direct or indirect, that exist or may be perceived to exist for individual contributors in connection with the content of this paper have been disclosed in the cover letter. Sources of outside support of the project are named in the cover letter.

I/We hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership, including any and all rights incidental thereto, exclusively to this journal, in the event that such work is published by the journal. The journal shall own the work, including 1) copyright; 2) the right to grant permission to republish the article in whole or in part, with or without fee; 3) the right to produce preprints or reprints and translate into languages other than English for sale or free distribution; and 4) the right to republish the work in a collection of articles in any other mechanical or electronic format.

We give the rights to the corresponding author to make necessary changes as per the request of the journal, do the rest of the correspondence on our behalf and he/she will act as the guarantor for the manuscript on our behalf.

All persons who have made substantial contributions to the work reported in the manuscript, but who are not contributors, are named in the Acknowledgment and have given me/us their written permission to be named. If I/we do not include an Acknowledgment that means I/we have not received substantial contributions from non-contributors and no contributor has been omitted.

**Name Signature Date signed**

1 ------------------------------------------ --------------------- --------------------

2 ------------------------------------------ --------------------- --------------------

3 ------------------------------------------ --------------------- --------------------

4 ------------------------------------------ --------------------- --------------------

Checklist (to be tick marked, as applicable)

**Manuscript Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_

Checklist

**Covering letter**

* Signed by all contributors
* Previous publication / presentations mentioned
* Source of funding mentioned
* Conflicts of interest disclosed

**Authors**

* Middle name initials provided
* Author for correspondence, with e-mail address provided
* Number of contributors restricted as per the instructions
* Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as ‘our study’, names on figure labels, name of institute in photographs, etc.)

**Presentation and format**

* Double spacing
* Margins 2.5 cm from all four sides
* Title page contains all the desired information (vide supra)
* Running title provided (not more than 50 characters)
* Abstract page contains the full title of the manuscript
* Abstract provided (not more than 150 words for case reports and 250 words for original articles)
* Structured abstract provided for an original article
* Key words provided (three or more)
* Key messages provided
* Introduction of 75-100 words
* Headings in title case (not ALL CAPITALS, not underlined)
* References cited in superscript in the text without brackets
* References according to the journal’s instructions.

**Language and grammar**

* Uniformly British English
* Abbreviations spelt out in full for the first time
* Numerals from 1 to 10 spelt out
* Numerals at the beginning of the sentence spelt out

**Tables and figures**

* No repetition of data in tables/graphs and in text
* Actual numbers from which graphs drawn, provided
* Figures necessary and of good quality (colour)
* Table and figure numbers in Arabic letters (not Roman)
* Labels pasted on back of the photographs (no names written)
* Figure legends provided (not more than 40 words)
* Patients’ privacy maintained (if not, written permission enclosed)
* Credit note for borrowed figures/tables provided

Type of article: Review Article

Title Page

Title of the article:

Running title :

Contributors

1.

2.

3.

4.

Department(s) and institution(s)

Corresponding Author:

Total number of pages:

Total number of photographs:

Word counts

for abstract:

for the text:

Source(s) of support:

Presentation at a meeting:

Organisation

Place

Date

Conflicting Interest (If present, give more details):

Contribution Details (to be ticked marked as applicable):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Contributor 1 | Contributor 2 | Contributor 3 | Contributor 4 |
| Concepts |  |  |  |  |
| Design |  |  |  |  |
| Definition of intellectual content |  |  |  |  |
| Literature search |  |  |  |  |
| Clinical studies |  |  |  |  |
| Experimental studies |  |  |  |  |
| Data acquisition |  |  |  |  |
| Data analysis |  |  |  |  |
| Statistical analysis |  |  |  |  |
| Manuscript preparation |  |  |  |  |
| Manuscript editing |  |  |  |  |
| Manuscript review |  |  |  |  |
| Guarantor |  |  |  |  |

Summary of work done by the contributors

Title of the article:

Abstract Page

Abstract:

Key-words:

Key Messages (Provide appropriate messages of about 35-50 words to be printed in centre box):Introduction:

Text

References:

Acknowledgement: