

Jagriti-An official Journal of Gandaki University

Checklist for Manuscript Submission

All authors should submit their manuscript written according to right format with sequential orders indicated in “Author Guidelines” of Jagriti-An Official Journal of Gandaki University. Please check “√” at the parenthesis. Manuscript submitted without the checklist will be returned to the author.

Manuscript title: _____

Corresponding author: _____ Signed _____ Date _____

Order of the manuscript appeared

1. Title; 2. Abstract/keywords; 3. Introduction; 4. Materials and Methods; 5. Results; 6. Discussion; 7. Conclusion; 8. Acknowledgements; 9. Compliance with Ethical Standards (including Conflict of Interest, Statement of Human and Animal Rights, and/or Statement of Informed Consent); 10. References; 11. Tables; 12. Figure Legends; 13. Figures.

General

- Did you have the manuscript checked for spelling and grammar?
- Does the cover letter state (1) the category of the submitted manuscript; and (2) that the manuscript has not been published and is not under consideration for publication elsewhere.
- Is the manuscript double-spaced on A4-size paper with margins of at least 25 mm on all four sides, and with the 12-point Times New Roman font style?

Title page

- Does the title page include the complete name(s) of the author(s) and the name and address of the institution of each author?
- Does the title page include the name, address, telephone, facsimile number, and e-mail address of the author responsible for correspondence and reprint requests?
- Are abbreviations avoided in the title?

Abstract

- Does the abstract contain structured sections (Research article: Purpose, Methods, Results, and Conclusion; Review article: Background, Area Covered, and Expert Opinion) of 250 words or less on a separate page with 4 to 6 keywords at the end?

Compliance with Ethical Standards

- Is this section included before the reference with subtitles such as ‘Conflicts of Interest’ and ‘Statement of Human and Animal Rights’?

Conflicts of Interest

- Is the Conflicts of Interest appropriately expressed as indicated in the Instruction?

Example: Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of committee Z.

If no conflict exists, the authors should state: The authors declare that they have no conflict of interest.

Statement of Human and Animal Rights (including Statement of Informed Consent)

- Is the content expressed as indicated in the Instruction for authors?

Example: The study protocol was approved by the Institutional Review Board of ##### (IRN No. ##-##-#####). Informed consent was confirmed (or waived) by the IRB. -The animal studies were performed after receiving approval of the Institutional Animal Care and Use Committee (IACUC) in ### University (IACUC approval no. ##-##-#####).

-This article does not contain any studies with human and animal subjects performed by any of the authors.

References

- Are the references cited using the APA format (7th Edition)?
- Are all references cited in the text present in the reference list?
- Is the reference list in the correct journal style?
- Are the titles of journals abbreviated according to the journal list in PubMed?

Tables

- Are the tables typed on separate pages and numbered with Arabic numerals in the order in which they are mentioned in the text?
- Are the tables comprehensible without reference to the text?
- Is explanatory matter placed in footnotes?
- Did you explain in footnotes all nonstandard abbreviations used in each table?

Figures

- Do titles and detailed explanations belong in the legends of figures?
- Are the figures matched to the width of the column?
- Does the manuscript contain no more than 8 figures?

Legends to figures

- Are the figure legends typed together on a separate sheet using double spacing, by providing a self-sufficient description of each illustration?

Electronic submission

- Is the manuscript in .docx format?
- Is the pdf file of completed Checklist attached?