

## Guidelines for the authors

Please read carefully to avoid unwanted delay in the publication of your scientific work. The following sections are discussed in detail:

- 1. Author responsibilities:** The authors have the following two responsibilities
  - a. Their assertion that their scientific work has not been published at all or is under review in another journal except for the publication of the abstract or preprint publication.
  - b. The accuracy of the references used and the texts quoted from them.

### 2. Types of manuscripts

The Al-Anbar Medical Journal accepts the following scientific works:

- a. Editorial
- b. Review article
- c. Original article
- d. Case report
- e. Images in clinical practice
- f. Letters to editors
- g. Short communications

### 3. Criteria of the authorship

Copyright is based on the following three criteria:

1. Active participation in the study design and formulation, data acquisition and statistical analysis, and discussion of data results and their comparison with other studies.
2. Writing the article in a scientific refereed form or reviewing it.
3. Approval of the final version of the research to be published.

Each author must be sufficiently involved in scholarly research to express his responsibility for appropriate portions of the manuscript. The sequence of the authors depends on the size of their participation in the study and its writing. The sequence of the authors in a manuscript cannot be changed after it is submitted to the journal unless there are written consent from all the contributors.

### 4. Requirements for the submission of a scientific work

- a. Blind manuscript (manuscripts without the names and affiliations of author/s)
- b. Cover letter
- c. Copyright transfer, financial disclosure, and conflict of interest.
- d. Submission form
- e. Corresponding author form

f. Contribution form

## 5. Preparation of the manuscripts

1. **Submission:** The manuscript is sent to the editor-in-chief by one of the authors (corresponding author), accompanied by a cover letter that includes the title of the research, the names of the authors, why you choose the journal? , and an outline of the research. The corresponding author also confirms that the article isn't published elsewhere or submitted to another journal. All authors are responsible for reviewing the research manuscript.

The manuscripts are printed in English, typewritten, with a space of at least 2 cm left around an A4 sheet. Tables and figures should be placed on separate pages. Figures are sent with a JPEG or GIF form. Submission is also acceptable via Journal URL: <http://amj.uoanbar.edu.iq>

The International Committee of Medical Journal Editors (ICMJE) has produced and updated the "Uniform Requirements for manuscripts (URM) Submitted to Biomedical Journals". Authors can find these requirements in the following link [www.icmje.org](http://www.icmje.org).

The Council of Science Editors (CSE) has produced "Editorial Policy Statements" that cover the responsibilities and rights of editors of peer-reviewed journals. This can be found using the following link. <http://www.councilscienceeditors.org/i4a/pages/index.cfm?pageid=3286>.

2. The manuscript should include:

- a. Title
- b. Structured Abstract (background, objectives, materials and methods, results, and conclusion)
- c. Keywords
- d. Text (Introduction, Materials and Methods, Results, Discussion, Conclusion), Acknowledgment and References.

As for the case reports, the manuscript should include the following parts;

- a. Abstract of one paragraph contains three components; introduction, presentation of the case, and conclusion.
- b. Introduction
- c. Case presentation
- d. Discussion
- e. Conclusion.

3. Title page: This page is sent as an isolated file. The page contains the title of the article (provided that it does not exceed 100 characters, including spaces), running title consisting of 40 characters, including spaces, the full names of all authors with their academic degrees, job titles, and their place of work. One of them is identified as the author responsible for the research, with details about him, including his mobile number and email, and he is responsible for the official correspondence with the journal.

4. Abstract: The abstract consists of background, objectives, materials and methods, results, and conclusion. The abstract should not exceed 300 words. The references are absolutely not allowed to be used in the abstract.

Reducing the use of abbreviations and acronyms. A 3-8 keywords are provided just below the abstract. Keywords express the precise content of the article, and therefore are used in the search indexing process. Use terms from the Medical Subject Headings (MeSH) list of index medicus (<http://www.nlm.nih.gov/mesh/MBrowser.html>).

5. **Introduction:** This part of the research summarizes the purpose and rationality of it. In addition to clarifying the conclusions reached by previous studies on the same topic and what remained ambiguous. It should not contain a detailed explanation of the previous studies, nor shall the results or conclusions of the research be placed.
6. **Materials and Methods:** It should be explained thoroughly so that researchers can use it. If the method of the work was previously used, it is briefly explained and the approved reference is mentioned. The statistical method/s used in analyzing the research data should be mentioned in a separate section or paragraph.
7. **Results:** The results are mentioned as a text, tables or figures. Mention some of them when presenting the results in the text and they should not be completely repeated. Numbers are given in the tables and figures. The title of the table is placed above it, and the title of the figure is placed below it.
8. **Discussion:** Mention the strengths and the limitations of the study. Comparing the research results with previous investigations in terms of similarities and differences. Avoid repeating all the findings of the study and just mention a small part of them, when absolutely necessary.
9. **Conclusion:** The conclusion is written depends on the findings of the study.
10. **Acknowledgement:** All contributors to the research who do not meet the author's specifications must be mentioned. It includes everyone who provided technical or financial assistance, or helped in writing the research, as well as the head of the department who provided general support.
11. **Tables:** the upper limit of the number of the tables is 6 for original studies and 5 for case reports (figures and tables). Tables in an Excel or Word forms are acceptable, however the tables in an images forms are rejected. The table is put into its appropriate place in the text. Brief title is provided for every table.
12. **Figures:** the upper limit of the number of the figures is 6 for original articles and 5 for case reports (figures and tables). Figures must be submitted in JPEG or GIF format as a separate file. A figure legend is provided for each figure. If a figure contains multiple panels (e.g., A, B, C, D, or right, left), you should specify each of them in the legend. Any abbreviation used in the legend should be clearly clarified.
13. **References:** The authors are responsible for the accuracy of the references used in the research. To facilitate writing the references, you can use multiple software programs such as Mendeley and EndNote  
Example of references are given below according to IEEE style used by the AMJ:
  1. S. V Faraone and H. Larsson, "Genetics of attention deficit hyperactivity disorder," *Mol. Psychiatry*, vol. 24, no. 4, pp. 562–575, 2019.
  2. D. K. Urion., "Pediatric Attention-Deficit/Hyperactivity Disorder.," Nelson Text.

Pediatr. 21st ed. Philadelphia, PA Elsevier., vol. 1, chapter 49, pp. 262–267, 2020.

For more detail, please read the **IEEE REFERENCE GUIDE** at this link: <https://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>

- 14. Proof Reading:** The final copy of the research is sent to the corresponding author for proof reading before publication. Corrections include typographical errors that highlighted in yellow, and then the corrected copy is resend in a period not exceeding 48 hours.
- 15. Abbreviations:** Universal abbreviations are permitted in writing the research. It is also possible to use abbreviations in the text after writing the term in full as first mentioned in the article. Avoid using acronyms in the abstract unless they are so necessary.
- 16. Symbols:** Avoid the use of Symbols.
- 17. Conflicts of Interest:** Researchers must clarify whether there are conflicts of financial interest or other interests, which affect the outcome of scientific research. Also, the researchers must clarify if there is any financial support for the research and the party that supports it.
- 18. Copyright:** The whole contents of Al-Anbar Medical Journal are protected under international copyrights. It is not allow to modify copy, distribute, transmit, display, or publish without the prior written permission of it or the appropriate copyright owner.
- 19. Peer Review Process:** It is an important step in the process of choosing which research is liable to publish. The evaluation process begins with an examination of the research in terms of plagiarism using a Turnitin Plagiarism Program. In the event that there is a plagiarism of more than 20%, the research will be rejected immediately. But if the percentage is acceptable, the editor-in-chief (EIC) examines it and in turn sends it to a member of the editorial board to conduct a preliminary examination of the research and ensure that it matches the journal's scope and suitable for the journal. When the research does not match the scope of the journal, the research is also rejected immediately. If the research is within the scope of the journal, the research is sent by the EIC to two or three external experts in the field of research specialization, and they are given a period of two weeks for the evaluation process. Based on the decision of the scientific evaluators, the appropriate decision is taken, whether to reject or accept (in current form or after minor or major corrections). The research is sent to the corresponding author to make the necessary adjustments. After receiving the research by the journal, the revised version is sent to the scientific evaluators to ensure that the researchers have made all necessary adjustments. The research may be sent to the corresponding author 2-5 times until the necessary conviction is available that the research is ready for publication. Then it is sent to the English language evaluator to express his observations on the research. After completing the above steps, the paper will be sent to the production team to print out the article in the journal template. The research is sent to the corresponding author to read it carefully and to ensure that the research is free of typographical errors. If the manuscript is completed according to the

instruction, it is published online under the heading Ahead-of-Print and scheduled for the next available issue.

## **6. Ethical compliance:**

Researchers who wish to be published in the AMJ must adhere to the following:

1. All research conducted on humans must match the World Medical Association's Declaration of Helsinki
2. Research carried out on animals should follow the guidelines in the use and care of laboratory animals followed by institutions, the National Research Council, and the laws in their countries. Please include this in the materials and methods section, as well as the name of the institution that granted the license to conduct the research, along with the number and date of granting the license.
3. Taking the informed consent from all patients and documenting according to the specifications of U.S. Department of Health and Human Services and/or U.S. Food and Drug Administration.

**NOTE: It is possible to reject the articles by AMJ if there are concerns that the work was not conducted within an ethical guidelines.**

## **7. Fee for a scientific work**

The fee of 100 \$ is only taken for review, original, and case report upon the acceptance of the article.

## **8. Clinical trial registry**

The Al-Anbar Medical Journal favors registration of clinical trials and is a signatory to the Statement on publishing clinical trials in Indian biomedical journals. Al-Anbar Medical Journal would publish clinical trials that have been registered with a clinical trial registry that allows free online access to public. Registration in the following trial registers is acceptable: <http://www.ctri.in/>; <http://www.actr.org.au/>; <http://www.clinicaltrials.gov/>; <http://isrctn.org/>; <http://www.trialregister.nl/trialreg/index.asp>; and <http://www.umin.ac.jp/ctr>. This is applicable to clinical trials that have begun enrollment of subjects in or after June 2008. Clinical trials that have commenced enrollment of subjects prior to June 2008 would be considered for publication in The Al-Anbar Medical Journal only if they have been registered retrospectively with clinical trial registry that allows unhindered online access to public without charging any fees.

## **9. Protection of Patients' Rights to Privacy**

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients.

The journal abides by ICMJE guidelines:

1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.

2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.