

INSTRUCTIONS FOR AUTHORS

The *Malaysian Family Physician* welcomes articles on all aspects of Family Medicine in the form of original research papers, review articles, case reports, evidence-based commentaries, book reviews, and letters to editor. The *Malaysian Family Physician* also welcomes brief abstracts of original papers published elsewhere but of interest to family physicians in Malaysia.

Articles are accepted for publication on condition that they are contributed solely to the *Malaysian Family Physician*. Neither the Editorial Board nor the Publisher accepts responsibility for the views and statements of authors expressed in their contributions. All papers will be subjected to peer review. The Editorial Board further reserves the right to edit and reject papers. To avoid delays in publication, authors are advised to adhere closely to the instructions given below.

SUBMISSION OF MANUSCRIPTS

Manuscripts should be submitted in both print copy and electronic copy (Microsoft Word) to:

Editor,
The Malaysian Family Physician,
Academy of Family Physicians of Malaysia,
5th Floor, MMA Building,
124 Jalan Pahang,
53000 Kuala Lumpur, Malaysia.
Email: afpm@po.jaring.my

The accompanying letter may be signed by the corresponding author on behalf of all authors. This letter must include this statement "this manuscript is my (our) own work, it is not under consideration by another journal, and this material has not been previously published."

PREPARATION OF THE MANUSCRIPT

Manuscripts should be printed on one side of A4 paper in single-spacing throughout (including tables, legends and references). The preferred language is English (U.K.).

The following information **must be given** in the manuscripts:

- Corresponding author's mailing address, designation, institution and contact details (email, telephone and fax numbers)
- The full names, professional qualifications (limited to two only) and institutions of all authors. In addition, a shortened name of author(s) should be written in the style of surname or preferred name followed by initials e.g. Atiya AS, Rajakumar MK, Hee WJ, for future indexing.
- A statement indicating whether the study had received any funding support, and ethical approval (if so, please provide the specific information).
- A declaration of conflicts of interest by all authors.

In the preparation of your manuscript, please follow the *Uniform Requirements for Manuscripts Submitted to Biomedical Journal* as recommended by the *International Committee of Medical Journal Editors* (<http://www.icmje.org/icmje.pdf>). In addition to the above, the suggestions below and a few "house rules" also apply.

Type and length of manuscript

- **Review (CME) article:** A comprehensive review of the literature with synthesis of practical information for practising doctors is expected. Length should not exceed 4000 words with a maximum of 30 references. An abstract is required (may be in the form of key learning points). Please provide 3-5 keywords or short phrases (preferably MeSH terms).
- **Original article:** The original research should be conducted in the primary care setting on a topic of relevance to family practice. Length should not exceed 3000 words with maximum of 5 tables or figures and 20 references. An abstract is required (preferably a structured abstract of no more than 250 words) together with the keywords. Both qualitative and quantitative studies are welcome.
- **Case report:** Case reports should preferably be less commonly seen cases that have an educational value for practising doctors. Length should not exceed 1000 words and no more than 10 references.
- **Evidence-based commentary:** These are short report based on a focused question arising from a clinical encounter, and accompanied with a summary of the appraised evidence.
- **Abstracts:** These are brief summaries of original research published elsewhere. Length should not exceed 250 words. They may be written by the original author or other readers.
- **Letters to the editor:** These are views or comments not exceeding 500 words.

Guide for the preparation of an original article

- **Text:** Author(s) should use subheadings to divide the sections of the paper: Introduction, Methods, Results, Discussion, Acknowledgments, and References. *Do not justify the paragraph of the text* (i.e. no need to straighten the left margin).
- **Introduction:** Clearly state the purpose of the article with strictly pertinent references. Do not review the subject extensively.
- **Methods:** Describe the study in sufficient detail to allow others to replicate the results. Provide references to established methods, including statistical methods; provide references and brief descriptions of methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. When mentioning drugs, the generic names are preferred (proprietary names can be provided in brackets). Do not use patients' names or hospital numbers. Include numbers of observation and the statistical significance of the findings. *When appropriate, state clearly that the research project has received the approval of the relevant ethical committee.*
- **Results:** Present your results in logical sequence in the text, tables and figures. Tables and figures may be left at the respective location within the text. These should be numbered using Arabic numerals only. Table style should be "Simple" (as in Microsoft Word). Do not repeat in the text all the data in the tables or figures.
- **Discussion:** Emphasise the new and important aspects of the study and conclusions that follow from them. Do not repeat data given in the Results section. The discussion should state the implications of the findings and their limitations and relate the observations to the other relevant studies. Link the conclusions with the aims of the study but avoid unqualified statements and conclusions not completely supported by your data. Recommendations, when appropriate, may be included.
- **Acknowledgements:** Acknowledge grants awarded in aid of the study as well as persons who have contributed significantly to the study (but do not qualify for authorship).
- **Funding and Conflicts of interest:** The source of funding for the study, if available, must be cited. All authors must declare their conflicts of interest.
- **References:** Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables and legends by Arabic numerals (in superscript). Please use the citation style adopted by the National Library of Medicine, Maryland, USA, (<http://www.pubmed.gov>), some examples are given below. For indexed journals, the short forms for the journal names can be accessed at the PubMed website (search within Journal Database). Where possible, avoid citing abstracts, personal communication or unpublished

data as references. Include among the references manuscripts accepted but not yet published; designate the journal followed by "in press" (in parenthesis). When referencing website, please include the full title and accessed date.

Some examples of citations

- **Standard journal article:** List up to three authors only; when four or more list only the first three and add *et al.*

Connor EM, Sperling RS, Gelber R, *et al.* Reduction of maternal-infant transmission of human immunodeficiency virus type 1 with zidovudine treatment. Pediatric AIDS Clinical Trials Group Protocol 076 Study Group. *N Engl J Med.* 1994 Nov 3;331(18):1173-80.
- **Standard journal article: Corporate Author**

International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *N Engl J Med.* 1997 Jan 23; 336(4):309-16
- **Books and other monographs: Personal Author(s)**

Stewart M, Brown JB, Weston WW, *et al.* Patient-Centered Medicine: Transforming the Clinical Method. Thousand Oaks, California: Sage Publications; 1995.
- **Books and other monographs: Corporate Author**

Wonca International Classification Committee. International Classification of Primary Care, ICPC-2. 2nd ed. Oxford: Oxford University Press; 1998.