

## Requirements for Authors Submitting Manuscripts to the Journal of the Arab Board of Health Specializations

These requirements are adapted from the "Uniform Requirements for Manuscripts (URM) Submitted to Biomedical Journals by the International Committee of Medical Editors." The complete text is available at [www.icmje.org](http://www.icmje.org)

1. Manuscripts should report original work that has not been published elsewhere either in print or in electronic form. Work that has been presented at a professional meeting is eligible for consideration for publication.
2. All manuscripts received by the *Journal* are submitted to a double blind review by a number of peers in addition to consideration by the editorial staff. Manuscripts are accepted, returned to the author for revision, or rejected on the basis of these reviews.
3. Manuscripts may be submitted either in Arabic or in English. The title page and abstract should be submitted in both languages. Arabic numbers (*i.e.* 1,2,3. etc) should be used in all articles, regardless of language being used.
4. Arabic terminology should be standardized according to the United Medical Dictionary (UMD) which available at: [www.emro.who.int/umhd](http://www.emro.who.int/umhd) or [www.emro.who.int/ahsn](http://www.emro.who.int/ahsn)
5. The patient's privacy rights must be respected. Identifying information should be omitted unless it is essential. Informed consent should be obtained from the patient when it is not possible to achieve anonymity in photographs or other information. When informed consent has been obtained it should be indicated in the published article.
6. All authors who participated effectively in the work should be listed. One or two authors should take responsibility for correspondence about the work with valid E-mail address should be reported.
7. A summary of technical requirements follows:
  - Manuscripts should be double spaced in entirety with each section on a new page. Do not use both sides of the paper. Number the pages consecutively from the first page to the last in the following sequence: title page (including the authors' names in both languages along with scientific titles and addresses), abstract, text, acknowledgments, references, tables and legends. Illustrations and explanatory prints should be no larger than 203 x 254 mm (8 x 10 inches). Leave margins of at least 25 mm (1 inch) on each side. All manuscripts should be submitted on CD. The original typed manuscript plus 3 additional copies should be submitted. Alternatively, the manuscript may be submitted by E-mail ([jahbs@arab-board.org](mailto:jahbs@arab-board.org)) if it is technically feasible. The authors should maintain copies of all material submitted.
  - Each research manuscript should include an abstract in both English and Arabic. The abstract should be structured as follows: Objective, Methods, Results and Conclusions; and should contain no more than 250 words.
  - Research articles should not exceed 4000 words (not including references) and each should be divided into sections as follows: Introduction (concise), Methods, Results, Discussion, and Conclusions. The authors should identify methods (the study group must be well specified and justified), any apparatus used (giving the manufacturer's name and address in parentheses) and procedures to permit reproducibility of the results. Statistical methods should be included with enough data to permit independent verification of the reported results. When data are summarized in the Results section the statistical methods used to analyze them should be specified. Any drugs and chemicals used should include generic names, doses, and routes of administration. Tables and figures should be used to explain and support the premise of the paper. Use graphs as an alternative to tables with many entries. Do not duplicate data in graphs and tables. The number of tables and graphs should be appropriate to the length of the manuscript. It is preferable not to submit more than 6 tables. The Discussion section should include the important aspects of the study and conclusions. The implications of the findings and their limitations should be included. Observations should be related to other relevant studies. Avoid unqualified statements and conclusions that are not supported by the data. Recommendations should be included when relevant.
  - Review articles must not exceed 6000 words (not including references). The structure of the manuscript may be adapted to the material being reviewed.
  - Case Reports about unusual clinical cases will be received. A brief abstract about the case should be included.
  - Educational and unusual medical images for publication are welcomed.
  - Use only standard abbreviations; the full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.
  - Measurements of length, height, weight and volume should be reported in metric units (meter, kilogram, and liter) or their decimal multiples. Temperatures should be given in Celsius degrees. Blood pressures should be given in millimeters of mercury. All hematologic and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units (SI).
  - Acknowledgements may be given to those providing technical help. Financial and material support should be noted.
  - References should be numbered consecutively in the order in which they are cited in the text. References cited only in tables or figures should be numbered in accordance with the sequence established by the mention in the text of the particular table or figure. References should include the most current information. Titles of journals should be abbreviated according to that used by the *Index Medicus*. (This list can be obtained from the following web site: [www.nlm.nih.gov](http://www.nlm.nih.gov). Sufficient data must be included with each reference cited to permit any reader to locate the primary source easily, *e.g.* (1) journal: authors (all of them), article title, journal, year, volume, page; (2) book: authors (all of them), editor, publisher and place of publication, organization, chapter, and page. For further details concerning citing conference proceedings, papers, organizations, scientific or technical reports, dissertations, newspaper articles, etc; consult the URM Submitted to Biomedical Journals. The author is responsible for the accuracy of the references. Manuscripts without acceptable references cannot be published and will be returned to the authors for completion.
8. Articles that do not meet the technical requirements of the journal will not be submitted for review unless they are revised.

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