

## **Instructions for Authors**

The Saudi Journal of Gastroenterology (SJG) is a peer-reviewed publication. Authors are invited to submit articles in the field of gastroenterology, hepatology and nutrition, with a wide spectrum of coverage reporting original work, epidemiology, public health, indigenous diseases and standards of health care from all parts of the world. Review articles are usually by invitation only. However review articles of current interest and high standard will be considered. The editors will consider for publication original articles, case reports, and brief communication. There are also sections for correspondence and medical news items.

### **Submission of manuscripts**

Manuscripts submitted for consideration for publication in the SJG must be previously unpublished and should not be under simultaneous consideration by another journal. By virtue of the submitted manuscript, the corresponding author acknowledges that all the co-authors have seen and approved the final version of the manuscript. The corresponding author should provide all the co-authors > with information regarding the manuscript and obtain their approval before submitting any revisions. Manuscripts are only accepted for publication on the understanding that the authors will permit editorial amendments, though proofs will usually be submitted to the corresponding author before being sent finally to the press.

Manuscripts may be submitted by mail or electronically. We strongly encourage electronic submission as it will save time.

#### **FOR MAIL SUBMISSION:**

Please Submit manuscripts to:

The Editors, The Saudi Journal of Gastroenterology, Dallah Hospital, P O Box 87833, Riyadh 11652, Kingdom of Saudi Arabia.

FOR ELECTRONIC SUBMISSION: please log on to: [www.journalonweb.com/sjg](http://www.journalonweb.com/sjg)

### **The Editorial Process**

The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere.

The Editors review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific flaws, or absence of importance of message are rejected. The journal will not return the unaccepted manuscripts.

Other manuscripts are sent to two or more expert reviewers without revealing the identity of the contributors to the reviewers. Within a period of eight to ten weeks, the contributors will be informed about the reviewers' comments and acceptance/rejection of manuscript. Articles accepted would be copy edited for grammar, punctuation, print style, and format. Page proofs will be sent to the first contributor, which has to be returned within three days. Correction received after that period may not be included. All manuscripts received are duly

acknowledged.

The contributor should provide names of two or three particularly qualified reviewers who have had experience in the subject of the submitted manuscript, but who are not affiliated with the same institutes as the contributor/s.

### **Manuscripts preparations:**

The format of the SJG complies with the “Uniform Requirements of Manuscripts Submitted to Biomedical Journals” published by the International Committee of Medical Journal Editors” (The Vancouver style). For latest updates see the website <http://www.icmje.org>.

Manuscripts including tables, references and figure legends, must be typewritten (double-spaced) on 8 1/2 x 11 inch (21.5 x 28 cm) or size A4 paper with margins of at least 1 inch (2.5 cm). Pages should be numbered consecutively, beginning with the title page and continuing through the last page of written material.

For mail submission, one original and 2 photocopies of the entire manuscript should be submitted along with 4 sets of photographs. The corresponding author should submit the original article on a floppy disk 3.5, prepared in Microsoft Word latest version. Manuscripts and figures for review will not be returned to the authors whether the editorial decision is to accept, revise or reject. The only exception occurs when the editor returns a manuscript with handwritten editorial suggestions to authors to aid them in making revisions. Manuscripts must be accompanied by a covering letter signed by the author and all co-authors. All case reports must include at least one figure.

For electronic submission, the actual manuscript in addition to all tables, graphs, and pictures must be sent all together in one file. All pictures must be of high resolution.

### **Title page:**

The title page must contain

1. the title of the article
2. correct first name, middle initial and family name of each author, plus highest degrees, not more than 2, in that specific order
3. any disclaimers and
4. a short running title of not more than 40 characters (count letters and spaces).

The second page should include

1. name and address of the department(s) and institution(s), where the research was carried out for each author; affiliation address should be a record where an author is currently working. If the study was previously carried out at another institute this should appear as “formerly of ...”
2. current position and affiliation address for the corresponding author and
3. first name, address, telephone number, fax number and E-mail address of the author to whom correspondence should be sent if it differs from first author.

**Abstracts:**

Abstracts for review articles and case reports should be unstructured of not more than 150 words. All original articles must contain a structured abstract of not more than 250 words. The following are typical headings: (1) objective (background), (2) Methods (settings, design), including where and when the study took place, (3) Results, and (4) Conclusions.

**Manuscript format:**

Original articles have the following format: (1) Introduction (the question the paper intends to answer, what remains unknown, how patients could benefit from the answer), (2) Methods (study design and methods, definitions of major variables, description of the patient or subject population, laboratory and statistical methods), (3) Results (pertinent findings in a logical sequence with tables and figures as necessary), and (4) Discussion (Conclusions based on the findings, evidence from the literature that supports the conclusions, conflicting evidence, applicability of the conclusions, limitation of the study and implications for future research or clinical applications). Authors might consult recent issues of the SJG for examples of appropriate style and format.

**Tables:**

Tables should be double spaced on a separate sheet of paper.

Do not submit tables as photographs.

Number the tables consecutively in the order of their first citation in the text and supply a brief title for each.

Give each column a short of abbreviated heading.

The explanatory matter must be in the footnotes, not in the heading.

Explain in the footnotes all non-standard abbreviations that are used in each table. For footnotes use the following symbols in this sequence \*, †, ‡, β, \*\*, ††, ‡‡, ββ etc.

**Acknowledgement:**

Acknowledgement should conform with the Uniform Requirements for Biomedical Journals which states: List all contributors who do not meet the criteria for authorship, such as a person who provide purely technical help, writing assistance, or a department chair who provided only general support. Financial and material support should also be acknowledged. Groups of persons who have contributed materially to the paper but whose contributions do not justify authorship, may be listed under a heading such as 'clinical investigators' or 'participating investigators' and their function or contribution should be described for example 'served as scientific advisors' 'critically reviewed the study proposal', 'collected data' or 'provided and cared for the study patients'. Because readers may infer heir endorsement of the data and conclusions, all persons must have given written permission to be acknowledged.

**References:**

They should be numbered consecutively in the order in which they are first mentioned in the text, not alphabetically. References must be highlighted in bold throughout the text of the manuscript. List authors when there are six or fewer; when there are seven or more, list only the first six and add '*et al.*'. All references must be cited in the text or tables. When references are cited in tables only, the first reference number used in the table should follow on numerically from the last reference number used in the main text of the article. Where

previous studies are mentioned in a table, the authors names should appear in Vancouver style, with the names and references number appearing in one column, and any other necessary information appearing in a separate column. Unpublished data and personal communications will not be accepted as references. This can only be allowed if published by scientific journals. References to journal articles should be in this order: (1) authors, (2) title, (3) journal name (as abbreviated in Index Medicus; if not included in the Index Medicus, journal title should be given in full), (4) year, (5) volume, (6) page numbers. Volume and edition numbers and specific page numbers should be included when appropriate.

The author is responsible for the accuracy and completeness of the references and their correct textual citation. When a citation is referred to in the text by name, the accompanying reference must be from the original source. Upon acceptance of a paper all authors must be able to provide the full paper for each reference cited upon request at any time up to publication. Failure to do so may result in the paper being withdrawn from the journal.

Example of correct reference form is given as follows:

Al Malik SL, Al Faleh SR. Evaluation of antenatal services in primary health care setting in Riyadh, Saudi Med J 1998;19:249-53.

Book chapter:

Weinstein R, Swartz SS. Pathogenic properties of invading microorganisms In: Sodeman WA Jr, Sodeman WA, editors. Pathologic mechanism of disease. Philadelphia (PA): WB Saunders; 1990 p 457-472.

#### **Illustrations:**

Four copies of all figures or photographs should be included with the submitted manuscript, together with an electronic version of the figure saved in Adobe Photoshop on CD-ROM.

Photographs must be high-contrast, glossy, black and white prints, unmounted and untrimmed, with preferred size between 4 x 5 inches and 5 x 7 inches (10 x 13cm and 13 x 18 cm).

Photographs will also be accepted at the discretion of the Editorial Board. Figure number, name of corresponding author and an arrow indicating 'top' should be typed on a gummed label and affixed to the back of each illustration. All lettering, arrows, or other artwork must be done by an artist or draftsman. If arrows are used please insure they appear in a different color to the background color. If arrows distinguish different items on the figure, different arrow style should be used. Graphs and charts are also be prepared professionally by an artist or draftsman and submitted on glossy paper. Written informed consent for publication must accompany any photographs in which the subject can be identified. Written copyright permission from the publishers must accompany any illustration that has been previously published. All illustrations (Figures) must be numbered as cited in the text in consecutive order.

#### **Units of Measurements:**

Le Systeme internationale d'Unites (SI), are is preferred. Equivalent values in traditional units may be given if thought to be necessary.

#### **Abbreviations and Symbols:**

Use only accepted international abbreviations. Avoid abbreviations in the title and abstract.

The full term for which an abbreviation stands should precede its first use in the text unless it is standard unit of a measurement. Arabic translation: An Arabic translation must be submitted

for: (1) title of the article, (2) each author's name, (3) keywords, (4) abstracts. The Arabic translation must be provided in both hard (print) and soft (disk) copy. Authors should write their Arabic summaries using terms according to the Unified Medical Dictionary (Council of Arab Ministers of Health / WHO / Arab Medical Union ALESCO, 3rd ed.).

**Ethical Issues:**

All manuscripts reporting the results of experimental investigations involving human subjects should include a statement confirming that informed consent was obtained from each subject or subject's guardian, after approval of the experimental protocol by a local human ethics committee.

**Conflict of interest:**

Conflict of interest for a given manuscript exists when a participant in the peer review and publication process - author, reviewer, and editor - has ties to activities that could inappropriately influence his or her judgment whether or not judgment is in fact affected. When an author submits a manuscript, whether an article or a letter, he is responsible for recognizing and disclosing financial and other conflicts of interest that might bias his work. He should acknowledge in the manuscript all financial support for the work and other financial or personal connections to the work. External peer reviewers should disclose to editors any conflicts of interest that could bias their opinions of the manuscripts, and they should disqualify themselves from reviewing specific manuscripts if they believe it appropriate. The editors must be made aware of reviewers' conflicts of interest to interpret the reviews and judge for themselves whether the reviewer should be disqualified. Reviewers should not use knowledge of the work before publication to further their own interest. Editors who make final decisions about manuscripts should have no personal financial involvement in any of the issues they might judge. Other members of the editorial staff, if they participate in the editorial decisions, should provide editors with a current description of their financial interests (as they might relate to editorial judgment) and disqualify themselves from any decision where they have a conflict of interest that, in the editors' judgment, readers should know about. Editorial staff should not use for private gain the information gained through working with manuscripts.

**Galley Proofs & Reprints:**

The research team of any study should assign one of the authors as a corresponding author. The editorial office will send him proofs of the manuscript for final proof reading and it will be his responsibility to return the galley proof materials appropriately corrected within the stipulated time. Proofs will not be accepted from any of the other authors without an accompanying authorization letter from the corresponding author. After the corresponding author has signed the galley proof, he will be responsible for any publication errors missed on the galley proof found after publication. No major change such as deletion, shortening, or expansion of sentences in the text will be accepted at this time. During the proofing process, no addition of information is allowed, however, if there is new relevant information to be added to the manuscript, this can be included as an addendum to the article. The corresponding author is required to sign on each page of the galley proof indicating his approval of any editorial amendments and agree that the meaning of his article has not been altered. It is the duty of the corresponding author to respond promptly to any query from the editors as failure to do so may result in delay of publication or simply rejection of the article. Papers will be published

only when the finally accepted manuscript signed by the corresponding author or designated corresponding author is received in the editorial office. If a manuscript is sent out for proofing and no response is received from the corresponding author, this manuscript will be deferred for one issue only. The proof will be then resent after one month and if there is still no response, the paper may be withdrawn from the journal. If the Editorial Office is able to proofread the article and answer any outstanding queries, it will be at the Editorial Board discretion to proceed with the publishing of the paper including a statement that this has not been proofread by the corresponding author. If there are substantial number of unresolved queries, then the paper may be withdrawn from the journal. Information for ordering reprints will be included when sending the galley proof, and these must be ordered at this time, as they cannot be obtained after the journal is in press.

**Checklist (to be tick marked, as applicable and one copy attached with the manuscript)**

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

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)
- References cited in superscript in the text without brackets
- References according to the journal's instructions, punctuation marks checked

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 and 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 permission taken)
- Credit note for borrowed figures/tables provided
- Manuscript provided on a floppy (with single spacing)

#### Instructions for Online Submission of Manuscripts

- Articles can also be submitted online from [www.journalonweb.com](http://www.journalonweb.com). New authors will have to register as author, which is a simple two step procedure. For online submission articles should be prepared in two files (first page file and article file). Images should be submitted separately.
- First Page File: Prepare the title page, covering letter, acknowledgement, etc. using a word processor program. All information which can reveal your identity should be here. Use text/rtf/doc/pdf files. Do not zip the files.
- Article file: The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include any information (such as acknowledgement, your names in page headers, etc.) in this file. Use text/rtf/doc/pdf files. Do not zip the files. Limit the file size to 400 kb. Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file.
- Images: Submit good quality colour images. Each image should be less than 100 kb in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 400 pixels or 3 inches). All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable; jpeg is most suitable. Do not zip the files.  
The photographs should be scanned and should be in JPEG files. These should be scanned at 72 dpi, size not more than 3X4 inches (or 300x400 pixels), with only the necessary portion of the photographs. Wherever necessary scan at greyscale (e.g. x-rays, ECGs). The images should NOT be incorporated in the text itself (which increases the file size).
- Legends: Legends for the figures/images should be kept ready for copy-paste during the submission process.
- For articles submitted online there is no need to send hard copies of the articles. However, copyright form and images (if any) should be sent to the journal office. Only one set of images is required which should be sent at the time of submission of revised article. Contributors' form to be sent only once within 2 weeks of submission of article.

#### Contributors' Form / Copyright form

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

Manuscript Number (for articles submitted online) \_\_\_\_\_

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.

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4	-----	----- (up to four contributors for case report/review)
5	-----	-----
6	-----	----- (up to six contributors for original studies from single centre)