

**Instructions
for
Authors
(10 Pages)**

CME Journal

Guide for Authors

Introduction

Aims: *CME Journal* is a multidisciplinary peer-reviewed journal. It publishes original papers, reviews and short communications on all aspects of the science, philosophy and practice of clinical and public health. It is aimed at all health practitioners and researchers and those who manage and deliver health education, services and systems. It will also be of interest to anyone involved in provision of health programmes, the care of populations or communities and those who contribute to medical education and health systems in any way.

Scope: *CME Journal* considers submissions on any aspect of public health across age groups and settings. These include:

- Clinical care delivery and practices
- Public health practice and impact
- Applied epidemiology
- Medical Education
- Need or impact assessments
- Health service effectiveness, management and re-design
- Health protection including control of communicable diseases
- Health promotion and disease prevention
- Evaluation of health programmes or interventions
- Health governance, audit and quality
- Health law and ethics
- Health policy and comparisons
- Capacity in health systems and workforce

This is not an exhaustive list and the Editors will consider articles on any issue relating to the health of populations or the public.

Reviews and Supplements

CME Journal publishes invited articles, reviews and supplements from leading experts on topical issues.

Organizations or individuals who wish to present proposals should contact the Editors at email: cmejournal21@gmail.com for a copy of the specific guidance.

Types of manuscript considered

Currently, the types of papers that may be considered for inclusion are:

- **Original research**, including epidemiology, clinical care, evaluations of health interventions or programmes, and health practice original work on case studies, audit, workforce or resource development
- **Review article**, which include meta-analysis and systematic review

On submission, authors should indicate in which category their contribution is to be considered. If authors are uncertain of the category to which their paper is best suited, they should make this clear in their covering letter to the Editors.

We do not currently accept short communications, letters, study protocols or commentary/ opinion papers – except by prior discussion and invitation.

Submission Process

Papers submitted to *CME Journal* are carefully reviewed in the first instance by one of the Editors. Papers that do not meet editorial needs; are methodically flawed; or lack originality will be rejected. We will also reject papers that fail to provide sufficient ethical approval where required and we shall refer papers back for revision prior to any review if they do not comply with Journal style. Papers which pass the Editorial review will be sent out to peer-review and will be reviewed by at least two external reviewers (short communications may only be sent to one reviewer). Reviewers are asked to consider whether the paper: contains new research findings or information; is relevant to clinical and public health practice, is technically sound; and is suitably presented.

1. How to submit your manuscript

All manuscripts should be submitted to the Editorial Office at email: cmejournal21@gmail.com

2. Correspondence

The official language of *CME Journal* is British English. Support may be made available to overseas authors whose first language is not English.

Any correspondence should be sent to the Editorial Office as follows:

The Editors
CME Journal Editorial Office
Center for Medical Education
Directorate General of Medical Education
Mohakhali, Dhaka 1212, Bangladesh
Tel: 02222283889
E-mail: cmejournal21@gmail.com

Submission Checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the Article preparation section for more details. Please ensure that the following items are present:

- One author has been designated as the corresponding author with contact details:
 - E-mail address
 - Full postal address

- All necessary files have been uploaded:

- Blinded Manuscript:
 - Include keywords
 - All figures (include relevant captions)
 - All tables (including titles, description, footnotes)
 - Ensure all figure and table citations in the text match the files provided
 - Indicate clearly if colour should be used for any figures in print
- Abstract – not more than 300 words
- Supplemental files (where applicable)
- Article in a Tweet: This file requires a short summary of the article in no more than 300 characters. This may be used to promote your article on Twitter if it is accepted for publication.

Further considerations

- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

For further information, contact the Editorial Office at email: cmejournal21@gmail.com

Article Preparation

Article types

Article type	Word length	Tables/figures	References	Peer reviewed
Original research	4,500	5	Upto 100	Yes
Review article	3,500	5	Upto 100	Yes

Original research

Papers should be clear, precise and logical and should not normally exceed 4,500 words. Original research papers should be presented as follows and using the **Submission Template**:

1. Covering letter – the letter must contain: why the submission is appropriate for publication in CME Journal; what is known about the topic discussed; what your study adds; and confirmation that the paper has not been published elsewhere
2. Separate title page – bearing title, all authors' initials, surname, main degrees (two only), the name and location of the institution(s) where the work was done and the declaration of interests. The author to whom proofs and correspondence should be sent should be clearly indicated with correct address, e-mail, and telephone.
3. Blinded manuscript

Manuscript

- Abstract (max 300 words). This should include: Objectives, Study design, Methods, Results, Conclusions
- Keywords. 3-6 keywords should follow the abstract
- Introduction

- Methods
- Results
- Discussion
- Acknowledgements including declarations: Statements of ethical approval, funding and competing interests
- References

Clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors recommendations.

Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram are available online.

Tables and figures

A maximum of 5 tables/figures can appear within the manuscript. Additional tables/figures can be included as online supplementary material. Authors should indicate at approximately what point in the text the table should appear. Tables must be comprehensible without reference to the text if possible. References can be cited in the tables if needed. Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

Figures, graphs, drawings etc. should not be over complex and must be intelligible when reduced in size for printing. They should be on separate sheets, numbered and with legends.

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Review papers

Systematic reviews

Systematic Review papers presenting exhaustive, critical assessments of the published literature on relevant health topics or questions will be considered. Such reviews should be prepared in strict compliance with MOOSE or PRISMA guidelines or with Cochrane's complementary guidelines for systematic reviews of health promotion and health interventions, as appropriate. CME Journal encourages authors to use alternative databases covering scientific literature from low- and middle-income countries not indexed in the traditional international databases (i.e., Medline, Web of Science). All systematic reviews need to be submitted (as supplementary material) with a completed copy of the guideline checklist that has been used in the preparation of the review.

Narrative reviews

Narrative Review papers will be considered by CME Journal. Whilst no formal guidelines for such reviews exist, authors should be very clear in what criteria they have used for the selection of studies and describe the methods used to undertake the review in the body of the paper. Generally speaking, narrative reviews will only be considered where the author(s) are clearly experts in the research field under consideration or the health issue under consideration is not amenable to systematic review. The reviews needs to be submitted with a supporting statement justifying the appropriateness of undertaking a narrative review.

Review papers should not exceed 3,500 words. Reviews can include up to five tables/figures and up to 100 references.

Please follow the guidance for original research in the preparation of the manuscript including a structured abstract.

Formatting Details

Text

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts. Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

"This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors."

Artwork

Electronic artwork formats

- If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.
- Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

- EPS (or PDF): Vector drawings, embed all used fonts.
- TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
- TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi
- TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Colour artwork

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable colour figures then CME will ensure, at no additional charge, that these figures will appear in colour online regardless of whether or not these illustrations are reproduced in colour in the printed version. **For colour reproduction in print, you will receive information regarding the costs from CME after receipt of your accepted article.** Please indicate your preference for color: in print or online only.

References

Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Reference style

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link: <http://open.mendeley.com/use-citation-style/public-health>. When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

Indicate references by superscript numbers in the text. The actual authors can be referred to, but the reference number(s) must always be given. Number the references in the list in the order in which they appear in the text.

Examples

Reference to a journal publication:

1. Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *J Sci Commun* 2010;**163**:51–9. <https://doi.org/10.1016/j.Sc.2010.00372>.

Reference to a journal publication with an article number:

2. Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *Heliyon*. 2018;**19**:e00205. <https://doi.org/j.heliyon.2018.e00205>.

Reference to a book:

3. Strunk Jr W, White EB. *The elements of style*. 4th ed. New York: Longman; 2000.

Reference to a chapter in an edited book:

4. Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. *Introduction to the electronic age*, New York: E-Publishing Inc; 2009, p. 281–304.

Reference to a website:

5. Cancer Research UK. Cancer statistics reports for the UK, <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>; 2021 [accessed 13 March 2021].

Reference to a dataset:

[dataset] 6. Oguro M, Imahiro S, Saito S, Nakashizuka T. Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1; 2019. <https://doi.org/10.17632/xwj98nb39r.1>.

Note shortened form for last page number. e.g., 51–9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' For further details you are referred to 'Uniform Requirements for Manuscripts submitted to Biomedical Journals' (J Am Med Assoc 1997;**277**:927–34).

Data Visualization

Include interactive data visualizations in your publication and let your readers interact and engage more closely with your research.

Research data

This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation.

Data linking

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There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system.

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To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on CME Journal Webpage.

Ethics in publishing

The formal component of the scholarly communication system, that is to say the publication of an article in a peer reviewed learned journal, serves many purposes outside of simple communication. It is a building block in the development of a coherent and respected network of knowledge. It is prima facie evidence for the quality and impact of the research work of its authors and by extension the institutions that support them. It supports, and is itself an example, of the scientific method. For all these reasons and more, it is important to lay down standards of expected ethical behaviour by all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the society for society-owned or sponsored journals.

These guidelines are designed specifically for primary research journals, but may also be relevant for review and other professional publications as well. Individual journals will often have more elaborate or more distinct ethical procedures, generally reflected in their Guide for Authors, and many journals also accept and are in many cases founding participants with respect to discipline-specific standards or standard-setting bodies, such as the International Council of Medical Journal Editors (ICMJE) and Consolidated Standards of Reporting Trials (CONSORT).

Peer Review Process

This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

Human Rights

Papers describing research including human subjects will not be considered if ethical approval has not been sought. The manuscript should contain a statement that the work has been approved by the appropriate ethical committees related to the institution(s) in which it was performed and that subjects gave informed consent to the work.

Studies on patients or volunteers require ethics committee approval and informed consent which should be documented in your paper. Patients have a right to privacy. Therefore identifying information, including patients images, names, initials, or hospital numbers, should not be included in videos, recordings, written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and you have obtained written informed consent for publication in print and electronic form from the patient (or parent, guardian or next of kin where applicable). If such consent is made subject to any conditions, CME must be made aware of all such conditions. Written consents must be provided to CME on request. Even where consent has been given, identifying details should be omitted if they are not essential. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note. If such consent has

not been obtained, personal details of patients included in any part of the paper and in any supplementary materials (including all illustrations and videos) must be removed before submission.

Declaration of Interests

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file. If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted.

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Contributors

Each author is required to declare his or her individual contribution to the article: all authors must have materially participated in the research and/or article preparation, so roles for all authors should be described. The statement that all authors have approved the final article should be true and included in the disclosure.

Authorship

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

Changes to authorship

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

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After Acceptance

Online proof correction

To ensure a fast publication process of the article, we kindly ask authors to provide us with their proof corrections within two days. Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.

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Journal Template

(3 Pages)

Cover Page

Title:

Authors:

Author's Affiliation:

* Corresponding Author – Name and Email ID:

Abstract – max 300 words

Background:

Methods:

Results:

Conclusions:

Blinded Manuscript without Authors' Name

ORIGINAL RESEARCH

Title:

Introduction:

Methods:

Consider describing - Study design and location, hypothesis, study population, study procedure, sample size and sampling method, participants recruitment and enrollment, research tools/questionnaires, research team and data collection, ethical issues and informed consent, data analysis etc.

Results:

Discussion:

Study strengths and limitations of the study

Conclusion:

Authors' statements

Ethical approval

Conflict of interest

Acknowledgment

Funding:

Reference:

Tables/Figures