

## THE NAIROBI HOSPITAL MEDICAL JOURNAL

### AUTHOR GUIDELINES

The Nairobi Hospital Medical Journal is a peer-reviewed quarterly journal published by The Nairobi Hospital.

### AREAS OF INTEREST:

The Nairobi Hospital Medical Journal publishes content in the following fields: Allergy/ Immunology; Anesthesiology; Cardiology; Dentistry; Dermatology; Emergency Medicine; Gastroenterology; Basic Sciences; Health Policy and Implementation Science; Health Informatics; Hematology; Internal Medicine; Laboratory Medicine; Nephrology; Neurology; Neurosurgery; Obstetrics and Gynecology; Oncology; Nursing & Midwifery; Occupational Medicine; Ophthalmology; Otolaryngology; Pathology; Pediatrics; Plastic Surgery; Podiatry; Psychiatry; Public Health; Pulmonary Medicine; Radiology; Radiation Oncology; Research Ethics; Rheumatology; Translational Research; and Urology.

### SCOPE OF PUBLICATIONS:

The scope of publications that The Nairobi Hospital Medical Journal produces are as follows:

Type of publication	Description
<i>1. Editorials</i>	Up to 500-word submissions that are invited by the editorial team. They provide focus on either the specific theme of the issue being published or the lead article of the issue
<i>2. Personal views</i>	These are short commentaries that are intended to reach out to the readership of practitioners with compelling messages. They may be written by a practitioner (from any relevant division/department within the hospital) or by a patient
<i>3. Case reports and Case series</i>	These are short accounts of actual patient(s). They need to have an interesting aspect to justify their publication
<i>4. Case vignettes</i>	This is a patient-related case or scenario with educational value. This is typically a virtual patient whose case content carries management pearls that are valuable for the wider readership, especially if multidisciplinary approaches are required
<i>5. Original research</i>	These are studies of various designs (qualitative, quantitative or mixed) that are intended to provide living data to enhance the quality of the decision-making and implementation processes at The Nairobi Hospital
<i>6. Policy Briefs</i>	These are two-paged summaries of the key findings of research published by the same

	authors in the same issue that carry policy implications
<b>7. Literature reviews</b>	These are detailed discussions of what is already known about a subject area, often with clear attempts to identify research gaps in that area so as to encourage future research to address these gaps
<b>8. Systematic reviews and meta-analyses</b>	This is a review of a concise and clearly formulated question that uses systematic and reproducible methods to identify, select and critically appraise all relevant research in an unbiased manner
<b>9. Practice committee opinions &amp; guidelines</b>	These are publications intended to generate local guidelines on the management of a specific issue or a specific spectrum of issues. If the committee opinions or guidelines directly address a specific set of issues, they may be published together as a supplement issue of the journal.
<b>10. Research Methods, Science ethics and Reporting</b>	These are publications that discuss the intricacies of undertaking and reporting research. This is intended to provide educational material for practitioners who are interested in performing, reporting, and interpreting clinical research. The scope of this section includes various research designs, details of proposal development, manuscript writing, the idiosyncrasies of the performance of research and research ethics.

## ACCESS TO PUBLICATIONS

Full articles shall be freely accessed online through the hospital's website (to be developed by the ICT Department).

## SUBMISSION OF ARTICLES

1. Articles shall eventually be submitted at a central submission portal that shall be developed by the ICT department
2. All correspondence will be via email. Presently, submit your manuscript to [pkoi@nbihosp.org](mailto:pkoi@nbihosp.org).
3. Submission of manuscripts to more than one journal at the same time is illegal and not accepted.

## AUTHORSHIP

Those listed as authors should adhere to International Committee of Medical Journal Editors (ICJME) authorship guidelines for study authorship of manuscripts submitted to scientific journals. Authorship credit should be based on:

1. *Substantial contributions to conception and design, 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 published*

Authors should meet criteria 1, 2 and 3

## **PREPARATION OF MANUSCRIPTS**

1. Manuscripts should conform to the uniform requirements for manuscripts submitted to biomedical journals (<http://www.icmje.org/>) and standards defined in the Helsinki Declaration
2. Reporting of findings should follow relevant recommendations as described in CONSORT, STARD, MOOSE, STROBE, PRISMA and STREGA
3. Submit articles in English, Arial font 12, single spaced, margins 1” (normal) and continuous page numbering.
4. Avoid abbreviations, when used describe them in full the first time they are used.
5. The total word count should not exceed:
  - 4,000 words for original articles
  - 6,000 words for review articles
  - 1,500 words for technical notes, case reports, short communications and notes from the field
  - 500 words for editorials
6. Number of references should not exceed:
  - 40 for original articles
  - 120 for review articles
  - 15 for technical notes, case reports, short communications and notes from the field
  - 8 for editorials
7. The following format should be adhered to:  
Original articles, review articles
  - Title page should have:
    - Manuscript title, names, education qualifications, affiliations and institutions of authors
    - Email address and telephone number of corresponding author
    - Five to eight Key words for indexing and retrieval
    - Total word count
    - A declaration to the effect that the paper has not been published elsewhere and/or is not under consideration for publication elsewhere (except as an abstract or preliminary report)
    - Statement on conflict of interest
  - Abstract: structured abstract not more than 300 words covering Background (or introduction), Objective(s), Methods, Results and Conclusion
  - Introduction: Should NOT be more than one page (about three paragraphs), clearly describing the problem and justifying the importance of the study,

culminating with study objective(s) in the last paragraph. References to other published studies should be made.

- Methodology: Should be structured as follows:
  - Study design
  - Study setting
  - Study population: give inclusion and exclusion criteria
  - Data collection and management: tools; variables; procedures; Sample size and sampling frame where necessary
  - Data analysis approach
  - Ethics
- Results: Only results that answer the objective(s) should be presented in a logical manner. A maximum of 7 tables/figures for original articles and 14 tables/figures for reviews. Descriptions of tables/figures should appear above table/figure. Titles of table and figure titles should be descriptive enough to allow understanding by the reader WITHOUT reading the results section. Tables/figures should be numbered consecutively in Arabic numbers. If abbreviations are used in tables/figures, they should be described in full in a legend below the table/figure. Tables and figures should be inserted into the text where they are described.
- Discussion: should be in relation to the objective(s), reference to results should be made without re-stating results in totality again. The discussion MUST cover the following: The main finding(s) of the study; possible reasons for the finding(s); How the finding(s) compare with previous studies; reference to other studies with similar findings; Limitations and strengths (value) of the study; The implications of the study (how can the results be generalized or applied to other settings)
- Conclusions: Should be short, concise and based only on the results presented

b. Case reports: Abstract, introduction, Case presentation, Discussion and Conclusion.

- Acknowledgements: those who have given substantial contributions and do not meet authorship criteria should be acknowledged with their consent.
- Funding: all sources of funding support should be declared
- References: Vancouver format, numbered in the order in which they are cited in the text in Arabic numbers. References cited more than once should retain the same number. The references at the end of the article should be listed in numerical order. It is advisable to use a reference manager in order to ensure that the references are duly formatted. It is the responsibility of the authors to ensure the accuracy of their submissions.
  - **References to an article:** should include the names of the authors, followed by their initials (list all authors when six or fewer, when more than six, list six and add ‘et al’, the full title of the article in its original language, the name of the journal in its usual abbreviated form, year of publication, volume number (issue), first and last page numbers in full, e.g., Ongidi IH, Amuti TM, Abdulsalaam FY, Kabare GS, Ouko IP, Otieno, EH, et al. Variability in morphology and branching of the internal iliac artery: Implications for pelvic surgery. *Translational Research in Anatomy*, 2021; 22: 100097. doi. [10.1016/j.tria.2020.100097](https://doi.org/10.1016/j.tria.2020.100097).
  - **References to book chapter:** should include names of the authors as above, the title of the chapter with the word “In” preceding the reference

of the work as above e.g., Disaia PJ, Creaseman WT. Invasive cancer of the vulva. In: Disci PJ, Creasman WT, Editors, Clinical gynaecology oncology. St Louis. C.V Mosby 1984; 214-219.

**Electronic references:** should be given only when an original citation is unavailable, html address and date of access should be provided.

**References of articles accepted for publication:** should give the name of article with mention ('in press')

**Personal communications:** should not be included as references

It is advisable to use a reference manager to simplify the process of formatting of the references.

8. **Plagiarism:** In order to avoid publishing plagiarized work, the journal shall not publish any work with a similarity index >15%. Since Turnitin is available in the hospital's library, it is possible for authors to have their work reviewed before submission. If not, the editorial team shall subject the manuscripts to a similarity index assessment before subjecting the manuscript to peer review.

## **SUBMISSION PREPARATION CHECKLIST**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

The submission file is in Microsoft Word file format.

Where available, Universal reference links (URLs) and digital object identifiers (DOIs) for the references have been provided.

The text is in Times New Roman font, 1.5 lines spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.

Resubmitted manuscripts should have the word "RESUBMISSION" clearly indicated.

## **DECISIONS ON SUBMISSIONS**

The editorial and review teams will make decisions on submissions based on scientific rigor, regardless of novelty.

Every effort will be made to ensure that there is a response to submissions within 72 hours of receipt. If no response has been received within that time, the author is free to contact the editorial team via email ([pkoi@nbihosp.org](mailto:pkoi@nbihosp.org)).