

Proposed criteria for uniformity of scientific Bio-Medical journal to be recognized by BM&DC

Common Rules for Submission & Publication of Manuscript in a Scientific Bio Medical Journal

Scientific Biomedical Journals can only be published by Academic Institutions (such as Medical Colleges, Medical Universities, specialized Institutions like NICVD, NITOR, BIRDEM, Heart Foundation etc where recognized courses are running) and also by recognized Professional Organizations such as BMA, Association of Physicians & Surgeons, OGSB etc.

A. General Rules for Bio Medical Journal

1. In every page of journal should be written as:
 - a. name of journal with year
 - b. volume & number
 - c. page number of the article
2. All issues of journal should be of same format and colour
3. Each volume of publication should be started from page-1 (should avoid continuation of page number)
4. Journal must mention about the editorial board next to index
5. Index should be given in front cover page/ front inner page.
6. In each publication of the journal must have an editorial. Editorial should be purely on scientific topic.
7. The article may be included with received & accepted date
8. Each journal should have at least five articles
 - a. Minimum no. of original article should be 3
 - b. Review article should be written by senior authors.
 - c. Articles should be peer reviewed by senior experts (Preferably same background of work) and one expert must be from outside the institution. List of peer reviewers to be sent to BMDC every year by the Editor by February. Reviewers should write a report to the editor mentioning the suggestion for change or correction of any weak part of the article. The report of the reviewers may also be sent to BMDC along with the copy of journal.
9. Authors detail should be mentioned at the bottom of the first page of the article.
10. The editor of the journal must consider ethical & legal issues before publication of any article.

11. Text should be printed in two columns in each page (except abstract).
12. Ten copies of each published journal shall be provided to main author with free of cost by the publisher.
13. It is better to avoid advertisement- if unavoidable, the maximum no of advertisement will be two (02) & preferably in inner back page or last page of Journal. No advertisement on cover page (front & back)
14. Articles to be published by any institutions or organization without taking any financial contribution from the author.

B. Uniform criteria for submission of manuscript to the editorial board of a journal by Authors

1. Manuscript written in English on bio medical topics will be considered for publication provided these have not been published previously and are not under consideration for publication elsewhere.
2. The author should obtain written permission from appropriate authority if the manuscript contains any table, data or illustration from previously published in other Journal. The letter of permission should be submitted with manuscript to the editorial board.
3. Authors should keep one copy of their manuscript for reference & three hard copies along with soft copy should be sent to the managing editor.
4. The authors should sign a covering letter mentioning that final manuscript has been seen and approved by all authors. Relevancy and contribution of coauthors should clearly mentioned by first author. Irrelevant person or without any contribution should not be entitled as coauthors.
5. The materials submitted for publication may be in the form of an original research, review article, special article, a case report, recent advances, new techniques, books review on clinical / medical education, adverse drug reaction or a letter to the editor.
6. An author can write review article only if he / she has written a minimum of two(2) original research articles and four(4) case reports on the same topic.
7. The manuscript may be submitted by the author online following appropriate criteria as mentioned.
8. Each component of the manuscript should begin on a new page in the sequence of-
 - a. Title page
 - b. Abstract
 - c. Text- Introduction, Material & methods, Result and Discussion.
 - d. References
 - e. Acknowledgement

9. The title page should include the title of the paper, name of the authors, name of the departments in which they worked, email address & phone number.
10. The title should be concise, informative & self explanatory.
11. The Abstract should be structured as-introduction with objectives, materials & methods, result, discussion with conclusion including key words number of figures, tables, reference & correspondence
12. The text should be presented in the form of-
 - a. **Introduction:** This should include the purpose of the article. The rational for the study or observation should be summaries. Only strictly pertinent reference should be cited. The subject should not be extensively reviewed. Data or conclusion from the work being reported should not be presented in introduction.
 - b. **Materials & methods:** study design & sampling method should be mentioned. Consent from respondents / patients should be taken in the form before interview / study. All drugs & chemicals used should be identified precisely, including generic name, dose route of administration. For all quantitative measurement SI unit should be used.
 - c. **Results:** This should be presented in a logical sequence in the text, tables & illustration. For **Statistical Analysis** standard procedure to be maintained. It should be done by a recognized statistician or subject expert related to statistics.
 - d. **Discussion:** Authors comment on the result supported with contemporary references including arguments and analysis of identical work done by other workers may be elaborately discussed. A summary is not required. Brief acknowledgement may be made at the end.
 - e. **Tables :** Number and titles of tables to be clearly written.
 - f. **Source** of Illustrations & Figures should be mentioned.
 - g. **Abbreviations and Symbols:** Use only standard abbreviations; avoid abbreviations in the title of the article.
13. **References-**
 - a. Reference should be numbered in order to which they appear in the text as superscript.
 - b. Reference should be in Vancouver style.


C. About Recognition

1. Copies of 3 (Three) successive issues of the journal to be submitted to BM&DC along with the application for recognition.

2. Editors of the journal must submit 6 (six) copies of each issue to BM&DC for consideration of recognition.
3. Editorial policy must be clearly stated and maintained. It should follow the international rules.
4. A journal should preferably have five articles in it exception may be made in case of specialty journals.

D. For maintenance of recognition

1. At least 2 publications a year
2. Regularity of the publication to be maintained. If a journal is published thrice a year it must be maintained in the same manner.
3. Editors of the journal must submit 02 (Two) copies of each issue to BM&DC as soon as it is published.
4. Editors of all journals be requested to donate 02 (Two) copies of issue to the National Health Library for indexing purposes.
5. In case of failure of publication of a Journal for consecutive Two (2) years, the recognition of that will be cancelled.


Registrar
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Bangladesh Medical & Dental Council