

## Instructions to Authors

**The Sri Lanka Bulletin of Nursing and Allied Health Sciences is published quarterly by the Faculty of Allied Health Sciences, University of Peradeniya, Sri Lanka.**

### General Guidelines

- Bulletin will consider manuscripts in following categories: Review articles, Research papers, Opinions, Letters to the Editor, and Creative works.
  - Articles or Research work presented or published elsewhere will not be considered. If the manuscript of the research article was published as an abstract it should be submitted along with the manuscript.
  - Authors should submit manuscripts under one of seven themes: Basic Sciences, Medical Laboratory Science, Nursing, Pharmacy, Physiotherapy, Radiography and Radiotherapy and Health Science Education.
  - Author should designate a category and a theme upon submission of a manuscript.
  - If plagiarism is detected, the article will be rejected without further consideration.
  - Before submitting the work, the Editorial Board advises all authors to optimize their manuscripts using a free online plagiarism checker. (E.g. <http://www.plagscan.com/seesources/analyse.php>)
  - Authors should send the manuscript for initial submission with the names of authors and their affiliations in triplicate to the following address and the electronic version should be submitted by an e-mail.
- Guidelines for the authors should be strictly followed when preparing the manuscript.
  - Authors should send an author declaration form signed by all the authors, to be received by the Editorial Board of Allied Health Science along with the manuscript. You can request the format of the declaration form by an email to the email address mentioned below.
  - Language: The Manuscript must be written in British English using MS word 2007 or 2010, with the request from the authors or by the editorial Board, translation in Sinhala or Tamil may be published according to the impact of the content on the public.
  - In the manuscript, Title/ Names of author/s and Affiliation/s of author/s should be prepared as follows:

**Title** - Should be short, specific and reflect the study carried out. It should be in bold, uppercase letters and center aligned. The scientific names of organisms should be written in uppercase italics. If common or vernacular names follow the scientific name, they should be included in parentheses. There should be a single line space between the title and name/s of authors.

**Name/s of author/s** – All the initials of the author must be given before the surname. Author names should be in bold, lowercase letters and center aligned. Each initial should be followed by a full-stop with a space. Between the last initial and the surname there should be a single space. The Corresponding author's name

(Primary contact) should be indicated by an asterisk at the end of the name. There should be a single line space between the name/s of authors and affiliation/s.

**Affiliation/s of author/s** - Should be in *italics*, font size 11, lowercase letters (with uppercase letters where necessary) and center aligned. Use superscripted numbering of authors if authors have different affiliations. Each affiliation should be on a separate line. Affiliations should be numbered with the same superscript number used for the respective authors. Superscripted numbers should be placed at the beginning of each affiliation /address and at the end of each author's name. Include the email address of the corresponding author in *italics*. There should be a single line space between affiliations and the text of the abstract.

**Keywords** - Up to a maximum of 5 keywords, separated by commas and followed by a single space, should be placed at the end of the abstract, after the acknowledgement. Each keyword should begin with an uppercase letter. There should be a single line space between the text of the abstract and keywords.

**Acknowledgement-** Only the funding organization/s should be acknowledged with the grant number/s indicated in parenthesis. Acknowledgement should be written as a single sentence in *italics*. There should be a single line space between the keywords and the acknowledgement.

- When preparing the manuscripts the following page-set up should be used.

Paper size : A4

Margins : Left margin 3.0 cm and all other (top, bottom, right) margins 2.5 cm

Font : Times New Roman

Font size : 12 (except for affiliations of authors)

Line spacing : Single

Number of pages: Depends on the article category

- **Non-English and Technical Terms** - Should be in *italics*.

- **Units:** International System of Units (SI) should be used. There should be a single space between the figure/digits and the unit (*Example 25 cm*).

- **Abbreviations & Acronyms** - Should be stated in full, the first time they are used in the text, other than for standard abbreviations. Do not use abbreviations & acronyms in the title unless they are unavoidable.

- **Illustrations**

All illustrations (maps, graphs, drawings and photographs) are considered as figures, and should be numbered in consecutive order in Arabic numerals as Figure 1, Figure 2 *etc.* Legends for figures should be concise, explanatory and with sufficient information to make it intelligible without reference to the text (Font size - 10). Graphs drawn in Excel should be sent separately as an Excel file.

- **Photographs**

All photographs should be of high quality. They should be trimmed to show only the essential features and should be forwarded only in the form of jpg or tiff images.

- **Tables**

All the Tables should be numbered in Arabic numerals. The number of tables should be limited as much as possible

and tables should not repeat data available elsewhere in the paper. They should carry a title (above the Table) and footnotes to the table (below the table) (Font size - 10).

- **References**

References to the literature must be indicated in the text and tables as per the Numeric System, by a small superscript number in Arabic numerals. The list of references in chronological (not alphabetical) order must be placed at the end of the manuscript. Unpublished data and personal communications should not be listed under references but may be mentioned in the text.

Reference to work 'in press' implies its acceptance for publications sited in the text should be included in the reference list. The title of journals should be given in full, for books give the title, publisher and the place of publication and indication of edition if not the first. Symposium papers may be cited from published proceedings. Reference should conform to the following styles.

1. Humpreys Giving patient better access to trial information. *Bulletin of the World Health Organization* 2006, 84: 429-31.
2. Jayaweera DMA. 1981. *Medicinal Plants Used in Ceylon*, Part I. National Science Council of Sri Lanka, Colombo. 61.
3. [www.ncbi.nih.gov/pubmed/1904987](http://www.ncbi.nih.gov/pubmed/1904987). Accessed in June 2005

### **Guidelines for Research papers/ Review articles**

The following additional features of page-set up should be used.

- Number of pages :2-3 (2000-3000 words)
- Page numbering : Bottom right
- Page Layout : Columns - (Initial submission - single column; Final submission - 2 columns, Title and Names of authors should in a single column)

The text should be organized under the following subheadings:

1. Title – (followed by names of authors and their affiliations)
2. Abstract – (as in the content of the creative work)
3. Introduction – (with objectives)
4. Materials and Methods
5. Results
6. Discussion
7. Conclusion/s – (with outcomes)
8. References

Figures and Tables, if any, should be very clear and should be included within the given page limit.

### **Guidelines for Creative work**

When preparing manuscripts the following additional features of page-set up should be used.

- Number of pages: One (300 - 350 words)

**Creative work** - Should have an **introduction** to the study with the **objectives, methodology, results**, followed by a short **discussion** and a **conclusion(s)**. It should be written as a single paragraph and justified. It should not have any sub-headings, figures or tables. References should not be neither included in the abstract nor listed at the end.

## **Guidelines for Opinions/ Letters**

Letters exist to provide a forum for public comment or database. You have to express your opinion or point of view about an article you have read from a news organization or website relevant to article.

The page set-up should be used as it appears in the creative work. Additional features to be used are as follows.

- Number of pages: 1 (200-350 words)
- Pictures/ photos can be included in JPG or TIFF formats in high resolution.

## **Guidelines for Case Study/ Case Reports**

Individual units such as a person, a group, and an event when followed by the thorough analysis is referred either case study or case report. It follows similar procedures for both social sciences and life sciences either in a descriptive or explanatory manner.

In medicine, a case report is a detailed report of the symptoms, signs, diagnosis, treatment, and follow-up of an individual

patient. Case reports may contain a demographic profile of the patient, but usually describe an unusual or novel occurrence.

The page set-up should be used as they appear in the creative work. Additional features to be used are as follows.

- Number of pages: 1 (200-350 words)
- Pictures/ photos can be included in JPG or TIFF formats in high resolution.

## **Editorial Office**

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