

## **For authors**

### **INSTRUCTIONS TO AUTHORS**

The JFMS welcomes the submission of manuscripts that meet the general criteria of significance and academic excellence. All articles published in JFMS are peer-reviewed. Papers will be published approximately in one to two months after acceptance.

### **DUTIES OF AUTHORS**

1. The author/authors assume full responsibility for the contents of the manuscript.
2. The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.
3. The author should not publish articles describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal at a time is considered unethical and unacceptable publishing behavior. In general, an author should not submit a previously published paper in another journal for consideration. The work of others must always be properly acknowledged. Authors should cite publications that have had an impact in determining the nature of the work reported.
4. The corresponding author must ensure that all co-authors are included in the paper, and that all co-authors have seen and approved the final version of the paper and agreed to submit it for publication.
5. The copyright of any material created by the author is reserved. No any copying or use of things such as images, diagrams or text in other electronic or print publications are permitted without the author's agreement.
6. All authors must disclose in their manuscripts any financial or other substantive conflict of interest that could be construed as affecting the results or interpretation of their manuscripts. All sources of

- financial support for the project must be disclosed. Potential conflicts of interest should be disclosed at the earliest possible stage.
7. All manuscripts reporting the results of experimental investigation involving humans must include a statement confirming that each subject or parent obtained informed consent, after approval of the experimental protocol by the local human ethics committee or IRB. When reporting experiments on animal, authors should indicate whether the Institutional and National Guidelines for the Care and Use of Laboratory Animals have been followed.
  8. All manuscripts submitted for publication is subject to scientific evaluation and peer review.

### **TYPE OF PAPERS**

The journal publishes high-quality original scientific papers and case studies. Therefore, articles of current importance and high standards are usually considered.

### **MANUSCRIPT SUBMISSION**

- Manuscript or their essential content, must be previously unpublished and should not be under simultaneous consideration by another journal.
- The authors should also declare if any similar work has been submitted to or published by another journal.
- They should also declare that it has not been submitted/published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher.
- The authors should also declare that the paper is the original work of the author(s) and is not copied (in whole or in part) from any other work.
- All papers will be automatically checked for duplicate publication and plagiarism. If detected, appropriate action will be taken in accordance with International Ethical Guidelines. 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 co-authors with information regarding the manuscript, and obtain their approval before submitting any revisions. Electronic submission of manuscripts is strongly recommended, provided that the text, tables, and figures are included in a single Microsoft Word file. Submit manuscript as e-mail attachment:
  - ✓ To the Editorial Office ([medical.journal@alfarabiuc.edu.iq](mailto:medical.journal@alfarabiuc.edu.iq))
  - ✓ or to the Director Editor; Dr. Hussam H. Kadhum ([hussam.hadi@alfarabiuc.edu.iq](mailto:hussam.hadi@alfarabiuc.edu.iq)).
- After submission, a manuscript number will be communicated to the corresponding author within three days hours.

### **PEER-REVIEW PROCESS**

- It is requested that authors submit with the manuscript the names, addresses and e-mail addresses of at least 3 potential reviewers.
- It is the sole right of the editor to decide whether or not the suggested reviewers to be used.
- The reviewers' comments will be sent to authors within 6-8 weeks after submission.

### **PREPARATION OF MANUSCRIPT**

- The manuscript should be written in English with simple layout. The text should be prepared in single column format. Bold face, italics, subscripts, superscripts etc. can be used.
- Pages should be numbered consecutively, beginning with the title page and continuing through the last page of type written material.
- The text can be divided into sections with brief headings, starting from introduction with section 1 and ending with the References. Subsections should be numbered (for example 1.1 (then 1.1.1, 1.1.2, 1.2, etc.), up to three levels. Manuscripts in general should be organized in the following manner:

#### **❖ Title Page**

- The title page should contain a brief title, correct first name, middle initial and family name of each author and name and address of the

department and institution where the research was carried out for each author.

- ✓ The title should be without any abbreviations and it should enlighten the contents of the paper.
- ✓ All affiliations should be provided with a lower-case superscript number just after an author's name and in front of the appropriate address.
- ✓ The name of the corresponding author should be indicated along with telephone number (with country and area code) along with full postal address and e-mail address.

#### ❖ **Abstract**

- The abstract should be brief and informative. It should not exceed 350 words for the full manuscript and review article and 150 words in the case of a case report. It should briefly describe the purpose of the work, the techniques and methods used, the main results with important data and conclusions.
- No references should be cited in this part.
- generally, non-standard abbreviations should not be used; If necessary, they should be clearly identified in the abstract at first use.

#### ❖ **Keywords**

- Immediately after the abstract, about 4-8 keywords should be given. The use of abbreviations should be avoided; Only standard, well-known abbreviations, can be used if appropriate.
- These keywords will be used for indexing.

#### ❖ **abbreviations**

- Non-standard abbreviations should be listed, and the full form of each abbreviation should be placed in parentheses upon first use in the text.

#### ❖ **introduction**

- Provide a factual background, a clearly defined problem, a proposed solution, a brief survey of the literature and the scope and justification of the work performed.

#### ❖ **Materials and Methods**

- Give adequate information to allow the experiment to be reproduced.
- Already published methods should be mentioned with references.
- Important modifications to the published methods and the new methods should be described in detail.
- Capitalize trade names and include the manufacturer's name and address.

#### ❖ **Results**

- Results should be described clearly and in a concise manner.
- Results of the different parameters should be described under headings or in a separate paragraph.
- Results should be explained, but largely without reference to the literature. Table or figure numbers should be mentioned in parentheses for better understanding.

#### ❖ **Discussion**

- The discussion should not repeat the results but should provide a detailed interpretation of the data.
- This should interpret the significance of the work results.
- Citations should be given to support the findings.
- The results and the discussion part can also be described as separate, if appropriate.
- The results and discussion sections can include subheadings, and where appropriate both sections can be combined

#### ❖ **Conclusions**

- This should briefly state the main findings of the study.

#### ❖ **Acknowledgment**

- A brief acknowledgment section may be given after the conclusion section just before the references.
- The acknowledgment of people who have provided assistance in preparing manuscripts, funding research, etc. should be included in this section

#### ❖ **Tables and Figures**

- Tables and figures should be presented as per their appearance in the text. It is suggested that the discussion about the tables and figures should appear in the text before the appearance of the respective tables and figures.
- No tables or figures should be given without discussion or reference inside the text. Tables should be explanatory enough to be understandable without any text reference.
- Double spacing should be maintained throughout the table, including table headings and footnotes.
- Table headings should be placed above the table while the titles of the figures are placed under of the figure area. Footnotes should be placed below the table with superscript lowercase letters.
- Each table should be on a separate page, numbered consecutively in Arabic numerals. Each figure should have a caption. The caption should be concise and typed separately, not on the figure area.
- Figures should be self-explanatory. Information presented in the figure should not be repeated in the table.
- All symbols and abbreviations used in the illustrations should be defined clearly. Figure legends should be given below the figures.

#### ❖ **References**

- **References** should be listed alphabetically at the end of the manuscript. Every reference referred in the text must be also present in the reference list and vice versa.
- **In the text**, a reference identified by means of an author's name should be followed by the year of publication in parentheses; e.g., (Farabi,2012). For two authors, both authors' names followed by the year of publication; e.g., (Farabi and Razi, 2012). When there are

more than two authors, only the first author's name followed by "et al." and the year of publication; e.g., (Farabi *et al.*, 2012). When two or more works of an author has been published during the same year, the reference should be identified by the letters "a", "b", "c", etc., placed after the year of publication; e.g., Farabi, (2012a, 2012b). This should be followed both in the text and reference list. e.g., (Farabi, 2012; Farabi and Razi, 2004).

✓ **Note:** When writing the References before the text, it only puts the year in parentheses, such as Farabi, (2012), and so on if two authors or more than two authors.

- Articles in preparation or submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list. Journal titles should be abbreviated according to the system adopted in medical Index, if not included in medical Index journal title should be given in full.
- The author is responsible for the accuracy and completeness of the references and for their correct textual citation. Failure to do so may result in the paper being withdraw from the evaluation process. Example of correct reference form is given as follows: -
  - **Reference to a journal publication:**
    - ✓ Farabi UC. 2021. Stem cells are hope not fiction. J. Al-Farabi Med. Sci.; 3(2): 13-19.
    - ✓ Farabi UC and Razi AM. 2021. Stem cells are hope not fiction. J. Al-Farabi Med. Sci.; 4(3): 11-16.
    - ✓ Farabi UC, Razi AM. and Hayyan JA. 2021. Stem cells are hope not fiction. J. Al-Farabi Med. Sci.; 6(1): 25-31.
  - **Reference to a book:**
    - ✓ Farabi UC and Razi AM. 2021. Stem cells are hope not fiction. Iraq, Baghdad.
  - **Conferences and Meetings:**
    - ✓ Farabi UC. 2021. 14<sup>th</sup> scientific annual conference (third international). Al-Turath University College. Baghdad, Iraq.
  - **Theses and Dissertations:**

- ✓ Farabi UC 2021. Stem cells are hope not fiction. MSc dissertation, The Al-Farabi University college, Baghdad, Iraq.