

INSTRUCTIONS FOR AUTHORS

1. General Guidelines

- The official language of the Sanatorium Medical Journal is English. Manuscripts must be written in clear and concise academic English. Non-native English speakers are strongly encouraged to have their manuscript reviewed by someone fluent in English or by a professional language editor.
- The Sanatorium Medical Journal publishes original research articles, invited reviews, case reports, and letters to the editor in various fields of medicine and healthcare sciences. Manuscripts must be original, unpublished, and not under consideration elsewhere. The manuscript must be prepared in a clear, concise, and structured format.
- All authors should meet authorship criteria and disclose any conflicts of interest. The corresponding author is responsible for ensuring all co-authors approve the manuscript submission.
- While submitting your manuscript, you will be asked to transfer all copyright to our journal. You will be required to upload a Copyright transfer form.
- Ethical approval with the relevant ethics committee decision number and informed consent must be stated when applicable.
- Manuscripts should be submitted through the online submission system.
- All figures **MUST** be uploaded separate image files and not include to main text.
- A revision letter that responds to the reviewers' comments step by step must be included for revised manuscripts.

2. Manuscript Preparation

2.1 Formatting Requirements

- Manuscripts should be prepared in **Microsoft Word (.doc or .docx)** format. A PDF is not an acceptable source file.
- Use **Times New Roman, size 12**, double-spaced throughout the manuscript. Lay out text in a single-column format.
- Margins should be **2.5 cm on all sides**.
- Use **continuous line numbers** throughout the manuscript.
- Use **Vancouver referencing style** for citations.

2.2 Manuscript Structure

Cover Letter

- A cover letter must accompany all manuscript submissions.
- The cover letter should briefly introduce the manuscript, highlight its significance, and explain its relevance to The Sanatorium Medical Journal.

- Authors should confirm that the manuscript is original, has not been published elsewhere, and is not under consideration by another journal.
- The letter should include the corresponding author's contact details and a declaration of any conflicts of interest.

Example:

Dear Editors,

Please find attached our manuscript titled "[Title of Manuscript]" for consideration in The Sanatorium Medical Journal. This manuscript presents novel findings on [brief description of research focus] and aligns with the journal's scope. We confirm that this work is original, has not been published elsewhere, and is not under review by another journal. We appreciate your time and consideration and look forward to your feedback.

Sincerely,

[Corresponding Author's Name]

[Institution]

[Email]

Title Page

Title page should include the following details in the title page information: (you can find an example title page at [here...](#))

- Title of the manuscript should be concise and informative. The title should be no more than 20 words and should not contain abbreviations.
- Full names of all authors (First name, Middle initial, Last name). Please carefully check that all names are accurately spelled.
- ORCID numbers, the e-mail address and affiliations of all authors should be stated (Institution, Department, Country)
- Corresponding author's name, email, and ORCID number
- Acknowledgments and funding sources (if applicable)
- Conflict of interest statement

Abstract

- An abstract of **maximum 500 words** (for original research articles, invited reviews, and case reports) and avoid references.
- The abstract for original article should be structured and include **Background, Methods, Results, and Conclusion** sections.
- Provide **3-7 keywords** (Preferably selected from the MeSH dictionary) below the abstract.

Main Text/Article File

The main text should be prepared to be blind to author and center information and uploaded as single article file. Manuscripts should follow the IMRaD (Introduction, Method, Results, and Discussion) structure and comply with appropriate reporting guidelines such as CONSORT (for randomized trials), STROBE (for observational studies), STARD (diagnostic-prognostic studies), PRISMA (for systematic reviews), and CARE (for case reports). For further information on the reporting guidelines for health research, authors are suggested to refer to the EQUATOR network website (<http://www.equator-network.org/>).

Fundamental guidelines to follow based on the type of article.					
Article Type	Word Count	Abstract Word Count	References	Authors	Number Figures and Tables
Original Article	3500	500	30	8	5
Invited Review Article	5000	500	50	8	EBD*
Case Report/Series	2000	500	20	6	3
Letter to the Editor	800	No abstract	10	3	0
*EBD: Editorial board discuss					

Original Research Articles

- **Introduction:** Clearly define the research question, objectives, and background. The introduction should be kept concise, avoiding the repetition of widely known general information, as it is one of the shortest sections of the manuscript.
- **Methods:** Describe the study design, participants, data collection, and analysis methods. The method section should be structured according to the reporting guidelines (CONSORT, STARD, STROBE, etc.) appropriate to the research design. For further information on the reporting guidelines for health research please visit to the EQUATOR network website (<http://www.equator-network.org/>). Ethics approval must be mentioned in method section.
- **Results:** Present key findings with tables and figures where necessary.
- **Discussion:** Interpret the findings, compare with existing literature, and discuss limitations.
- **Conclusion:** Summarize the main findings and implications.

Case Reports

- Case report/series should be structured as introduction, case Presentation, discussion, and conclusion.
- Consent from patients must be obtained and mentioned in the manuscript.

Review Articles

- A comprehensive overview of existing literature on a specific topic. The Sanatorium Medical Journal publishes only invited (narrative or systematic) review articles. Apart from this, authors who wish to publish a review in the journal should contact the editor by e-mail before submission.
- Clearly defined objectives and methodology for literature selection. Manuscript should be prepared according to PRISMA reporting guidelines.

Letters to the Editor

- Letters to the editor are limited to 800 words of text with no more than 10 references.. These submissions should not contain an abstract.

References

- The Sanatorium Medical Journal use **Vancouver style**. References should be numbered consecutively with numerals in the order in which they are cited in the text. Indicate references by number(s) in square brackets in line in the text.
- When more than two references are cited at a given place in the manuscript, use hyphens to join the first and last numbers of a closed series; use commas without space. Example: "...were reported [13, 17 – 20, 23, 25].
- If the number of authors is 6 or less, include all author names. If the number of authors is more than 6, include names of 3 authors followed by et al.
- Reference list should be numbered in order of appearance in the text.
- Examples of different source types:
 - Journal Article: Smith J, Doe A. Title of the article. Journal Name. 2021;10(2):100-105. doi:10.xxxx/yyyy.
 - Book: Brown K. Title of the Book. 2nd ed. New York: Publisher; 2018.
 - Book Chapter: White P. Chapter title. In: Green R, editor. Book Title. London: Publisher; 2020. p. 55-72.
 - Conference Paper: Jones T. Title of paper. Presented at: Conference Name; Year; Location.
 - Online Resource: National Health Organization. Title of Online Document. Published 2022. Available at: [URL]. Accessed January 10, 2023.
- When referencing a drug, product, hardware, or software in the main text, include the product name, manufacturer, city, and country in parentheses using the following format: "Aspirin (Bayer, Leverkusen, Germany)"

Tables and Figures

- Each table should be submitted separately in **editable format in Microsoft Word (.doc or .docx)** , **not as images**. Figures should have at least 300 dots per inch (dpi) resolution.
- Number tables and figures sequentially (e.g., Table 1, Figure 1). Place tables on a separate page(s) at the end of your article or each table upload separate file. All figures **MUST** be uploaded separate image files and not include to main text. Cite all tables and figures in the manuscript text. Number tables and figures consecutively according to their appearance in the text.
- Provide a clear and concise title and legend for each table and figure. Include a figure/table legend file that summarizes the titles of all tables and figures.
- Tables must be created by the author in the form of a separate word file and should not be added directly as a statistical program output.

3. Ethical Considerations

- **Human and Animal Research:** All research involving human participants must have been approved by an appropriate ethics committee and comply with the Declaration of Helsinki.
- **Informed Consent:** Authors must ensure that participants have provided informed consent where applicable.
- **Plagiarism Policy:** The journal strictly prohibits plagiarism and duplicate publication. All submissions will be checked for plagiarism.
- **Conflicts of Interest:** Authors must disclose any potential conflicts of interest. Conflict of interest form is available here.

4. Peer Review Process

- This journal follows a single anonymized review process. Upon submission, our editors will first evaluate your manuscript to determine its suitability for publication. If deemed appropriate, it will typically be sent to at least two independent reviewers for an expert assessment of its scientific quality. The final decision regarding acceptance or rejection rests with our editors.
- Authors will receive editorial decisions within approximately **6-8 weeks**.
- Revised manuscripts must be resubmitted within the given deadline.

5. Publication Fees & Open Access Policy

- The Sanatorium Medical Journal is an **open-access** journal and publication process is free of charge. Published articles are distributed under the terms of the Creative Commons Attribution-Non-Commercial-Share Alike 4.0 License, which allows others to remix, tweak, and build upon the work non-commercially, as long as appropriate credit is given and the new creations are licensed under the identical terms.

Author contributions: CRediT

Corresponding authors are required to acknowledge co-author contributions using CRediT (Contributor Roles Taxonomy) roles:

Conceptualization – Ideas; formulation or evolution of overarching research goals and aims.

Data curation – Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.

Formal analysis – Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.

Funding acquisition - Acquisition of the financial support for the project leading to this publication.

Investigation – Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.

Methodology – Development or design of methodology; creation of models.

Project administration – Management and coordination responsibility for the research activity planning and execution.

Resources – Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.

Software – Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.

Supervision – Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.

Validation – Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.

Visualization – Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.

Writing – original draft – Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).

Writing – review & editing – Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages.

Example CRediT author statement

Zhang San: Conceptualization, Methodology, Software Priya Singh.: Data curation, Writing- Original draft preparation. Wang Wu: Visualization, Investigation. Jan Jansen: Supervision.: Ajay Kumar: Software, Validation.: Sun Qi: Writing- Reviewing and Editing

Funding sources

Authors must disclose any funding sources who provided financial support for the conduct of the research and/or preparation of the article. The role of sponsors, if any, should be declared in relation to the study design, collection, analysis and interpretation of data, writing of the report and decision to submit the article for publication. If funding sources had no such involvement this should be stated in your submission.

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