

The Philippine Journal of Pediatrics
MANUSCRIPT PREPARATION
INSTRUCTIONS TO AUTHORS

The Philippine Journal of Pediatrics (PJP) publishes peer-reviewed articles on all aspects of pediatric physiology and disease, including original clinical studies, experimental investigations with clinical relevance, rapid communications, unusual case reports, and commentary letters to the editor.

All manuscripts should be addressed to Susana Padilla-Campos, MD, Editor in Chief, The Philippine Journal of Pediatrics, 52 Kalayaan Avenue, Diliman, Quezon City, Philippines. Tel: 926-6758, 926-6759, 386-5995, 994-0079. We recommend that three (3) copies of the cover letter, the complete manuscript text, tables and figures be submitted. The manuscript should also be submitted online at ppsinc@pps.org.ph.

Manuscripts are considered for review only under the conditions that they are not being considered elsewhere and that the data being submitted have not appeared on the internet or have not been previously published. On acceptance, a written transfer of copyright to the Philippine Pediatric Society, signed by all authors, will be required.

The authors must disclose both on the cover letter and in the title page, any financial associations that may be a source of conflict of interest. All sources of funding and institutional affiliations of the authors should be indicated in a footnote on the title page.

Each author must have contributed significantly to the submitted work as follows: 1) conception and/or design or analysis and interpretation of data; 2) drafting of the manuscript or revising it critically for important intellectual content. Participating solely in data collection does not qualify for authorship, but the contribution may be acknowledged in the Acknowledgement section. The manuscript must be submitted with a cover letter stating that: 1) the paper is not under consideration elsewhere, 2) none of the paper's contents has been previously published, 3) all authors have read and approved the manuscript, and 4) full disclosure of any potential conflict of interest.

GENERAL GUIDELINES

Because of limited print pages, the Editors require that manuscripts not exceed 5,000 words (including a maximum 250 word abstract, references and figure legends). Illustrations and tables should be limited only to those necessary to highlight key data.

The manuscript should be arranged as follows: 1) title page, 2) structured abstract and key words, 3) abbreviations list, 4) text, 5) acknowledgements, 6) references, 7) figure legends, 8) tables. Page numbering begins with the title page.

Manuscript submission should conform to the guidelines set forth in the "Uniform Requirements for Manuscript Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (available from <http://www.ICMJE.org>)

The manuscript should be typed double-spaced throughout, on one side only, on 22 x 28 cm (8.5" x 11") white bond paper with 3-cm margin on all sides. Please use a standard 10 cpi font or a laser printer font no smaller than 12 points..

Title Page: Include the title (no more than 45 characters), authors' name (including full first name and middle initial, and degrees), and total word count. List the departments or institutions with which the authors are affiliated. Provide information on grants, contracts and all forms of financial support involved in the work. If there are no conflicts of interest, this should be stated. Under the heading, "Address for correspondence" give the full name and complete postal address, telephone and FAX numbers and email address of the author to whom all communications should be sent.

Abstract: Provide an abstract of no more than 250 words, presenting essential data in five paragraphs, introduced by the following separate headings: Objectives, Background, Methods, Results, Conclusions. Use complete sentences.

Text: To save space, up to 10 abbreviations of common terms and acronyms may be used throughout the manuscript. On a separate page, list the selected abbreviations and definitions. Use headings and subheadings in the Methods, Results and Discussion sections. Every reference, figure and table should be cited in the text in the numerical order according to the order of mention.

Statistics: All publishable manuscripts will be reviewed for appropriateness and accuracy of statistical methods and statistical interpretation of results. In the Methods section, provide a subsection, detailing the statistical method used for summarizing data, for hypothesis testing and the level of significance used for hypothesis testing. When using more sophisticated statistical methods (beyond *t* test, chi-square, simple linear regression), specify the statistical package, version number and on-default options used.

Acknowledgements: Acknowledgements must contain 100 words or less.

References: Identify references in the text by Arabic numerals in parenthesis on the line. The reference list should be typed double-spaced on pages separate from the text; references must be numbered consecutively in the order in which they are mentioned in the text. Do not cite personal communications, manuscripts in preparation, or unpublished data in the references.. Use Index Medicus abbreviations for journal titles.

Use the following style and punctuations for references:

Periodical: List all authors if 6 or fewer, otherwise, list the first 3 and add the et al.; do not use periods after the authors' initials. Provide inclusive page numbers.

Eg. 5. Sarafoglou K, Ostrer H. Familial Sex Reversal: A Review. *J Clin Endocrinol Metab.* 85:483-493.

Book Chapter: Provide inclusive page numbers, authors, chapter titles, book title, editor, publisher and year

Eg. 22. Meidell RS, Gerard RD, Sambrook JF. Molecular biology of thrombolytic agents. In: Roberts R, editor. *Molecular Basis of Cardiology*. Cambridge, MA: Blackwell Scientific Publications, 1993: 295-324.

Figure Legends: Figure legends must be typed double-spaced on pages separate from the text; figure numbers must correspond with the order in which they are mentioned in the text. All figures must have a title. All abbreviations used in the figure should be identified after their first mention in the legend, or in alphabetical order at the end of each legend. All symbols used (arrows, asterisk, circles) must be explained.

Figures: The following figure formats are recommended: JPEG, PDF, Adobe Photoshop, Corel Draw. Lettering should be of sufficient size to be legible after reduction for publication. The optimal size is 12 points. Figures should be no smaller than 13 x 18 cm (5" x 7"). All Figures must have a title. Add visible arrows to radiographs, ultrasound-CT scan-MRI images, histopathologic pictures to highlight the point of interest in the figure

Tables: Tables should be typed double-spaced on separate sheets with the table number and title centered above the table and the explanatory notes below the table. Use Arabic numbers. Table numbers must correspond with the order cited in the text. All tables must have a title. Abbreviations should be listed in a footnote under the table in alphabetical order.

AUTHOR INQUIRIES

For inquiries relating to the submission of articles or to articles currently being reviewed, please contact the *Journal's* editorial office at ppsinc@pps.org.ph or telephone # 926-6758 to 59.

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