

## **INSTRUCTIONS FOR MANUSCRIPT SUBMISSION**

### ***About the Journal:***

'AYU' – An International Quarterly Journal of Research in Ayurveda, is published quarterly by Institute for Post Graduate Teaching & Research in Ayurveda, Gujarat Ayurved University, Jamnagar. The full text of journal is accessible on website [www.ayujournal.org](http://www.ayujournal.org). The journal allows free access(open access) to its contents and permits authors to self-archive final accepted version of the articles on any OAI-compliant institutional / subject-based repository. The journal does not charge for submission, processing or publication of manuscripts and for color reproduction of photographs. Started in 1964, the journal has continuously contributed for the research, education and propagation of Ayurveda on the national as well as international platform.

### ***Scope of AYU:***

The journal is devoted to the publication of original articles on the utilization of knowledge of Ayurveda and other traditional systems of medicines. The spectrum of coverage is broad, encompassing all eight divisions of Ayurveda including clinical researches in *Kayachikitsa* (General medicine), *Shalya Tantra* (Surgery), *Shalakya Tantra* (ENT & Ophthalmology), *Stri Roga Prasuti Tantra*(Gynecology & Obstetrics), *Kaumar Bhritya* (Pediatrics); Drug researches in *Dravyaguna* (Pharmacology), *Rasa Shastra & Bhaishajya Kalpana* (Ayurvedic Pharmaceutics), Literary researches in *Maulika Siddhanta & Samhita* (Basic Principles) along with History, Descriptions of herbal remedies, useful for the treatment of human ailments etc. It also deals with clinical and pharmacological evaluation of herbs, minerals, metals and animal products, validation of food remedies, phytochemistry, ethnomedicine, survey of medicinal plants, nutraceuticals, drug standardization, biotechnology, agriculture, horticulture, pharmacovigilance etc. relating to medicinal plants. AYU also accepts standard review articles based on basic principles of Ayurveda, newly introduced diseases with their updated scientific knowledge in contemporary sciences. The guidelines can also be downloaded from Gujarat Ayurved University website (<http://www.ayurveduniversity.edu.in>).

### ***The Editorial and Peer Review Process:***

The article submitted for publication in AYU journal first undergoes editorial review for scanning & assessment of standard of the article. The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript. All manuscripts received are duly acknowledged. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the AYU readers are also liable to be rejected at this stage itself. The editor decides whether to forward the article for peer review or to return the article to authors for modification to meet the Uniform standard requirements of manuscript submission in AYU. The journal follows double blind peer review system. Based on the editor's decision, the article is forwarded anonymously to two subject experts for adjudication. The adjudicatory comments (if any) and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are again referred anonymously to the corresponding author for necessary modifications. If required, the author is requested to provide a point by point response to reviewers' comments and make the amendments in the article are to be highlighted separately and then submit a revised version of the manuscript. The Editorial Board again examines the modified article and conveys the publication status of the article. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

During the process of publication, the editorial office sends proofs to authors for checking which is to be returned within three days after checking the setting, tables, figures etc. After publication, the Journal provides ten reprints and one author's copy of the respective issue to the principal author.

### ***Authorship Criteria***

Authorship credit should be based only on substantial contributions to each of the three components mentioned below:

1. Concept and design of study or acquisition of data or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript. Once submitted the order cannot be changed without written consent of all the contributors. The journal prescribes a maximum number of authors for manuscripts depending upon the type of manuscript, its scope and number of institutions involved (vide infra). The authors should provide a justification, if the number of authors exceeds these limits.

### **Conflicts of Interest/ Competing Interests**

All authors of must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

### **Submission of Manuscripts:**

All manuscripts must be submitted on-line through the website [www.journalonweb.com/ayu](http://www.journalonweb.com/ayu). First time users will have to register at this site. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the site using their user name and password. Authors do not have to pay for submission, processing or publication of articles. If you experience any problems, please contact the editorial office by e-mail at editor [AT] ayujournal [DOT] org.

The submitted manuscripts that are not as per the "Instructions to Authors" would be returned to the authors for technical correction, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of two separate files:

#### **[1] Title Page/First Page File/covering letter:**

This file should provide

- (a) The type of manuscript (original article, case report, review article, Ethics Forum, Education Forum, Letter to editor, Images, etc.) title of the manuscript, running title, names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited, . All information which can reveal your identity should be here. Use text/rtf/doc files. Do not zip the files.
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- (i) A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work, if that information is not provided in another form (see below); and
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**[2] Blinded Article file:** The manuscript must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgements. Page headers/running title can include the title but not the authors' names. Manuscripts not in compliance with The Journal's blinding policy will be returned to the corresponding author. The main text of the article, beginning from Abstract till References (including tables) should be in this file. Use rtf/doc files. Do not zip the files. Limit the file size to 400 kb. Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file. The pages should be numbered consecutively, beginning with the first page of the blinded article file.

**[3] Images:** Submit good quality color images. Each image should be less than 1024 kb (1 MB) in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1240 x 800 pixels or 5-6 inches). Images can be submitted as jpeg files. Do not zip the files. Legends for the figures/images should be included at the end of the article file.

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### **Preparation of Manuscripts**

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (October 2006). The uniform requirements and specific requirement of AYU Journal are summarized below. Before submitting a manuscript, contributors are requested to check for the latest instructions available. Instructions are also available from the website of the journal (<http://www.ayujournal.org>) and website of the university [www.ayurveduniversity.edu.in](http://www.ayurveduniversity.edu.in) . AYU journal accepts manuscripts written in American English.

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### **Types of Manuscripts:**

**Original Articles :** These include randomized controlled clinical and drug trials, diagnostic, survey studies, intervention studies, studies of screening, outcome studies, case studies. These should be divided into sections with the headings Abstract, Key words, Introduction, Material and Methods, Observations and Results, Discussion, References, Tables and Figure legends and *Hindi Saramsha*. The general content of these sections should be as follows:

**Abstract:** Well structured abstract, not more than 200 words, should clearly cover the background, aims and objectives of the study; methods, indicating the study protocol and statistical tests used; results, the important observations; discussion, describing the reasoning and probabilities for the results obtained. It should also conclude main concrete implications of the study. The full form of the abbreviations used in the abstract is to be given. No reference should be cited in the abstract.

**Key words:** A list of up to six relevant keywords should be given.

**Language and Grammar:** The language of the article must be clear and direct free from grammatical mistakes. All the *Ayurvedic* and *Sanskrit* terms are to be made *italics* and the relevant English meaning of the *Ayurvedic* terms should be given in the bracket.

**Introduction:** A concise account is required about the background to the subject, its significance and its relationships to earlier works with references and aims and objectives of the study.

**Materials and Methods:** These should be presented with sufficient clarity and details about the design of the study, the samples, type of participants or materials involved, a clear description of all interventions and comparisons, and the type of analysis used, including a power calculation if appropriate.

**Ethics:** A statement on ethics committee permission and ethical practices must be included in all research articles. When reporting studies on human beings, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (available at [http://www.wma.net/e/policy/17-c\\_e.html](http://www.wma.net/e/policy/17-c_e.html)). For prospective studies involving human participants, authors are expected to mention about approval of (regional/ national/ institutional or independent Ethics Committee or

Review Board, obtaining informed consent from adult research participants and obtaining assent for children aged over 7 years participating in the trial. The age beyond which assent would be required could vary as per regional and/ or national guidelines. Ensure confidentiality of subjects by desisting from mentioning participants' names, initials or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate whether the institution's or a national research council's guide for, or any national law on the care and use of laboratory animals was followed. Evidence for approval by a local Ethics Committee (for both human as well as animal studies) must be supplied by the authors on demand. Animal experimental procedures should be as humane as possible and the details of anesthetics and analgesics used should be clearly stated. The ethical standards of experiments must be in accordance with the guidelines provided by the CPCSEA and World Medical Association Declaration of Helsinki on Ethical Principles for Medical Research Involving Humans for studies involving experimental animals and human beings, respectively). The journal will not consider any paper which is ethically unacceptable. A statement on ethics committee permission and ethical practices must be included in all research articles under the 'Materials and Methods' section.

**Study Designs:** *Selection and Description of Participants:* Description on selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population. *Technical information:* Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration.

Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT Statement (<http://www.consort-statement.org/>).

**Reporting Guidelines for Specific Study Designs**

| Initiative | Type of Study  | Source  |
|------------|--|---|
| CONSORT    | Randomized controlled trials                           | <a href="http://www.consort-statement.org/">http://www.consort-statement.org/</a>   |
| STARD      | Studies of diagnostic accuracy                         | <a href="http://www.consort-statement.org/stardstatement.htm">http://www.consort-statement.org/stardstatement.htm</a>                   |
| QUOROM     | Systematic reviews and meta-analyses                   | <a href="http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf">http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf</a> |
| STROBE     | Observational studies in epidemiology                  | <a href="http://www.strobe-statement.org/">http://www.strobe-statement.org/</a>   |
| MOOSE      | Meta-analyses of observational studies in epidemiology | <a href="http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf">http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf</a> |

**Statistics:** Whenever possible quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Authors should report losses to observation (such as, dropouts from a clinical trial). When data are summarized in the Results section, specify the statistical methods used to analyze them. Avoid non-technical uses of technical terms in statistics, such as 'random' (which implies a randomizing device), 'normal', 'significant', 'correlations', and 'sample'. Define statistical terms, abbreviations, and most symbols. Specify the computer software used. Use upper italics (P 0.048). For all P values include the exact value and not less than 0.05 or 0.001. Mean differences in continuous variables, proportions in categorical variables and relative risks including odds ratios and hazard ratios should be accompanied by their confidence intervals.

**Observations and Results:** The original and important findings should be stated. Illustrate results with figures or tables wherever necessary but these should be kept to the minimum.

**Discussion:** The principal conclusions drawn from the results and their important implications should be discussed. The interventions, possible adversities and observed drug reactions may also be discussed.

**Conclusion:** This should state clearly the main conclusions of the research and give a clear explanation of their importance and relevance. Summary of important illustrations may be included.

#### **Review Article:**

Standard reviews on concepts/ fundamental principles/diseases/drug(s) with updated scientific facts in contemporary era are published. These are supposed to be written by individuals who have done substantial work on the subject or are considered as experts in the field. The general format of the review article is same as mentioned above. The section titles would depend upon the topic reviewed. Authors submitting review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract. The journal expects the contributors to give post-publication updates on the subject of review. The update should be brief, covering the advances in the field after the publication of the article and should be sent as a letter to editor, as and when major development occurs in the field.

#### **Case reports/Brief communication**

New, interesting and rare cases can be reported. They should be unique, describing a great diagnostic or therapeutic challenge and providing a learning point for the readers. Cases with clinical significance or implications will be given priority. These communications should have the following headings: Abstract (unstructured), Key-words, Introduction, Case report, Discussion, Reference, Tables and Legends in that order.

#### **Letter to the Editor**

The letters regarding the content of the published matter in the journal, suggestions and updates can be communicated to Executive Editor. These should be short and decisive observations. They should not be preliminary observations that need a later paper for validation.

**References:** These should be numbered consecutively in order in which they are first mentioned in the text (not in alphabetic order) and placed as endnote. In the text they should be indicated above the line (superscripted). Use the style of the examples mentioned below, which are based on the formats used by the NLM in Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text.

The commonly cited types of references are shown here, for other types of references such as newspaper items please refer to ICMJE Guidelines (<http://www.icmje.org> or [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)).

#### **Articles in Journals**

1. Standard journal article (for up to six authors): Deole YS, Ashok BK, Shukla VJ, Ravishankar B, Chandola HM. Psychopharmacological Study on Antidepressant effect of Brahmi Ghrita. AYU Int Res J Ayurveda 2008;29(2):77-83.
2. Standard journal article (for more than six authors): List the first six contributors followed by et al. Nozari Y, Hashemlu A, Hatmi ZN, Sheikvatan M, Iravani A, Bazdar A, et al. Outcome of coronary artery bypass grafting in patients without major risk factors and patients with at least one major risk factor for coronary artery disease. Indian J Med Sci 2007;61:547-54.
3. Volume with supplement: Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. Environ Health Perspect 1994;102 Suppl 1:275-82.
4. Issue with supplement: Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. Semin Oncol 1996; 23(1, Suppl 2):89-97.

#### **Books and Other Monographs**

1. Personal author(s): Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.
2. Editor(s), compiler(s) as author: Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.
3. Chapter in a book: Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. pp. 465-78.

### Electronic Sources as reference

#### Journal article on the Internet

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [serial on the Internet]. 2002 Jun [cited 2002 Aug 12]; 102(6): [about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

#### Monograph on the Internet

Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

#### Homepage/Web site

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

#### Part of a homepage/Web site

American Medical Association [homepage on the Internet]. Chicago: The Association; c1995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

### References from Ayurvedic Classical Texts and Samhitas:

The references from *Ayurvedic Samhitas* should be given in the following order:

Name of the original writer(s) of *Samhita*, Name of the *Samhita*, name of the *Sthana* (part or section), *Adhyaya* (chapter), serial number of chapter/*Shloka* (verse) number, then editor, edition number, name of the publisher, then year of publication; Page number (if specified only).

E.g. Agnivesha, Charaka, Dridhabala, *Charaka samhita*, *Chikitsa Sthana*, *Grahani Chikitsa Adhyaya*, 15/20, edited by Vaidya Jadavji Trikamji Acharya, 2<sup>nd</sup> edition, Chaukhamba Sanskrit Sansthan, Varanasi, 1990; 225.

If the same *Samhita* or book is refereed two or more times then after quoting the full reference first time, on the second time write the word "Ibidem" followed by reference number (1) followed by name of the *Samhita* '*Charaka Samhita*' and name of the *Sthana*, name of *Adhyaya* Number/ *shloka* number and at last page number if specific.

E.g. Ibidem *Charaka Samhita*(1), *Grahani Chikitsa Adhyaya*, 15/25; 226.

If the reference is taken from the edited version or view of the editor on the original text, then the reference can include: Name of the editor, followed by designation like 'editor', and the reference from the *Samhita* as described above,

E.g. Jadavji T., editor. *Charaka Samhita*, *Chikitsa Sthana*, *Grahani Chikitsa Adhyaya*, 15/20, 2<sup>nd</sup> edition, Chaukhamba Sanskrit Sansthan, Varanasi, 1990; 225.

If the reference is quoted from a commentary of original text, then the reference can include: Name of the commentator, followed by designation 'commentator', and the reference from the *Samhita* as described above.

E.g. Chakrapanidutta, Commentator. *Charaka Samhita, Chikitsa Sthana, Grahani Chikitsa Adhyaya, 15/20, 2<sup>nd</sup> edition*, Chaukhamba Sanskrit Sansthan, Varanasi, 1990; 225.

**Hindi Saramsha:** The author should also submit Hindi translation of the title & abstract not exceeding 200 words, using Sarjudas Hindi font.

### Tables

- Tables should be self-explanatory and should not duplicate textual material.
- Tables with more than 10 columns and 25 rows are not acceptable.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
- Place explanatory matter in footnotes, not in the heading.
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- Tables with their legends should be provided at the end of the text after the references. The tables along with their number should be cited at the relevant place in the text

### Illustrations (Figures)

- Upload the images in JPEG format. The file size should be within 1024 kb in size while uploading.
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The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the "First Page" or "Covering Letter" file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the 'referees' remarks along with point to point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or colored text in the article.

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- Source of funding mentioned
- Conflicts of interest disclosed

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- Running title provided (not more than 50 characters)
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- Abstract provided (structured abstract of 200 words for original articles, unstructured abstracts for all other manuscripts excluding letters to the Editor)
- Key words provided (three or more up to six)
- Introduction as concise background of the topic
- Headings in title case (not ALL CAPITALS)
- The references cited in the text should be after punctuation marks, in superscript with square bracket.

- References according to the journal's instructions, punctuation marks checked
- Send the article file without 'Track Changes'

#### Language and grammar

- Uniformly American English
- Write the full term for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measure. Numerals from 1 to 10 spelt out
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