AUTHOR’S GUIDELINE

Checklist for online submission

Before submitting your manuscript, make sure that you have prepared the following files:

1. Cover Letter [Click to download Cover Letter]
2. Title Page [Click to download Title Page template]
3. Declaration from author [Click to download Declaration from author template]
4. Manuscript [including abstract, tables, figures, and references]
5. Ethical Approval Letter (for Original Research Article)
6. The registration number for RCT and Systematic Review and Meta-analysis
7. Appropriate reporting guideline checklist (for original article)
8. Other supplementary files (if any)

Submission to the Journal should be made online. New users need to Register on the website. If you have already registered, simply login to the website and click on Make a Submission. For additional technical assistance, contact: editor@jkahs.org

FORMATTING GUIDELINES

References

- Abide by the Vancouver style (www.xenomed.com/vancouver.pdf):
- Use reference at the end of the sentence after the full stop with superscript
- Hyperlinked DOI is mandatory for all references as far as is available. The hyperlinked text (like PubMed, PMC, and Google Scholar) should be present at the end of each reference.
- Please, put the hyperlink for [Google Scholar] | [PubMed] | [PMC] | [Full Text] and/or whatever applies to each of the references listed in your reference list in this way.

Legends

- In-text citation of Table and Figure: (Table 1), (Figure 1)
- Description of Table and Figure: Table 1: Sociodemographic status of study participants

CHECKLIST FOR RESEARCH DESIGN

The data of research manuscripts submitted to JKAHS should be no older than five years. The following points should be kept in mind by the author for different types of research methods/designs.

- **QUALITATIVE RESEARCH:** Tit involves collecting and analyzing non-numerical data (e.g., opinion, experience, feeling, etc. in the form of text, audio, or video). This research method is useful to gather in-depth insights into a problem or generate new ideas for research. The author must follow the SRQR guidelines to prepare a research article on qualitative research.
- **QUANTITATIVE STUDY:** This method emphasizes objective measurements and the statistical, numerical/mathematical analysis of data using the computational technique. It is of mainly two types: observational and experimental.
  A. **Observational research design:** In this type of research design, the researcher observes the participants and phenomena in their most natural settings. The author must follow the STROBE guidelines to prepare a research article.
1. **CROSS-SECTIONAL STUDY:**
   - Recent primary data – collected within five years, and variables not less than five.
   - Should answer the “what” rather than ‘how’?
   - Findings must include the prevalence of the study (dependent) variable
     a. **Descriptive cross-sectional research:** Descriptive statistics like frequency distribution tables, and at least one measure of central tendency and measure of dispersion must be included.
        - The data has to be tabulated (3 to 6 tables) and presented graphically (2-4 figures) based on its nature.
     b. **Analytical cross-sectional research:** At least inferential statistics like the chi-square test, t-test, ANOVA test, correlation, and regression must be applied for the analytical study.
        - Test statistics like the chi-square test value or t-value must be provided. The absolute p-value must be provided.
        - The Odds Ratio can be applied if necessary.

2. **COHORT STUDY (PROSPECTIVE STUDY):** It is a particular form of a longitudinal study in that sample is a cohort, performing a cross-sectional study at certain intervals of time, and collected data were analyzed to conclude.
   - Must define cohort group according to exposure and non-exposure group.
   - Follow-up is a must in the cohort research design, and it should be done more than three times.
   - Findings must include the incidence of the study (dependent) variable.
   - The analytical part of this study must include relative risk (RR).

3. **CASE-CONTROL (RETROSPECTIVE STUDY):** It is a particular form of retrospective study where participants were selected for the study based on their outcome status. Thus, some participants have the outcome of the researchers' interest (referred to as CASES), and others don’t have the outcome of interest (referred to as CONTROL).
   - Must define two groups of MATCHED-PAIR. For example case (diseased) and control (no diseased).
   - Data will be collected through interview/questionnaire methods or from the register maintained at the institute or hospital.
   - The analytical part of this study must include Odds Ratio (OR).

4. **CASE SERIES OR REPORT:** The author must follow the CARE guidelines to prepare a case report.

**B. EXPERIMENTAL RESEARCH**
1. **RANDOMIZED CONTROL TRIAL (RCT):** The author must follow the CONSORT guidelines to prepare a research article on the following type of observational study.
2. **NON-RANDOMIZED CONTROL TRIAL (NRCT) OR QUASI-EXPERIMENTAL RESEARCH:** The author must follow the TREND guidelines to prepare a research article on the following type of observational study. The guidelines are available on the website of the EQUATOR NETWORK (Enhancing the QUALity and Transparency Of health Research; [https://equator-network.org](https://equator-network.org))
3. **Systematic Review and Meta-analysis (SRMA):** The author must follow the [PRISMA guidelines](https://www.equator-network.org/flow-diagrams/) to prepare a research article on systematic review and meta-analysis.

**Editorial Policies**

Any manuscript submitted to the Journal of Karnali Academy of Health Sciences (JKAHS) must be free of plagiarism and not be published in any journal, or under consideration of publication in any other journal or other citable forms. Authors are required to ensure that no material or tools like questionnaires, software, or instruments that are used in the manuscript infringe existing copyrights or the rights of the third party.

**Peer-review Policies**

All submitted manuscripts are first evaluated by the editorial board. Appropriate manuscripts are then processed for peer review. The responsible editor (e.g., academic or other editors) assigns at least two reviewers (national and international) for the review and comments. Although the authors are requested to suggest the name and contact details of two reviewers; however, the final selection of reviewers lies at the discretion of the managing editor.

The JKAHS follows the double-blind peer review process. The identity of the author is kept secret from the reviewer and vice versa; for avoiding biases for peer-reviewers, thus ensuring the standard of peer review. We make every effort to reach an initial decision within six weeks of submission. After revision of the manuscript, it will go to the author for necessary correction and it will go back to the same reviewer for revision for a second round of review. Based on the review process, the editorial board can reject, or accept the after revisions of the manuscript.

**Journal Ethics and Reporting Guidelines:**

A statement of ethical approval must appear in the method section of the manuscript, including the name of the body from which approval has been taken, with a reference number and date of approval where appropriate. Informed consent must also be documented. For articles that include information or clinical photographs relating to individual patients, written consent from each patient must be made available if requested by the editorial board. The involvement of scientific (medical) writers or anyone else who assisted with the preparation of the manuscript content, along with the source of funding should be acknowledged. The JKAHS mandates authors to declare any competing financial or other interest in relation to their work. All competing interests that are declared will be listed at the end of the article. If an author does not provide competing interests, the listing will read ‘The author(s) declare that they have no competing interests.

We closely follow the industry associations, such as the Committee on Publication Ethics (COPE), International Committee of Medical Journal Editors (ICMJE), and World Association of Medical Editors (WAME), that set standards and provide guidelines for best practices to meet these requirements. Any research that involves humans in any stage of the work must be conducted under the [Declaration of Helsinki (1964)](https://www.wma.net/wp-content/uploads/2015/07/IGC-Helsinki-1964-EN.pdf). Manuscripts describing experimental work which carries a risk of harm to human subjects must include a statement that the experiment was conducted with the human subjects’ understanding and consent, as well as a statement that the responsible Ethical Committee has approved the research methodology. In the case of any animal experiments, the authors must provide a full description of any anesthetic or surgical procedure used, as well as evidence that all possible steps were taken to avoid animal suffering at each stage of the experiment. All animal research must follow the ARRIVE guidelines.

The JKAHS encourages all authors to follow the reporting guidelines to maximize the transparency and reproducibility of their research by using appropriate reporting guidelines while preparing their manuscripts. Our reviewers and editors are also encouraged to use the guidelines during the article processing and peer-review processes as well. The reporting guidelines are available on the website of [EQUATOR NETWORK](https://www.equator-network.org) (Enhancing the QUAlity and Transparency Of health Research; [https://equator-network.org](https://equator-network.org)). We particularly encourage the use of the following guidelines:
AUTHORSHIP CRITERIA
The credit of authorship should be based only on substantial contributions to each of the following components of the manuscript submitted:

1. Concept and design of study conducted
2. Acquisition of data or analysis and interpretation of data;
3. Drafting the manuscript or revising it critically for important intellectual content; and
4. 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; contributors should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. The order is based on the relative contribution of the contributor towards the study and writing of the manuscript. It is the sole responsibility of the corresponding author to submit the Title Page with every detail of the authors, their roles, and the order during the submission process. Once submitted, the order cannot be changed unless there are sufficient reasons to change it.

CONFLICTS OF INTEREST/ COMPETING INTERESTS
Any type of conflicts of interest among the co-author(s) or funding agencies should be disclosed in the cover letter.

MANUSCRIPT SUBMISSION
Manuscripts must be submitted in electronic version only. The office documents (e.g., doc., docx., odt, etc) file types, are welcome. The manuscript has to be prepared as per the recommendations by ICMJE and WAME in the Uniform Requirements for Manuscripts Submitted to Biomedical Journal [Ann. Intern. Med.1997; 126: 36-47].

The references and citations should be in Vancouver Style. [Check this link for further details: www.xenomed.com/vancouver.pdf. The in-text citation should be a superscript number without a bracket. If the citation is at the end of the sentence, it should be after periods (e.g., full stop, comma, question marks, etc.)

FIGURE
Only relevant figures or pictures (2 to 4) of the manuscript should be used. The legends should be provided at the bottom of each figure. For each figure, the following information should be provided: Figure number (in sequence, using Arabic numerals (i.e., Figure 1, 2, 3, etc.); short title of figure (maximum 15 words). The figure number should be followed by a colon (:). All figures/images should be cited in the text in consecutive numerical order. Please note that it is the sole responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures or tables. The citation of figures is preferably kept at the end of the paragraph that describes it (Figure 1), although there is no hard and fast rule for it.

For Example, Figure 1: Age-wise distribution of diseases
TABLE
Each table should be numbered at the top and cited in sequence using Arabic numerals (i.e., Table 1, 2, 3, etc.). The table number should be followed by a semi-colon. The title of the tables should be concise and summarize the whole table and should be no longer than 15 words. All tables should be cited in the text in consecutive numerical order. A given data should be presented either in a table or figure, but not in both. The citation of the table is preferably kept at the end of the paragraph that describes it (Table 1), although there is no hard and fast rule for it. For Example, Table 1: Age-wise distribution of diseases

FONT, STYLE, AND LANGUAGE
The manuscript should be written in English with any eligible font and font size. Spelling should be uniform in either US English or British English. The JKAHS will not edit submitted manuscripts for style or language; reviewers may advise rejection of a manuscript if it is compromised by grammatical errors. So, authors are advised to write their manuscript following the author guidelines of JKAHS and have their article checked by a professional language editor or expert before submission. The language should be uniform in terms of units (e.g., SI unit), words, and other parameters (e.g., hours vs hrs).

Editorial Board; JKAHS