

## **GUIDELINES FOR SUBMITTING PAPERS**

INDONESIAN JOURNAL OF CLINICAL PATHOLOGY AND MEDICAL LABORATORY accepts only original papers. Only papers that have not been published or submitted for publication elsewhere will be considered for this journal. Papers may contain all issues of Clinical Pathology and Laboratory Medical disciplines.

Papers may consist of research reports, case reports and literature reviews, as well as other scientific reports that will keep readers informed of current issues and innovative thinking in Clinical Pathology. They should also support scientific advancement, education and Clinical Pathology of Medical Laboratory.

Papers should be written in good, clear and proper English. Authors should submit Ethical Clearance with respect to the originality of their works. Authors should fill out the Author Statement form which can be obtained from the IJCP & ML website.

Notes for the study result-based papers. In preparing their papers, authors should follow the general direction as follows:

- Papers should be sent to the editor, OJS Link in the form of MS Word program. Papers should be typed in one and half space and one-inch margins (2.54 cm) format on A4 paper. Length a complete manuscript should be no less than 4 pages and no more than 12 pages {(Times New Romans (12 font), including figures, tables, and references.}
- Each component should begin on a new page such as: title page, abstract, key word for indexing, text, reference, table and legend for illustrations.
- Photographs could be clear or glossy. Colored or black and white photographs must be submitted for both illustrations and graphs. Photographs should be submitted using MS Word program.
- Editors reserve the right to edit papers without changing the contents and adapt them to the format used by INDONESIAN JOURNAL OF CLINICAL PATHOLOGY AND MEDICAL LABORATORY. This is in order to ensure clarity and stylistic consistency. Editors keep the original papers. All accepted papers, in whole or part, in print or electronic form, and their accompanying illustrations, become the property of the publisher. All data, opinion or statement appearing in the papers are the sole responsibility of the writers. Accordingly, the publisher, the Editorial Board and their respective staffs of the INDONESIAN JOURNAL OF CLINICAL PATHOLOGY AND MEDICAL LABORATORY accept no responsibility or liability of any mistake, inaccuracy of data, opinion and statement.
- Receipt of papers will be acknowledged and authors will be notified as soon as possible once a decision to publish has been made. Accepted papers and illustrations will not be returned. Authors must edit their papers according to the rules and comply to the deadline of INDONESIAN JOURNAL OF CLINICAL PATHOLOGY AND MEDICAL LABORATORY.
- Papers should include name(s) and address(es) of author(s) to which a copy of publication is to be sent, name(s) and address(es) of the Department(s) to which the work should be attributed.

- Illustrations can be described by figures, graphs or diagrams with number written according the reference sequence within the texts. Information must be given concisely and clearly under each illustrations (not in the illustrations). Photo colour must be contrast, sharp and clear.

## **I. Papers that discuss about study results should be typed in the following format:**

### **Title**

- Title must be brief, written in English not to exceed 12 words. Abbreviated title should be written no more than 40 characters. This is used for identification in the Journal as running head and should be included in the title page.
- The author's full names, affiliations, should follow on the title page. Information of the author's department, address, and all author's email addresses must be included. Authorship should be limited to only paper writers.

### **Abstract**

- Abstract is required to provide a concise description (not more than 250 words) of the purpose, methods, results, conclusions and suggestion of the study.
- Key words, should be submitted on a separate page (new paragraphs) in 3 - 5 words. The terms which the authors feel to be indexed should be provided below the abstract.

### **Text**

- Introduction must include problem statement, formulation and purpose of study as well as its future use and advantage. Introduction must not contain an extensive review of literature. Only relevant literature to the purpose of study and its relationship with same or similar field warrants a substantial review.
- Methods of study include the explanation of the material and tool which are used, time, location, technique as well as the design. It should be written clearly and in such details so that the work can be duplicated by others. The reference should be given for unfamiliar methods.
- Results and Discussion of papers must be described concisely and if necessary tables, illustrations (figures, graphs) or photos must be included. Text, tables, and figures must be consistent and not repetitious. The results are described by tables or illustration concisely in the text. Vertical line should be made as small as possible to enable viewing. The discussion must be restricted to the significant findings presented. Discussion should also explain the meaning of the examination's result, in what way the reported results can solve the problems, differences and similarities with previous studies and development possibilities. Wide digressions cannot be permitted due space constraints. This section should include conclusions of the reported work and suggestion for further studies.
- Mathematical Equations should be presented clearly. Decimal numbers, should be separated by point (.) for English written manuscripts. Tables, illustration, and photographs, should be cited in a consecutive order. The titles and detailed explanations of the figures belong in legends for illustrations (figures, graphs) not in the illustrations

themselves, with text, the titles should be written concisely and clearly. All non-standard abbreviations that are used should be explained.

- Tables should be added on every materials presented in the text. They should be well planned and readily understood. Each table should be written within the text.
- The Graphs should be submitted as glossy prints, preferably not wider than 5 1/2 inches (6 cm). All lettering should be of sufficient size so as to be readily legible in the published form.
- Nomenclature for bacteria should be written as it is in the Bergey's Manual of Determinative Bacteriology. Dorland's Medical Dictionary and Webster's International Dictionary may be used as standard references. The first ever mentioned drug should be given its generic or official name, followed in parentheses by chemical formula --only if the structures are not well known and their proprietary names are written in capitals.
- Units. Quantitative measurements should be in metric units in the conventional manner. This should be followed when indicated by SI units in parentheses. Exception of pH, gas pressure measurements (p<sub>q2</sub> and P<sub>co2</sub>) and osmolality, where the current used units may be retained. All concentrations should be based on volume per one litre and expressed as mole except in those cases where definite molecular weights have not been established e.g. protein and mixtures where the use SI units optional. Conversion may be carried out using factors presently used enzyme units should be retained in describing reagent preparation, weights and volumes should be given in metric unit as at present. Information of all abbreviation or acronyms of terminology should be stated clearly and presented in the footnote not at the title page.
- Conclusions and Suggestions should be placed at the end of discussion.
- Acknowledgments should include all research contributors, prior to references. It can be directed to all persons who assisted, if any and this should be explained as clear as possible.

## References

- References should be arranged according to the Vancouver system. References must be identified in the text by the superscript Arabic numerals and numbered in consecutive order as they are mentioned in the text. The reference list should appear at the end of the papers in numeric sequence. Every authors should be written in numeric sequence similar to what appears in a running number in the text. For a) Books: the names of authors, editors, title pages, town of publishers, year of publication, volumes, editions, and page numbers to which reference is cited, b) Periodicals: name of authors, title of pages, title of journals (abbreviated according to Medicos index), year of publication, volumes, editions and number of pages to which reference is made.

## Examples:

### a. Books:

1. Mimms CA. The Pathogenesis of Infectious Disease. 2<sup>nd</sup> Ed., London, Academic Press, 1983; 11 - 24.
2. Levinson W, Jawetz E. Medical Microbiology & Immunology Examination & Board review. 7th Ed., New York, International Ed, McGraw Hill, 2003; 23 - 54.

3. Baron EJ, Peterson LR, Finegold SM. Diagnostic Microbiology. 9<sup>th</sup> Ed., St. Louis, Mosby, 1994; 220 - 6.
4. Miller JM. A Guide to Specimen Management in Clinical Microbiology. 2<sup>nd</sup> Ed., Washington DC, ASM Press. 1999; 93 - 108.

**b. Journals:**

1. Stokes EJ, Whitby JL. Quality Control in Bacteriology: Preliminary Trials, Clin. Pathol 1971; 24: 790 - 7.
2. Zienab MO, Anhar MG, Hala MH, *et al.* Association between retinol metabolism and diabetic retinopathy. Pol. J. Food Nutr. Sci. 2004; 13(4): 391–396.

**c. Electronic sources:**

1. Monto AS. The threat of Avian Influenzae Pandemic. N Eng J Med Jan 27, 2005; 352-4; [www.nejm.org](http://www.nejm.org) on (accessed January 25, 2005).
2. <http://www.who.int/emc/disease/flu/whoguidlines.htm> (accessed Oct 15, 2003).

**II. Notes on literature based study paper.** Papers that are written solely based on literature study should be presented in the following arrangement: Title of article, authors, abstracts, introductions, literature study, discussion, conclusion, and references.

**III. Notes on case reports study**

Case reports based paper should be brief and limited to no more than five printed pages in the Journal. The text of case reports should be divided into the following sections: title, name of author(s), abstract, introduction, case(s) and case management with its relevant photograph/descriptive illustrations, discussion, conclusion and suggestion and reference.



*Indonesian Journal of Clinical Pathology and Medical Laboratory*

d/a Departemen/Laboratorium Patologi Klinik RSUD Dr. Soetomo  
Gedung Pusat Diagnostik Terpadu Lt. IV, Jl. Mayjend Prof. Dr. Moestopo 6-8 Surabaya  
Telp. 085733220600 Fax (031) 5042113  
E-mail: majalah.ijcp@yahoo.com, jurnal.ijcp@gmail.com

Kepada Yth. Sekretariat  
Indonesian Journal of Clinical Pathology and Medical Laboratory

Yang bertanda tangan dibawah ini saya (harap diisi huruf balok),

Nama : .....

Alamat : .....

Telepon : ...../Fax..... Hp.....

Kota : ..... Kode Pos:.....

Alamat Institusi : .....

Mohon dicatat sebagai Pelanggan **Indonesian Journal of Clinical Pathology and Medical Laboratory**

**Biaya berlangganan sebesar Rp 250.000,-/tahun** (3 kali terbit)

Uang dikirim ke alamat:

**Bastiana Bermawi, dr., Sp.PK,  
Bank Mandiri KCP SBY PDAM  
No AC: 142-00-1079020-1**

.....

Pelanggan

(.....)

**NB:** Nama & alamat diisi dengan jelas untuk memudahkan pengiriman majalah.  
Bukti transfer mohon di e-mail ke ijcp@yahoo.com