Jurnal Ilmiah Kebidanan (The Journal of Midwifery)

Letter and Research Letter Template

This template is intended for Letters to the Editor and Research Letters relevant to midwifery, maternal and neonatal health, reproductive health, and related fields.

Letters to the Editor present concise scholarly comments, critiques, or responses concerning articles published in the journal or relevant issues in midwifery. Research Letters report original research findings with a concise but sufficient description of the methods and results.

Select the appropriate manuscript type and follow the corresponding structure below. Delete all instructional text, examples, and unused sections before submission. Follow the word, table, and figure limits specified in the journal's Author Guidelines.

☐ Letter to Editor ☐ Research Letter

Title

Use sentence case, capitalizing only the first word and proper nouns. Format the title in bold, 14 pt, centered. For Letters to the Editor responding to a published article, identify the topic clearly. A title inning with "Comment on" or "Response to" may be used where appropriate. For Research Letters, describe the principal research topic accurately and identify the study design where useful. Avoid unsupported claims or conclusions in the title.

Author Information

Author One[1*], Author Two[2], Author Three[3]

Without academic or professional titles. Use superscript numbers to link authors to their affiliations and an asterisk to identify the corresponding author. Format author names in bold, 11 pt.

[1]*Department, Institution, City, Country (10 pt, italic)*

[2] *Department, Institution, City, Country (10 pt, italic)*

***Corresponding Author: Full name, Email Address**

Please provide phone number contact (Not for publication, will be store as administration matters)

GENERAL MANSCRIPT FORMAT

Write the manuscript in English using Times New Roman, 11 pt, single spacing, and justified alignment. Set first-line paragraph indentation to 0.5 cm using paragraph settings rather than spaces or tabs. Do not indent headings, the abstract, captions, or reference entries. Use bold uppercase main headings and bold sentence-case subheadings, aligned left and without numbering.

Use Vancouver referencing with superscript Arabic numerals, without brackets. Number references consecutively in the order of first citation and use the same number whenever a source is cited again. Reference management software such as Mendeley, EndNote, Zotero, etc. may be used to maintain consistency. Example: Breastfeeding has many benefits[1]. Previous studies showed similar results[2],[3].

Main Text for Letters to the Editor

To the Editor,

[Begin by identifying the published article or relevant issue being discussed. When commenting on an article published in the journal, cite that article in the opening paragraph and clearly identify the specific finding, interpretation, or methodological issue addressed.]

[Develop the main argument using concise, evidence-based reasoning. Distinguish documented facts from interpretation or opinion. Explain the relevance of the comment to midwifery practice, research, education, or policy. Maintain a professional and respectful tone, focusing on the scholarly content.]

[Conclude with the principal implication, a constructive recommendation, or a specific question requiring clarification. Avoid repeating the entire argument.]

Letters to the Editor should not be used to present a full original research study. Manuscripts reporting new research involving systematic data collection and analysis should follow the Research Letter structure.

For an author response, address the substantive points raised in the correspondence and explain any clarification or correction required.

Main text for Research Letters

INTRODUCTION

Briefly explain the research problem, relevant evidence, and the gap addressed. End with a clear research objective or question. Include a hypothesis only when appropriate to the study design.

METHODS

Describe the study design, setting, study period, participants or data sources, eligibility criteria, sampling, and sample-size justification where applicable. Summarize data collection, variables or outcomes, instruments, and analysis methods.

For qualitative research, describe participant selection, data generation, analysis, and measures supporting trustworthiness. For mixed-methods research, explain how the components were integrated.

Provide sufficient information to assess the validity of the findings. Refer to supplementary methods where necessary rather than omitting essential details. Identify relevant software and versions, and provide study registration information where applicable.

Summarize ethical safeguards and refer to the ethics and consent declaration below. Follow the reporting guideline appropriate to the study design.

RESULTS

Report the number and relevant characteristics of participants or records analyzed and the principal findings addressing the objective. Provide effect estimates and measures of uncertainty where appropriate. For qualitative research, present the main themes with sufficient supporting evidence.

Report relevant missing data, exclusions, and adverse events where applicable. Use a concise table or figure when it communicates findings more effectively than text. Do not duplicate all numerical information across the text and tables.

DISCUSSION

Interpret the principal findings in relation to the objective and relevant evidence. Explain the main limitations and their implications for interpretation or applicability. Avoid unsupported causal claims.

End with a concise conclusion and the principal implication for midwifery practice or further research. A separate Conclusion heading is not required.

TABLES AND FIGURES

Include tables or figures only when essential to understanding the argument or findings, and follow the limits stated in the Author Guidelines.

Number tables and figures separately and consecutively in order of first citation. Place table titles above tables and figure captions below figures. Define abbreviations, statistical symbols, and units in footnotes or captions.

Use decimal points rather than decimal commas. Report p-values consistently and use "$p < 0.001$" rather than "$p = 0.000$." Avoid duplication between the text, tables, and figures.

Acknowledge the source of adapted or reproduced material and obtain permission where required. Remove identifying or confidential information.

Table 1. Timeline of the clinical course

Time or interval	Assessment or event	Management and outcome
[Initial presentation]	[Symptoms and key findings]	[Assessment and initial management]
[Subsequent interval]	[Investigations or reassessment]	[Intervention or referral]
[Follow-up interval]	[Follow-up findings]	[Outcome and ongoing care]

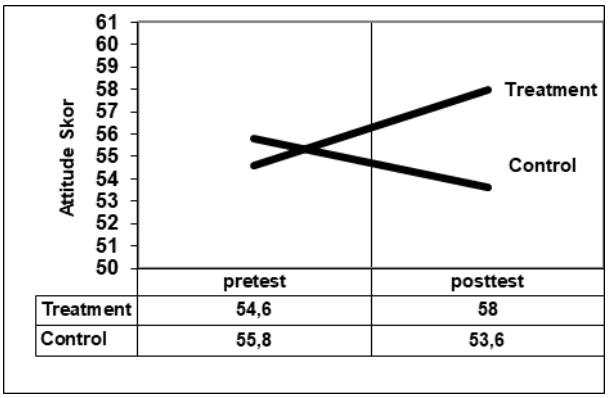


Figure 1. [Concise descriptive caption]
Source: …

ACKNOWLEDGMENTS

Acknowledge individuals or organizations that assisted with the work but do not meet the criteria for authorship. Describe their contributions and obtain permission before naming individuals. Report financial support in the Funding section.

ETHICS APPROVAL AND CONSENT TO PARTICIPATE

For Research Letters, state the applicable ethics approval and consent arrangements. Provide the name of the approving committee, approval number, and approval date where available. Explain any waiver of approval or consent and identify the responsible committee or authority.

For Letters to the Editor based solely on published literature and containing no new participant data, an appropriate statement is: “Ethics approval and consent to participate were not applicable to this correspondence.”

Use this statement only when it accurately describes the manuscript. Letters containing new participant information must explain the applicable ethical requirements.

CONSENT FOR PUBLICATION

If the manuscript contains identifiable individual information or images, confirm that written informed consent for publication was obtained from the individual or an authorized representative, as applicable.

Do not include signed consent forms or identifying details in publicly accessible manuscript files. Retain consent documentation securely and provide evidence through a secure editorial process if requested.

If no individual information requiring publication consent is included, state: “Not applicable.”

CONFLICT OF INTEREST

Disclose financial and non-financial relationships or activities that could reasonably be perceived as influencing the manuscript. For correspondence concerning a published article, disclose relevant relationships with its authors, institutions, interventions, or products. If none exist, state: “The authors declare no conflicts of interest.”

FUNDING

Disclose financial support for the work and manuscript preparation or publication. If no specific grant was received, state: “This work received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.”

DATA AVAILABILITY

For Research Letters, state where supporting data and materials can be accessed. Provide repository links or persistent identifiers where available and explain restrictions arising from confidentiality, consent, or institutional requirements.

For Letters to the Editor that generated or analyzed no new data, state: “No new data were generated or analyzed for this correspondence.”

Use only a statement that accurately reflects the work. Do not promise access to data that the authors are not permitted to share.

DECLARATION OF ARTIFICIAL INTELLIGENCE USE

Disclose the use of generative artificial intelligence or AI-assisted tools in conducting the work or preparing the manuscript. Identify the tool, provider, model or version where available, purpose, and author verification procedures.

If AI tools were used in data collection, processing, or analysis, also describe their role in the Methods section. Authors remain responsible for the accuracy, originality, integrity, and references of the manuscript. AI tools must not be listed as authors.

Example: “The authors used [tool, provider, model or version] to assist with [specific purpose]. All outputs were reviewed and verified by the authors, who take responsibility for the final content.”

If none were used, state: “No generative artificial intelligence or AI-assisted tools were used in conducting this work or preparing the manuscript.”

AUTHOR CONTRIBUTIONS

Provide a contribution statement for all manuscripts, including single-author submissions. Identify authors by their initials and describe their actual contributions using relevant CRediT roles.

For Letters to the Editor, describe contributions to developing the argument, reviewing the evidence, and drafting or revising the correspondence. For Research Letters, also describe relevant contributions to study design, data collection, analysis, and interpretation.

All authors must approve the final manuscript and agree to be accountable for the work.

REFERENCES

Include a minimum of 15 references. At least 80% of all references must be scientific journal articles published within the 10 years preceding submission. Relevant foundational studies and other sources may be included within the remaining proportion. Prioritize relevant journals indexed in Scopus, Web of Science, DOAJ, or SINTA, while assessing the relevance and quality of each source.

Use Vancouver style with superscript Arabic numerals without brackets. Number references in order of first citation and reuse the same number for repeat citations. Include every cited source in the reference list and cite every listed reference in the text. Add a DOI when available and verify bibliographic details. Use Times New Roman, 11 pt, with a 0.5 cm hanging indent. Reference management software is recommended.

REFERENCE FORMAT EXAMPLES

The entries below illustrate reference formats only. Replace all bracketed fields with verified bibliographic information and delete unused examples.

1. **Book**
   Author AA. Book title. Edition, if not the first. Place of publication: Publisher; year.
2. **Institutional report**
   Organization name. Report title. Place of publication: Publisher; year.
3. **Website or online report**
   Author or organization. Title [Internet]. Place of publication: Publisher; year [cited YYYY Mon DD]. Available from: [URL]
4. **Thesis or dissertation**
   Author AA. Title [thesis or dissertation]. Place: Institution; year.
5. **Conference paper**
   Author AA. Paper title. In: Editor AA, editor. Proceedings title; conference dates; conference location. Place of publication: Publisher; year. p. [page range].

SUPPLEMENTARY MATERIAL

List supplementary files with clear labels and descriptive titles. Cite each file in the main text. For Research Letters, supplementary files may include detailed methods, instruments, additional analyses, or a reporting checklist. Essential findings and the information needed to understand the study must remain in the main manuscript. Do not include identifiable participant information or signed consent forms in publicly accessible supplementary files. Omit this section if no supplementary material is submitted.

SUBMISSION DOCUMENTS

Submit the manuscript together with the completed Statement of Manuscript Authenticity signed by all authors. Upload the statement as a separate PDF file.

Authors are not required to submit a similarity report with the initial submission. The journal conducts similarity screening during the initial editorial assessment.

For manuscripts containing information requiring patient consent for publication, retain the relevant consent documentation securely and follow the journal's instructions for providing evidence when requested.