

To,
The Editor

Sub: Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled “ ” in your esteemed journal as a Perspectives/ View Point.

On behalf of all the contributors I will act and guarantor and will correspond with the journal from this point onward.

Prior publication

Support

Conflicts of interest

Permissions

We hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the journal, in the event that such work is published by the journal.

Thanking you,

Yours' sincerely,

Signature

Corresponding contributor:

Affiliation-

Address-

E-mail -

Contributors' form *(to be modified as applicable and one signed copy attached with the manuscript)*

Manuscript Title:

We, the undersigned, give an undertaking to the following effect with regard to our article entitled "...." should be submitted for publication in the **Indian Journal of Community Health**. The article mentioned above has not been published or submitted to or accepted for publication in any form, in any other journal.

We also vouchsafe that the authorship of this article will *not* be contested by anyone whose name(s) is/are not listed by us here.

I/We declare that I/We contributed significantly towards the research study *i.e.*, (a) conception, design and/or analysis and interpretation of data and to (b) drafting the article or revising it critically for important intellectual content and on (c) final approval of the version to be published.

I/We hereby acknowledge IJCH **conflict of interest** policy requirement to scrupulously avoid direct and indirect conflicts of interest and, accordingly, hereby agree to promptly inform the editor or editor's designee of any business, commercial, or other proprietary support, relationships, or interests that I/We may have which relate directly or indirectly to the subject of the work.

Authors' Names (in sequence)	Signature of Authors	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Checklist (to be tick marked, as applicable)

Manuscript Title

Covering letter

- ☐ Signed by all contributors
- ☐ Previous publication / presentations mentioned
- ☐ Source of funding mentioned
- ☐ Conflicts of interest disclosed

Authors

- ☐ Middle name initials provided
- ☐ Author for correspondence, with e-mail address provided
- ☐ Number of contributors restricted as per the instructions
- ☐ Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- ☐ Double spacing
- ☐ Margins 2.5 cm from all four sides
- ☐ Title page contains all the desired information (vide supra)
- ☐ Running title provided (not more than 50 characters)
- ☐ Abstract page contains the full title of the manuscript
- ☐ Abstract provided (not more than 200 words)
- ☐ Structured abstract should be provided.
- ☐ Key words provided (5-8)
- ☐ Headings in title case (not ALL CAPITALS, not underlined)
- ☐ References cited in superscript in the text with [square brackets]
- ☐ References according to the journal's instructions i.e. Vancouver style referencing.
- ☐ Word count not more than 2000 words (excluding abstract and references)

Language and grammar

- ☐ Uniformly British English
- ☐ Abbreviations spelt out in full for the first time
- ☐ Numerals from 1 to 10 spelt out
- ☐ Numerals at the beginning of the sentence spelt out

Tables and figures

- ☐ No repetition of data in tables/graphs and in text
- ☐ Not more than 2 tables/figures.
- ☐ Figures necessary and of good quality (jpeg format with min. 300 dpi)
- ☐ Table and figure numbers in Arabic letters (not Roman)
- ☐ Labels pasted on back of the photographs (no names written)
- ☐ Figure legends provided (not more than 40 words)
- ☐ Patients' privacy maintained (if not, written permission enclosed)
- ☐ Credit note for borrowed figures/tables provided

Title Page

Type of article: Perspective and View Point

Title of the article:

Running title : (not more than 50 words)

Contributors , Department(s) and institution(s)

- 1.
- 2.
- 3.
- 4.

Corresponding Author:

Name

Address

Phone numbers

E-mail address

Total number of pages:

Total number of Tables/ figures :

Word counts

for abstract: Should be approximately 250 words

for the text: Restrict to about 2500 words excluding the abstract and references.

Source(s) of support:

Presentation at a meeting:

Organisation

Place

Date

Conflicting Interest (If present, give more details):

Contribution Details (to be ticked marked as applicable):

	Contributor 1	Contributor 2	Contributor 3	Contributor 4
Concepts				
Design				
Definition of intellectual content				
Literature search				
Clinical studies				
Experimental studies				
Data acquisition				
Data analysis				
Statistical analysis				
Manuscript preparation				
Manuscript editing				
Manuscript review				
Guarantor				
Summary of work done by the contributors				

Title of the article:

Abstract:

Background:

Material and Methods:

Results:

Conclusion:

Key-words:

Text

Background:

Discussion:

Conclusion & Recommendations:

Declaration:

Conflict of Interest:

Financial support:

Acknowledgement:

References: