

GUIDELINES

Author Guidelines & Submission Checklist

Authors are highly encouraged to review the following guidelines and seek clarification where necessary before submitting their manuscript for consideration.

1. Mandatory Split-File Submission Protocol (Double-Blind Gate)

To protect the integrity of our double-blind peer-review process, reviewers will not see the names of the authors, nor will authors know the identities of their reviewers. Authors must split their submission into two separate files during the upload process:

File 1: Cover Page & Author Information (Not Sent to Reviewers)

This file must be saved and uploaded separately under the file-type category 'Author Information'. It must contain:

- The Manuscript Title.
- Author Details: Full names, institutional affiliations, and the email address of the designated corresponding author.
- ORCID IDs: The system provides a field to enter an ORCID ID for each author. All co-authors must register at the ORCID website to obtain an ID prior to initiating a submission.
- Funding & Acknowledgements: Credit any funding bodies, research grants, projects, or external personnel who contributed significantly to the study.
- Authors' Contributions Statement: Describe the exact role played by each author.
- Declarations of Interest: Explicitly declare any potential conflicts of interest (e.g., employment by an evaluated organization). Note that a potential conflict does not prevent publication but must be fully disclosed.

File 2: The Anonymous Manuscript Draft

This is the main document sent directly to reviewers.

- The manuscript text, figures, tables, and file metadata must NOT contain any author names, email addresses, institutional affiliations, or specific medical center names.
- Title & Abstract: Must include the exact title and abstract matching the metadata entered into the platform.
- Leave the author and affiliation section completely blank.

2. Research Integrity & Ethical Clearances

- Permissions to Publish: Before submitting, authors are fully responsible for obtaining written permission to publish any third-party materials, photographs, technical manuals, or patient-facing datasets included in the draft.

- Institutional Ethics Clearances: Where appropriate, clinical evaluations or observational human studies must be formally approved by an appropriate ethics committee or Institutional Review Board (IRB) in accordance with the legal requirements of the study's country.
- Human Subjects Statement: If the research involved human subjects, include a clear statement in Section 2 (Methodology) detailing the ethical approvals obtained and the exact manner in which informed consent was secured from participants.

3. Authorship Criteria & Contribution Rules

BEST-LMIC follows the ICMJE recommendation that authorship be based on the following four criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or reviewing it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Author Sequence & Senior Roles:

- First Author: Must be the primary contributor who made the most significant intellectual and experimental contributions to the work.
- Last (Senior) Author: Reserved for the principal investigator or senior researcher who supervised and guided the project. For student papers, this position is reserved for the primary advisor/supervisor.
- All submissions **MUST** include an author contribution statement describing the contribution of each author. Examples of author contribution statements can be found [here](#). The author contribution must include the statement that all coauthors provided input to the manuscript and have reviewed and approved the final version.

4. Technical Formatting & Style Specifications

Reference Style (Vancouver Superscript)

- Style Guide: Apply the reference style used by the U.S. National Library of Medicine (NLM).
- In-Text Citations: Identify references using sequential numbers in superscript format (e.g., according to Author et al.²) based on their order of appearance in the text.
- Reference List: Group and list references numerically at the end of the manuscript in the exact order they appeared in the body text. Do not organize references alphabetically.
- Abbreviations: Use standard NLM abbreviations for journal titles in the references section.

Key Specifications Table

Element	Format Rule
File Format	Microsoft Word format (.docx).
Document Font	Times Roman, 12 pt, 1.15 Line Spacing.
Abstract Limit	Maximum of 256 words, structured under track-specific headings.
Keywords	Select 3 to 6 relevant indexing keywords.
Generative AI Policy	Strict usage limits apply. Insert a mandatory AI assistance disclosure block.

Official Submission Layout Templates

To prevent immediate desk rejection, authors must download and apply the official template designated for their submission track:

Manuscript Track

[Track 1: Original Research](#)

[Track 2: Technical Innovations & Design](#)

[Track 3: Field Reports & Case Studies](#)

[Track 4: Reviews & Policy Perspectives](#)

Submission Checklist

- Manuscript complies with the journal's formatting and submission guidelines
- This submission has not been previously published, nor is it before another journal for consideration.
- All references have been checked for accuracy and completeness.
- All tables and figures have been numbered and labeled.
- Permission has been obtained to publish all photos, datasets and other material provided with this submission.
- The Abstract is within the prescribed word limit.

- Ethical approval statement is included (where applicable).
- Informed consent statements are included (where applicable).
- Clinical trial registration information is provided (where applicable).
- Permissions have been obtained for any copyrighted material.