



MANUSCRIPT SUBMISSION CHECKLIST

(PLEASE GO THROUGH THIS CHECKLIST THOROUGHLY AND MAKE SURE THAT YOU HAVE COMPLIED TO ALL ITS PRE-REQUISITES BEFORE ATTEMPTING MANUSCRIPT SUBMISSION)

The authors must comply with these important checklist items prior to submitting their manuscript for publication as the non-compliant manuscripts would be returned without review: -

1. Manuscripts should be prepared following Uniform requirements for manuscripts submitted to Biomedical Journals as approved by the International Committee of Medical Journal Editors (www.icmje.org). The manuscript handling is done through Committee on Publication Ethics (COPE) guidelines.
2. The submission file is in Open Office, Microsoft Word, or RTF document file format. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
3. All original manuscripts should have Abstract in structured format up to 350 words. It should mention Objective, Methodology, Results, Conclusions and appropriate Key Words.
4. Please strictly follow the author guidelines for writing your manuscript. Non-compliant manuscripts would be returned without review without any exception. Referencing should be done through Mendeley, Endnote or any other such referencing software. In text citation should be in form superscript. The manuscripts with improper citation would be returned without review. A sample manuscript submission file may be downloaded from this website.
5. The submission files should have a. Cover Letter describing the value of research work being submitted, b. Title Page containing the Manuscript Title, Authors, affiliations, contributions—an example of title page can be downloaded from this website, c. Article Text File having body of the main manuscript, d. Images and Tables, e. IRB approval Letter, f. Signed Letter of Undertaking, g. Consent Form for Case Report h. Article Processing Charges Submission Proof, i. Ethical Undertaking. Make sure that quality of Images is according to specifications provided in author guidelines., j. Reviewer Suggestion Form.
6. Title page should contain title of the write-up, Name of the author/co-authors, their qualifications, designation & institutions they are affiliated with and mailing address for future correspondence, E-mail address, Phone, Cell Phone number besides a short running title of the manuscript. Don't type the name of the author/s on other pages in the manuscript except the title page to ensure the double blinding of the review process.
7. Prior to submission the manuscript should be checked for plagiarism preferably through Turnitin or some other medium and the similarity index should exceed 19%.
8. You have the proof in PDF/ JPEG form of submission of Article Processing Charges (APC).
9. All submissions are received through online portal through www.archivessr.com.
10. All randomized control trials should be prepared according to CONSORT Guidelines. All Clinical Trials submitted for publication must be registered in a registry e.g. <https://clinicaltrials.gov/>. Provide registration number.
11. Disclosure regarding source of funding and conflict of interest if any besides approval of the study from respective Ethics Committee/Institution Review Board.
12. Manuscript must be submitted along with IRB/Ethics Committee Approval letter.
13. Case Reports should be submitted along with Consent Form wherever applicable.

Corresponding Author Name _____ Sig. _____

Date _____

Manuscript Title: _____
