



**Iran University of Medical Sciences**  
**School of Health Management and Information Sciences**

# Author Guide

## **Health Administration Journal**

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# 1 Introduction

The "Journal of Health Administration", is a Quarterly Journal of School for the Health Management and Information Sciences of Iran University of Medical Sciences, with the aim of promoting research in management and health sciences which has an official channel for scientific communication among researchers. It is a double-blind per-reviewed scholarly journal that publishes recent findings in both English and Persian languages. Topics in this journal include but not limited to Health Services Management (Health Policy, Health in Disasters and Emergencies, Health Technology Assessment), Health Information Management (Medical Informatics, Health Information Technology), Health Economics, Medical Librarianship and Information Science. In this guide, types of published manuscripts are first presented and the structure and descriptions of the various manuscripts are then introduced.

## 2 General Structure and Contents of Manuscript Types

### 2.1 Manuscript Definition, Structure and Limitations of Word Count, Tables and References by Article Types

Manuscript definition, structure and limitations of word count, tables and references by article types is shown in Table 1.

### 2.2 General Contents of Different Types of Manuscripts

In addition to observing the points contained in this section, according to the type of manuscripts, including research, review, etc., the instructions for writing different types of Manuscripts in the third section are also allowed.

#### 2.2.1 Title Page

General information of the manuscript and its authors are written in this section.

This section includes the full title of the manuscript, the author's information, any disclaimer statement, resources of support, number of words and sometimes the number of tables and figures.

Note: The type of manuscript (letter to the editor, review, research, etc.) is usually indicated in the title page.

Table 1: Manuscript definition, structure and limitations of word count, tables and references by article types

Article type	Definition	Abstract structure	Abstract word count	Manuscript structure	Manuscript word count	Table/ Figure/Chart	References
Research / Original article	An manuscript derived from the primary research findings is an original manuscript	<ul style="list-style-type: none"> <li>- Introduction</li> <li>- Methods</li> <li>- Results</li> <li>- Conclusion</li> <li>- Keywords</li> </ul>	250	<ul style="list-style-type: none"> <li>-Introduction</li> <li>-Methods</li> <li>-Results</li> <li>-Discussion</li> <li>-Ethical Considerations (Compliance with ethical guidelines , Funding, Conflicts of interest, Acknowledgments)</li> <li>-References</li> </ul>	3000-5000	Max of 5	Max of 50
Review article	This type of manuscript is applied in comprehensive and detailed topics. In this manuscript type, the results and discussions of the initially published studies on a particular topic are combined, reviewed, and criticized	Unstructured abstract (only narrative review)	250		4000-6000	Max of 6	Max of 100
		Structured abstract (review types): <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Methods</li> <li>- Results</li> <li>- Conclusion</li> <li>- Keywords</li> </ul>					
Short communications	This type of manuscript is similar to the research/original manuscript. Short communication is a report regarding ongoing research with few research findings	<ul style="list-style-type: none"> <li>- Introduction</li> <li>- Methods</li> <li>- Results</li> <li>- Conclusion</li> <li>- Keywords</li> </ul>	150		1500-2000	Max of 2	Max of 10
Letters to the editor	It is the shortest non-research manuscript	-	-	<ul style="list-style-type: none"> <li>-Title</li> <li>-Main body</li> <li>-Conflicts of interest</li> <li>-Acknowledgment</li> <li>-References</li> </ul>	600	-	Max of 5

- Title of the Manuscript
  - It is a brief description of the whole manuscript and should include the information that along with the abstract leads to improvement of electronic retrieval of the manuscript.
  - In systematic review and meta-analysis studies, the study method is mentioned in the title.
  - Title of the manuscript should be no more than 12 words including spaces and letters.
  - Avoid mentioning words such as "review", "research" and "study" in the title.

Note: A running title is a short description of the main title, which is written on the top right of the manuscript pages with the font of 10, and in B Titr. The number of words used in the running title is 6 to 8 words.

- Author's Information
  - In this part, the authors' first and last name, affiliation (including academic rank, school, research center, university, city and country), Email and ORCID Identification are written.
  - The corresponding author's contact information is written in Persian and English under the title.
  - The Corresponding Author should be marked with an asterisk after the name.

Note: The organizational affiliation for the Faculty member include academic rank, faculty, university, city, country, Email and ORCID ID.

Example: Corresponding Author

Associate Professor, School of Health Management and Information Sciences, Iran University of Medical Sciences, Tehran, Iran; Corresponding Author, book@gmail.com, 0000-0001-0002-0003.

Example: Other Authors

Associate Professor, School/Faculty of Health Management and Information Sciences, Iran University of Medical Sciences, Tehran, Iran; book@gmail.com, 0000-0001-0002-0003.

Note: The organizational affiliation for the student is the degree, major (field of study), faculty, university, city, and the country; Email and ORCID ID.

Example: Corresponding Author

M.Sc. student of Medical Informatics, Faculty of Health Management and Information Sciences, Iran University of Medical Sciences, Tehran, Iran. Corresponding Author, book@gmail.com, 0000-0001-0002-0003

#### Example: Other Authors

M.Sc. student of Medical Informatics, Faculty of Health Management and Information Sciences, Iran University of Medical Sciences, Tehran, Iran.

Note: If the author is employed and is not a student or a faculty member, the organizational affiliation would be job position, work place, city, and the country, Email and ORCID ID.

#### Example: Corresponding Author

Webmaster, Iran University of Medical Sciences, Tehran, Iran, Corresponding Author, book@gmail.com, 0000-0001-0002-0003

#### Example: Other Authors

Webmaster, Iran University of Medical Sciences, Tehran, Iran, book@gmail.com, 0000-0001-0002-0003.

Note: In cases where the author is not a student, a faculty member or is unemployed, the organizational affiliation would be degree, major (field of study), the place of education (name of the faculty, name of the university), city, country, Email and ORCID ID.

#### Example: Corresponding Author

M.Sc. of Health Information Management, School / Faculty of Health Management and Information Sciences, Iran University of Medical Sciences, Tehran, Iran, Corresponding Author, book@gmail.com, 0000-0001-0002-0003

M.Sc. of Health Information Management, School / Faculty of Health Management and Information Sciences, Iran University of Medical Sciences, Tehran, Iran. book@gmail.com, 0000-0001-0002-0003

Note: Academic degrees are written from the lowest to the highest degree including Bachelor of Science (B.Sc.), Master of Science (M.Sc.), Doctor of Philosophy (Ph.D.) Pharmacy (Pharm D), Doctor of Medicine (M.D), Ph.D. Medical Student (Resident).

### 2.2.2 Abstract

- The abstract should explicitly reflect the context, concept of research, most important information and the recent observations.
- In this section, the objectives of the study, methods, main findings and conclusions are described.
- It should be in the Persian and English languages, and should conceptually convey the exact meaning.

- The key words contained in the abstract should be between 3 and 5 controlled words based on medical topics, "MESH".

### 2.2.3 Main text of manuscript

- Introduction

This section includes:

- Statement of the problem, goals and research hypotheses
- Indication of related sources

Note: Avoid mentioning the footnote in all parts of the manuscript.

Note: Avoid mentioning findings and conclusion. Write the English synonym in parentheses in the text.

- Methods

This section includes:

- How and why the study is conducted, and the type of research, based on the purpose and nature of the study
- Population, sample, instrument and method of data collection and analysis (applied statistical tests and data analysis software)

- Results

This section includes:

- Obtained data from primary and secondary results (derived from the main and secondary objectives of the research)
- The most important findings in a logical sequence in the form of a text, table, chart, and figure
- The report regarding the findings of the present study in the past tense, and the report of the findings of other studies in the present tense
- The charts as an alternative to tables with many entries
- Demographic variables such as age and gender in the data report

Note: Don't repeat the description of the tables, figures and charts in the text of the manuscript.

Emphasize the most important observations and summary of the findings

Note: In report findings, avoid repeating the information contained in tables and figures.

Note: Numbers up to 10 should be written in words except numbers of tables and figures

Note: Avoid mentioning the% sign in the manuscript text, and use the word percent instead.

Note: Write Persian decimal numbers according to the Persian style of writing.

Example: “12/5” is correct and “12. 5” is wrong.

Note: Decimal numbers in English should be written according to the English style of writing.

Example: 12.5

- Discussion
  - State summary of the main findings of the study.
  - Discuss the main results and compare them with previous research.
  - Describe study limitations for future studies.
  - Draw a general conclusion with reference to previous studies.

Note: Avoid mentioning the English names of the authors in the text and write the names in Persians.

## 2.2.4 Ethical Considerations

- Ethical Approval

In all manuscripts extracted from biomedical studies, this section should refer to the code of ethics.

Example: this research is conducted with the ethical code No.....

Note: In case that there is no ethical code, the major ethical issues in conducting a research should be mentioned; for example, confidentiality of personal identifying information of research participants should be observed.

If the published manuscript is part of a research project or thesis, it should be in the following format:

- This manuscript is (a part of) research project entitled ....., approved by .... University, State the main findings of the study in (year) ..... with ethical code..... The study was supported by ..... university.
  - This manuscript is (a part of) a (BA / MA / Doctor of Medicine / Ph.D. ...) State the main findings of the study thesis / dissertation conducted in (year). The code of ethics is..... This study was (financially) supported by .....University.
- Funding

In all research manuscripts a funding acknowledgments statement should be written in the form of a sentence under a separate heading entitled “Funding”:



Authors must make sure that they have declared any financial support they have received from any organizations while doing their research in their manuscript (if any).

Example: This work was financially supported by the Iran University of Medical Sciences, Tehran, Iran (Grant No.....).

- Conflicts of interest

Generally, conflict of interest happens when the personal or economic interest of people is in contrast with their professional or organizational tasks. This situation can be accomplished in research fields as well. If an author hides interests of a research, that'll be considered an ethical or a legal breach.

Example: The authors declare no conflict of interest

- Acknowledgments

This section is written in the first person and is as brief as possible. In this section, you appreciate individuals or organizations that supported your manuscript.

## 2.2.5 References

- List the bibliographic information of all sources (including printed materials, unpublished materials, audio-visual media, resources available in CDs, DVDs or drives, and internet sources) in the order they appear in the text.
- List all references in the Vancouver style which is available from:  
(Faculty of Health Management and Information Sciences, Department of Research, Guidelines)  
<http://new.iums.ac.ir/files/shmis/files/researchAssistant/SHMIS.IUMS.Guideline.pdf>
- Write all references in English.
- Translate the bibliographic information of Persian references into English. At the end of the reference write the words 'In Persian' in brackets: [In Persian].
- Write "In press" when you refer to a manuscript which is accepted for publication.
- Avoid using personal communications (including personal letters, memories, personal interviews, emails, and etc.) in the reference list, unless they provide essential information not available from a public source. (They may be mentioned in the text.)
- Prevent the citation of retracted manuscripts. Search "retracted publication [pt]" in PubMed to access these types of manuscripts in Medline. The term "pt" stands for publication type.

Retracted publications in PubMed can be found through the following link:

[https://www.ncbi.nlm.nih.gov/pubmed?term%20retracted%20publication%20\[pt\]](https://www.ncbi.nlm.nih.gov/pubmed?term%20retracted%20publication%20[pt])

Note: Manuscript are retracted due to plagiarism, misused statistical tests and other scientific mistakes.

Note: Retractions may be demanded by the author(s) of the manuscript, or the journal owners/publishers, but most of the time it is requested by the editor(s).

Note: Use the abbreviated form of the journal's title, based on the style used in Medline (at the following address):

[www.ncbi.nlm.nih.gov/nlmcatalog/journals](http://www.ncbi.nlm.nih.gov/nlmcatalog/journals)

## 2.2.6 Appendices (If necessary)

- If necessary, appendices must appear in the Supporting Information and not in the manuscript.
- Tables and charts with a large amount of data, and questionnaires, should be included in appendices.

## 2.3 Additional points about writing a manuscript

- (Please refer to the instructions for writing different types of manuscripts in the third section, according to the type of manuscript, including research, review, etc.)

### 2.3.1 Referencing

- There are two main elements in the Vancouver citation style: in-text citations in your manuscript and the reference list at the end of your manuscript.

### 2.3.2 The in-text citation

- A number in bracket is inserted in the manuscript's text at a point where it refers to [cites] a source of information e.g. [1]. A consecutive number is then allocated to each source as it is referred to for the first time. This number becomes the unique identifier of that source and is re-used each time that particular reference is cited in the text. Use numbers within brackets outside full stops and commas, but inside colons and semicolons.
- When multiple references are cited at the same place in the text, use commas without spaces to separate non-inclusive numbers.

Example: Multiple studies have indicated... [1, 3, 5, 10].

- If multiple references cited at the same place in the text are inclusive, use a hyphen to join the first and last numbers.

Example: Multiple studies have indicated that... [1-3].

### 2.3.3 Note on author names in the body of a manuscript

- Examples with author names in the text of the document:
  - One author: Doe [7] reported on the survey...
  - Two authors: Avery and Williams [5] research demonstrates...
  - More than two authors: include the first author's surname followed by "et al." or "and others": Doe et al. [9] reported on the survey....

Note: Do not use the possessive form 'et al's' - rephrase the sentence.

### 2.3.4 The Reference list

- Reference list entries contain all the information that someone needs to follow up your source.
- Every source which has an in-text citation should also be listed in the reference list at the end of your document.
- References are listed numerically at the end of the body of work. Agreed abbreviations for journal titles must be used and can be searched for from the National Library of Medicine's [US] PubMed website within their NLM catalog: Journals referenced in the NCBI database.
- If using Endnote, you can install the Medicine Journal Terms List, which includes over 14,000 journal title abbreviations.

### 2.3.5 Note on author names in the reference list of the manuscript

- The number of authors is limited to the first six authors, such as the first three authors. The last named author is then followed with a comma and "et al."
  - One to six authors: List all in the reference list:
    1. Avery M, Williams F. The importance of pharmacist providing patient education in oncology. J Pharm Pract [Internet]. 2015 [cited 2016 Jan 27]; 28(1):26-30. Available from: doi: 10.1177/0897190014562382
  - More than six authors: List the first six authors/editors then et al.:
    2. de Lima M, McNiece I, Robinson SN, Munsell M, Eapen M, Horowitz M, et al. Cord-blood engraftment with ex vivo mesenchymal-cell coculture. N Engl J Med. 2012; 367(24): 2305-15.
  - No author: List the title first:

3. Prevention strategies for asthma: secondary prevention. CMAJ [Internet]. 2005 [cited 2016 Feb 3]; 173(6) Suppl: s25-7. Available from: [http://www.cmaj.ca/cgi/content/full/173/6\\_suppl/S25](http://www.cmaj.ca/cgi/content/full/173/6_suppl/S25)

## 2.4 Manuscript writing style

### 2.4.1 Margin

- The manuscript should be written in an A4 format, with a margin of three centimeters on each side in a single column using the software

### 2.4.2 Fonts and font size

Table 2: Fonts and font size

Section	Pen type	Font size
Abstract Title	Arial	16
Abstract text	Times New Roman	12
Body	Times New Roman	12
Heading 1	Arial	16
Heading 2	Arial	14
Heading 3	Arial	12
Heading 4	Arial	10
List body, table, figure and chart	Times New Roman	10
Title of list, table, figure and chart	Times New Roman	12
Reference list	Times New Roman	10

- The table is more than one page in font size 8

### 2.4.3 Spacing

Table 3: Spacing

Spacing	Line spacing	Before	After
Between lines of text	1.5	2	2
The paragraph	1.5	2	2
Heading	1.5	6	6
Title of List, table, figure and chart	1.5	2	2
Between two references in the Reference list	Double	2	2
Between the lines of a Reference	Single	2	2

## 2.5 Tables

- The data of the table should be concise and simple. They should be understandable to readers.
- Tables should be numbered in consecutive order, and each table should have a separate caption.
- Captions should concisely and clearly describe the content and be understandable without referring to the text.
- Each table should be placed on a separate page and include an appropriate title.
  - If the table is more than one page, mention the title of each column or row? and write ‘cont.’ in parenthesis: (cont.)
- Each column should have a concise title.
- Use symbols such as \* to provide additional descriptions below the table.
- Tables from other sources are subject to author’s approval.
- Delete blank rows and columns by merging blank cells.
- The size of the table should not exceed the margins of the manuscript.

## 2.6 Figures and Charts

- Figures and charts should be:
  - of high quality and resolution
  - clearly displayed by all the letters, numbers and symbols
  - designed in a way that could explicitly reflect the content without further explanation
  - in black and white, and mention the software used to produce them
  - numbered in the order they appear in the text

Note: If published previously, a written consent of the copyright-holder should be obtained to reuse it

Note: The number of tables, figures and charts in the manuscript is limited; insert one table, figure or chart for every 1000 words.

## 2.7 Symbols and Abbreviations

- In order to prevent misleading the readers,
  - Use only standard abbreviations.
  - Avoid using abbreviations in the title and the abstract.

Note: Differences between an Abbreviation and Acronym

An abbreviation is typically a shortened form of words used to represent the whole. It can be the name of a country (Fr= France), an organization, etc. (Dr. = Doctor, st. = street, Ave. = Avenue, Mon. = Monday) while an acronym is formed from the first letters of a series of words and are pronounced as a word, such as UNESCO =The United Nations Educational, Scientific and Cultural Organization.

Note: Acronyms are regarded as subsets of abbreviations, but not the other way round.

Note: Acronyms should be written in parenthesis following the full term in its first appearance in the text. In the rest of the text the acronym can be used.

Example: International Standard Organization (ISO)

## 3 Manuscript types

### 3.1 Research/Original Manuscript

#### 3.1.1 Definition

A manuscript derived from the primary research findings is an original manuscript. This type of manuscript should be limited to 3000- 5000 words.

#### 3.1.2 Components of Research Manuscripts

- Title
- Abstract

Abstracts should be structured

Include less than 250 words

And include the following sections:

- Introduction: includes the main question and the purpose of the study
- Methods: includes research method (design), population, sample specifications, sampling method and frame, and the explanation of the study outputs
- Results: includes summaries of obtained information from conducted research
- Conclusion: includes overall analysis based on the obtained results of the study
- Keywords: (For further information refer to section 2.2.2)
- The Main text
  - Introduction: (For further information refer to section 2.2.3)
  - Methods: (For further information refer to section 2.2.3)
  - Results: (For further information refer to section 2.2.3)
  - Discussion: (For further information refer to section 2.2.3)

Note: Research manuscripts are the structured manuscript.
- Ethical Considerations: (For further information refer to section 2.2.4)
  - Ethical approval : (For further information refer to section 2.2.4)
  - Funding: (For further information refer to section 2.2.4)
  - Conflict of interest: (For further information refer to section 2.2.4)
  - Acknowledgments: (For further information refer to section 2.2.4)
- References: (For further information refer to section on 2.2.5)



- Appendices(If necessary): (For further information refer to section 2.2.6)

## 3.2 Narrative Review Manuscript

### 3.2.1 Definition

This type of manuscript is applied in comprehensive and detailed topics. In this manuscript type, the results and discussions of the initially published studies on a particular topic are combined, reviewed, and criticized. It should be limited to 4000- 6000 words. Moreover, in the references of these manuscripts, at least three works of related authors should be cited. The results of a narrative review manuscript, in contrast to a systematic review one, are more qualitative.

### 3.2.2 Components of Narrative Review Manuscripts

- Title
- Abstract

Abstract of this type of manuscript is written in two ways:

Unstructured abstract with less than 250 words in which the subject matter of the manuscript is described.

Structured abstract with less than 250 words in which the following sections are included:

- Introduction: Includes the purpose of the study through reviewing the secondary studies.
- Methods: In the methods, data sources, criteria of study selection and their numbers are provided.
- Results: In this section, the relationship between the statements and the integration of the obtained findings is summarized.
- Conclusion: Includes the primary conclusion and summary of the provided content in the manuscript.
- Keywords: (For further information refer to section 2.2.2)
- The Main text
  - Introduction: In this section, the context of the subject matter, the concept and the hypothesis, the importance of the subject matter, and the purpose are explained. (For further information refer to section 2.2.3)

Note: Avoid explanation of findings in this section.

- Methods: In this section, key words, searched databases, phrase and search strategy, period and resource selection criteria are mentioned. (For further information refer to section 2.2.3)
- Results: The obtained results from the combination and review of the secondary studies are presented in this section. (For further information refer to section 2.2.3)
- Discussion: In this section, summary of results for previous studies is reported and the future research orientation is given. (For further information refer to section 2.2.3)
- Ethical Considerations: (For further information refer to section 2.2.4)
  - Ethical approval : (For further information refer to section 2.2.4)
  - Funding: (For further information refer to section 2.2.4)
  - Conflict of interest: (For further information refer to section 2.2.4)
  - Acknowledgments: (For further information refer to section 2.2.4)
- References: (For further information refer to section 2.2.5)
- Appendices(If necessary): (For further information refer to section 2.2.6)

## 3.3 Systematic Review and Meta-Analysis

### 3.3.1 Definition of a systematic review

This is a review manuscript that starts with a centralized question. In order to answer the question, the authors, using a single protocol with explicit and systematic methods, search, identify, select, and critically assess the related resources and finally, gather, analyze, and synthesize the findings of the primary or secondary studies.

### 3.3.2 Definition of a Meta-Analysis

A meta-analysis manuscript is a systematic review manuscript using a special statistical strategy in order to combine the results of various related studies in an estimated unit.

### 3.3.3 Components of a Systematic Review and Meta-Analysis

- Title
- Abstract

The abstract of this type of manuscript, like that of the research/original manuscript, is structured and includes less than 250 words.

The abstract includes introduction, methods, findings, conclusions, and key words (For further information refer to section 2.2.2)

- The Main text
  - Introduction: (For further information refer to section 2.2.3)
  - Methods: Includes description of the following: (For further information refer to section 2.2.3):
    - Research question
    - Type of studies
    - Participants
    - Search strategy
    - Searched databases
    - Search time
    - Search period
    - Interventions and outcomes
    - The total number of retrieved and selected studies
    - Evidence selection criteria

Exclusion and inclusion criteria

Quality assessment of studies

Method of data collection and analysis

Method of combining and interpreting studies

Possible biases

- Results: In this section, first, the characteristics and results of the evaluation of scientific quality of studies are shown and, then, the effects of interventions are presented. Moreover, the research findings are combined and critically evaluated using a systematic and unbiased approach. (For further information refer to section 2.2.3)
- Discussion: In this section, a summary of the evidences, the potential biases and the strengths and weaknesses of the reviewed manuscripts are presented. Finally, the findings are analyzed and interpreted. (For further information refer to section 2.2.3)
- Ethical Considerations: (For further information refer to section 2.2.4)
  - Ethical approval : (For further information refer to section 2.2.4)
  - Funding: (For further information refer to section 2.2.4)
  - Conflict of interest: (For further information refer to section 2.2.4)
  - Acknowledgments: (For further information refer to section 2.2.4)
- References: (For further information refer to section 2.2.5)
- Appendices(If necessary): (For further information refer to section 2.2.6)

Note: Each meta-analysis study is a systematic review but any systematic review cannot be a Meta-analysis study.

Note: Systematic review and meta-analysis manuscripts are the structured types.

## 3.4 Short Communication

### 3.4.1 Definition

This type of manuscript is similar to the research/original manuscript. Short communication is a report regarding ongoing research with few research findings. This report is a maximum of two pages and includes a maximum of two tables or figures or charts. This type of manuscript should include 1500-2000 words.

### 3.4.2 Components of Short Communication Manuscripts

- Title
- Abstract:

The abstract of this type of structured manuscript contains a maximum of 150 words. (For further information refer to section 2.2.2)
- The Main text
  - Introduction: Introduction should be brief and limited to the description of the problem, the goals of research and its relationship with other research of the same topics. Moreover, research hypotheses should be expressed clearly. (For further information refer to section 2.2.3)
  - Methods: This section provides a detailed report of the research method. (For further information refer to section 2.2.3)
  - Results: In this section, the results of the research are described. (For further information refer to section 2.2.3)
  - Discussion: (For further information refer to section 2.2.3)
- Ethical Considerations: (For further information refer to section 2.2.4)
  - Ethical approval : (For further information refer to section 2.2.4)
  - Funding: (For further information refer to section 2.2.4)
  - Conflict of interest: (For further information refer to section 2.2.4)
  - Acknowledgments: (For further information refer to section 2.2.4)
- References: (For further information refer to section 2.2.5)
- Appendices(If necessary): (For further information refer to section 2.2.6)

## 3.5 Letter to the Editor

### 3.5.1 Definition

It is the shortest non-research manuscript with a maximum of 600 words.

The number of resources used is at most five.

The letter to the editor is usually written in one of the following three ways leading to a greater transparency of the topic and increasing the knowledge.

- Criticism of recently published a manuscript in the journal by the reader
- Response to questions raised by the critics of a published manuscript in the journal
- Comments on specific topics covered by the journal

Note: Letter to the editor is an unstructured / semi-structured manuscript type.

### 3.5.2 Components of Letter to the Editor

- Title
- The Main text
- Conflicts of interest: (For further information refer to section 2.2.4)
- Acknowledgments: (For further information refer to section 2.2.4)
- References: (For further information refer to section 2.2.5)