



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

Author Guide

Health Administration Journal

09.30.2023

Contents

1	Introduction.....	1
2	General Structure and Contents of Manuscript Types	1
2.1	Manuscript definition, structure and word count limit, tables and references by manuscript types	1
2.2	General Contents of Different Types of Manuscript	1
2.2.2	Abstract	4
2.2.3	Extended Abstract	5
2.2.4	Main text of manuscript	6
2.2.5	Ethical considerations	7
2.2.6	References	8
2.2.7	Appendices (If necessary)	9
2.3	Additional points about writing an manuscript	9
2.3.1	Referencing	9
2.3.2	The in-text citation	9
2.3.3	Note author names in the body of the manuscript.....	9
2.3.4	The Reference list	10
2.3.5	Note author names in the reference list of the manuscript	10
2.4	Manuscript writing style.....	11
2.4.1	Margin.....	11
2.4.2	Fonts and font size	11
2.4.3	Spacing.....	12
2.5	Tables	12
2.6	Figures and charts.....	12
2.7	Symbols and abbreviations.....	13
3	Manuscript types.....	14
3.1	Research/Original Manuscript	14
3.1.1	Definition	14
3.1.2	Components of research manuscript	14
3.2	Narrative review manuscript	15
3.2.1	Definition	15
3.2.2	Components of narrative review manuscript	15
3.3	Systematic review and meta-Analysis.....	17
3.3.1	Definition of systematic review	17
3.3.2	Definition of meta-analysis	17
3.3.3	Components of a systematic review and meta-analysis	17
3.4	Short Communication.....	19
3.4.1	Definition	19

3.4.2 Components of Short Communication.....	19
3.5 Letter to the Editor	20
3.5.1 Definition	20
3.5.2 Components of the letter to the editor.....	20

1 Introduction

Journal of Health Administration is a quarterly journal of School of Health Management and Information Sciences, Iran University of Medical Sciences. The aim of the journal is to promote research in management and health sciences. Also, the journal is an official channel for scientific communication among researchers in the field. It is a double-blind peer reviewed scholarly journal released to publish recent findings in Persian languages. Topics in this journal include: 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 manuscript are first presented; then, the structure and description of the various manuscript types are detailed.

2 General Structure and Contents of Manuscript Types

2.1 Manuscript definition, structure and word count limit, tables and references by manuscript types
Manuscript definition, structure and word count limit, tables and references by manuscript types are presented in Table 1.

2.2 General Contents of Different Types of Manuscript

According to the manuscript type, including research, review, etc., please read the guidelines in this section. Then, you may check the instructions for writing different manuscript types in the third section

2.2.1 Title Page

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

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

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

Note: The title page usually specifies the type of Manuscript (letter to the editor, review, research, etc.).

Table 1: Manuscript definition, structure and word count limit, tables, and references by manuscript types

Article type	Definition	Abstract structure	Abstract word count	Extended Abstract structure	Extended 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	- Introduction - Methods - Results - Conclusion - Keywords	300	- Introduction			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) Structured abstract (review types): - Introduction - Methods - Results - Conclusion - Keywords	300	- Methods - Results - Discussion - Acknowledgement - References	2500	-Introduction -Methods -Results -Discussion -Ethical Considerations (Compliance with ethical guidelines , Funding, Conflicts of interest, Acknowledgments)	4000-6000	Max of 6	Max of 100
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	- Introduction - Methods - Results - Conclusion - Keywords	150	-	-	-References	1500-2000	Max of 2	Max of 10
Letters to the editor	It is the shortest non-research manuscript	-	-	-	-	-Title -Main body -Conflicts of interest -Acknowledgment -References	600	-	Max of 5

- Title of the manuscript
 - It is a brief description of the whole manuscript and should include the information alongside the abstract which improve the electronic retrieval of the manuscript.
 - In systematic review and meta-analysis studies, the study method should be 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 a font size of 10, and in B Titr. The number of words used in the running title is not more than 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 given.
 - The corresponding author should be marked with an asterisk after her/his 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 authors who are university student include the degree, faculty, university, city, and the country, email, and ORCID ID.

Example: Corresponding Author

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

Note: If the author is employed and is not a student or a faculty member, the organizational affiliation would be her/his 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 department, name of the university), city, country, email, and ORCID ID.

Example: Corresponding Author

M.Sc. in 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 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 Pharmacy (Pharm D), Doctor of Medicine (M.D), Medical Student (Resident), and Doctor of Philosophy (Ph.D.).

2.2.2 Abstract

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

- The key words in the abstract should be between three and five words based on medical topics, "MESH".

2.2.3 Extended Abstract

The extended abstract is placed after the English abstract. The extended abstract should include all aspects and information pertaining to the research in a shorter form than the full text. The extended abstract should have sections for Introduction, Method, Results and Discussion. In this abstract, the focus is on the methods and results, and this two should form the majority of the abstract. This abstract should be written in English, and it can include figures and tables. The number of words in the extended abstract should be 2500 words (not including references). Please follow the pattern below to write an extended abstract.

- Introduction:
 - The existing literature on the research topic should be reviewed.
 - The differences between the mentioned study and similar studies should be clearly presented.
- Methods:
 - The method should be clearly stated and described in sufficient detail.
 - It is important that the research question be explained.
 - It is important that the research framework and the employed methods be described.
 - The research method should be derived from research questions, and its relationship with the theory should be considered.
 - Reasons for the methods chosen to solve the problem should be provided.
- Results:
 - The research results should be summarized.
 - If possible, in lieu of providing explanations in the text, descriptive figures or tables should be used.
- Discussion:
 - The results are discussed and interpreted.
 - Research results are compared with other studies.
 - The principles and generalities inferred from the results are presented.
 - Any exceptions, problems or limitations of the study are shown.
 - Theoretical and/or practical implications of the study are provided.
 - Conclusions and recommendations are provided.
- Acknowledgement:
 - In this section, the relevant code of ethics should be mentioned.

2.2.4 Main text of manuscript

- Introduction

This section includes:

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

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

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

- 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, method of data collection, and data analysis method (applied statistical tests and data analysis software)

- Results

This section includes:

- Collected 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 text, table, chart, and figure
- The report regarding the findings of the present study should be in past tense, and the report of the findings of other studies in present tense.
- Emphasize on the most important observations and summary of the findings.
- The charts should be taken an alternative to tables with many entries.
- Demographic variables such as age and gender in the data report

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

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

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

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

Example: 12.5

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

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

2.2.5 Ethical considerations

- Ethical Approval

In this section, the relevant code of ethics should be mentioned.

Example: This research is conducted with ethical code No:

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

- This manuscript is (part of) a research project entitled....., approved by University in(year)..... with ethical code..... Obtained from the National Ethics Committee in Biomedical Research.
- This manuscript is (a part of) a (BA / MA / Doctor of Medicine / Ph.D.) entitled....., approved by University in (year)..... with ethical code..... Obtained from the National Ethics Committee in Biomedical Research.

- Funding

In the research manuscript, 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 in their manuscript any financial support they have received from any organizations while conducting their research (if any).

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

- Conflicts of interest

Generally, conflict of interest is a situation happens when the personal or economic interest of person is in contrast with their professional or organizational tasks, such a situation might also

happen in research fields as well. If an author hides her/her interests of a research, that would be considered as an ethical or a legal breach.

Example: The authors declared no conflict of interest.

- Acknowledgments

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

2.2.6 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 in Persian references into English. At the end of the reference, write '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, etc.) in the reference list, unless they provide essential information not available from a reliable source (they may be mentioned in the text.).
- Do not cite retracted manuscripts. Search "retracted publication [pt]" in PubMed to access these types of manuscript 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: Manuscripts 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 journals title, based on the style used in Medline (at the following address):

www.ncbi.nlm.nih.gov/nlmcatalog/journals

2.2.7 Appendices (If necessary)

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

2.3 Additional points about writing an manuscript

- (Please refer to the instructions for writing different types of manuscript in the Third section, according to the type of manuscript that include 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 text of the manuscript where it is referred to [cite] 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 after full stops and commas and before colons and semicolons.
- When multiple references are cited at the same place in the text, use commas without spaces to separate non-inclusive numbers. e.g. [1,3 5,10].
- If multiple references cited at the same place in the text, use a hyphen to join the first and last numbers. e.g. [1-3].

2.3.3 Note author names in the body of the manuscript.

- Examples with author names in the text of the manuscript:
 - One author: Doe [5] reported on the survey...
 - Two authors: Avery and Williams' [10] 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....

2.3.4 The Reference list

- Reference list entries contain all the information that someone needs to follow up your sources.
- Every source which has an in-text citation should also be listed in the reference list at the end of your document.
- Agreed abbreviations for journal titles must be used and can be searched 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 will includes over 14,000 journal title abbreviations.

2.3.5 Note 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 author is then followed by a comma and "et al."
 - One to six authors:
 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:
 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:
 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

2.4 Manuscript writing style

2.4.1 Margin

- The manuscript should be written in 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
English Abstract Title	Arial	16
English abstract text	Times new Roman	12
Extended abstract	Times new Roman	12
Persian Abstract Title	B Titr	17
Persian Abstract Text	B Zar	12
Body	B Titr	16
Heading 1	B Titr	14
Heading 2	B Titr	12
Heading 3	B Titr	10
Heading 4	B Zar	12
List body, table, figure, and chart	B Zar	12
Title of list, table, figure, and chart	B Zar	10
Reference list	Times new Roman	10

- For the table which is more than one page. The font size should be 9.

2.4.3 Spacing

Table 3: Spacing

Spacing	Line spacing	Before	After
Between lines of the 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 tables 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 sheet and include an appropriate title.
- If the table is more than one page, authors should mention the title of each column 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 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.
- If published previously, a written consent of the copyright-holder should be obtained for reusing 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 not to mislead the readers,
 - use only standard abbreviations.
 - avoid using abbreviations in the title and the abstract.

Note: Differences between 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 abbreviation, but it is not true the other way round.

Note: Acronyms should be written in parenthesis following the full term in its first appearance in the text. Through 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 which is 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 manuscript

- Title

- Abstract

Abstracts should be structured,

Include less than 300 words,

And include the following sections:

- Introduction: Includes the main question and the purpose of the study are also discussed.
- 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 on 2.2.2).

- Extended abstracts should be structured and should be 2500 words,

And include the following sections:

- Introduction: (For further information refer to section on 2.2.3)
- Methods: (For further information refer to section on 2.2.3)
- Results: (For further information refer to section on 2.2.3)
- Discussion: (For further information refer to section on 2.2.3).
- Acknowledgment: (For further information refer to section on 2.2.3).

- The Main text

- Introduction: (refer to the explanation of this section 2.2.4)
- Methods: (refer to the explanation of this section 2.2.4)
- Results: (refer to the explanation of this section 2.2.4)

- Discussion: (refer to the explanation of this section 2.2.4)

Note: Research manuscripts are the structured manuscript.

- Ethical Considerations: (for further information, refer to section 2.2.5)
 - Ethical approval : (for further information, refer to section 2.2.5)
 - Funding: (for further information, refer to section 2.2.5)
 - Conflict of interest: (for further information, refer to section 2.2.5)
 - Acknowledgments: (for further information, refer to section 2.2.5)
- References: (for further information, refer to section on 2.2.6)
- Appendices (if necessary): (for further information, refer to section on 2.2.7)

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 this type of manuscript, 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 manuscript

- Title
- Abstract

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

Unstructured abstract with less than 300 words in which the subject matter of the manuscript is described.

Structured abstract with less than 300 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)
- Extended abstracts should be structured and should be 2500 words,
And include the following sections:
 - Introduction: (For further information refer to section on 2.2.3)
 - Methods: (For further information refer to section on 2.2.3)
 - Results: (For further information refer to section on 2.2.3)
 - Discussion: (For further information refer to section on 2.2.3)
 - Acknowledgment: (For further information refer to section on 2.2.3).
- 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 2.2.4)

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 2.2.4).
 - Results: The obtained results from the combination and review of the secondary studies are presented in this section (for further information refer to section 2.2.4).
 - Discussion: In this section, summary of results for previous studies is reported and the future research orientation of is given (for further information refer to section 2.2.4).
- Ethical Considerations: (for further information refer to section 2.2.5)
 - Ethical approval : (for further information refer to section 2.2.5)
 - Funding: (for further information refer to section 2.2.5)
 - Conflict of interest: (for further information refer to section 2.2.5)
 - Acknowledgments: (for further information refer to section 2.2.5)
- References: (for further information refer to section on 2.2.6)
- Appendices(if necessary): (for more information refer to section on 2.2.7)

3.3 Systematic review and meta-Analysis

3.3.1 Definition of systematic review

Systematic review is a review manuscript that starts with a centralized question. In order to answer their 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 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 300 words.

The abstract includes the sections such as introduction, methods, findings, conclusions, and key words (for further information refer to section 2.2.2).

- Extended abstracts should be structured and should be 2500 words,
- And include the following sections:
 - Introduction: (For further information refer to section on 2.2.3)
 - Methods: (For further information refer to section on 2.2.3)
 - Results: (For further information refer to section on 2.2.3)
 - Discussion: (For further information refer to section on 2.2.3)
 - Acknowledgment: (For further information refer to section on 2.2.3).
- The Main text
 - Introduction: (for further information refer to section 2.2.4)
 - Methods: Includes description of the following: (for further information refer to section 2.2.4):
 - 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 (refer to the explanations of this section in 2.2.4).
- Discussion: In this section, a summary of quality of the evidence, the potential biases ,and the strengths and weaknesses of the reviewed manuscript are presented. Finally, the findings are analyzed and interpreted (for further information refer to section 2.2.4).
- Ethical Considerations: (for further information, refer to section 2.2.5)
 - Ethical approval: (for further information, refer to section 2.2.5)
 - Funding: (for further information, refer to section 2.2.5)
 - Conflict of interest: (for further information, refer to section 2.2.5)
 - Acknowledgments: (for further information, refer to section 2.2.5)
- References: (for further information, refer to section 2.2.6)
- Appendices(if necessary): (for more information, refer to section on 2.2.7)

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

Note: Systematic review and meta-analysis manuscript 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 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

- Title
- Abstract:

Abstract of this type of structured manuscript contains a maximum of 150 words (in order to write this abstract, please refer to 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 relation to other research of the same topics. Moreover, research hypotheses should be expressed clearly (refer to the explanations of this section 2.2.3).
 - Methods: This section provides a detailed report of the research method (refer to the explanations of this section 2.2.4).
 - Results: In this section, the results of the research are described (refer to the explanations of this section 2.2.4).
 - Discussion: (refer to the explanations of this section 2.2.4)
- Ethical Considerations: (for further information, refer to section 2.2.5)
 - Ethical approval : (for further information, refer to section 2.2.5)
 - Funding: (for further information, refer to section 2.2.5)
 - Conflict of interest: (for further information, refer to section 2.2.5)
 - Acknowledgments: (for further information, refer to section 2.2.5)
- References: (for further information, refer to section 2.2.6)
- Appendices(if necessary): (for more information, refer to section 2.2.7)

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 a maximum of five resources.

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

- Criticism of recently published manuscript in the journal by the reader
- Response to questions raised by the critics of 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 the letter to the editor

- Title
- The Main text
- Conflicts of interest: (or further information, refer to section on 2.2.5)
- Acknowledgments: (for further information, refer to section on 2.2.5)
- References: (for further information, refer to section 2.2.6)