

INSTRUCTIONS TO AUTHOR

POLICY STATEMENT

Bangladesh Journal of Ultrasonography is the Official Journal of the Bangladesh Society of Ultrasonography. The Journal is published twice in a year, in June and in December. The Journal considers manuscripts prepared in accordance with the guidelines laid down by the International Committee of Medical Journal Editors. Br Med J 1988; 296 (401- 405). A covering letter signed by all authors must state that the data have not been published elsewhere. If the work has been conducted abroad then the article must be accompanied by certificate from Head of the Institute where the work has been done. The Journal includes Original research papers, Case reports, Short communications, Technical notes and Letters to the editor in which all aspects of the medical use of ultrasound are presented.

All manuscripts submitted for possible publication will be reviewed and approved by the Editorial Board; the Board reserves the right to make revisions.

SUBMISSION OF MANUSCRIPTS

All manuscripts should be submitted to the Editor-in-Chief of the Editorial Board, the Bangladesh Journal of Ultrasonography, 10/26 Eastern Plaza, 9th Floor, Hatirpool, Dhaka-1205, Bangladesh.

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Manuscripts are considered for publication with the understanding that they are submitted solely to the Bangladesh Journal of Ultrasonography.

A brief letter to the editor should be included with all submission standing the purpose and primary conclusion of the study.

The following guidelines must be adhered to :

- Manuscripts must be submitted in English.
- Two copies of manuscripts are needed and must be typed on A4 size paper on one side only, with double spacing and margins of at least 2.5 cm.
- Each manuscript component should begin on a

new page, in the following sequence : Title page, Abstract and key words, Text, Acknowledgements, References, Tables and illustrations, and Legends for illustrations.

- In an Original article, the text should be broken down into and include an Introduction, Materials and Methods, Results, and Discussion sections.
- The second page of an Original article should consist of an abstract of not more than 400 words, and three to five Key words or short phrases.
- Case reports should include an Abstract of less than 200 words, followed by three to five Key words, an Introduction, Case Report(s), and Discussion sections.
- Short communications/technical notes should be concise and contain short clinical notes or preliminary experiences.
- Letters to the Editor are welcome in response the contents previously published in the Bangladesh Journal of Ultrasonography.
- The Title page should contain 1) Title of the article; 2) First name, middle initial and last name of each author; 3) Name of Department(s) and Institutions(s); 4) Address of the principal author, or author to whom reprint requests and correspondence should be sent; 5) the source(s) of support in the form of grants; and 6) a short running title of no more than 40 characters, including letters and spaces.
- Only recognized abbreviations should be used. Uncommon abbreviations should be defined when first used, and then abbreviated thereafter.
- All units of measurement and laboratory values must be expressed in SI units and symbols, e. g., cm, mm, kg, °C, sec, etc. Greek letters should be written in clearly by hand.
- Pages should be numbered consecutively, beginning with the title page.
- The surname of the principal author should appear on the top left-hand corner of each page.

Tables and illustrations

- Each table and its title should be on a separate sheet of paper, and its position indicated in the text. Tables should be numbered in Arabic numbers. Captions should be brief, and should clearly indicate the purpose or content of each table.
- Two copies of illustrations should be submitted unmounted, in black ink drawings of professional quality or glossy photographs. The principal author's name and the figure number should be written lightly in pencil on the back of each illustration. The word "top" must be written in the appropriate location on the back of the illustration or photograph to indicate which side up the illustration is to appear. All legends should also be typed on a separate sheet of paper.
- Magnifications of microscopical illustrations should be given in the legends.
- Illustration should be a maximum size of 12 x 10 cm. Any words, numbers or symbols which are part of an illustration should be large and clear enough to remain legible when the figure is reduced to column width.
- Color illustrations are allowed only in special circumstances; in these case, the author will be expected to meet the cost of reproduction.

REFERENCES

- Number of References shall not be more than 7 in Case reports and 15 in Original articles.
- It is expected that the author has read the article in full (not only the abstracts or from any book where it is just cited) before it is cited in the article.
- Journal reference citations should be numbered, in Arabic numerals, consecutively in the order in which they are first mentioned in the text. The titles of journals should be abbreviated according to the style used in Index Medicus.
- References should include the authors (if there are more than three authors, include the first three, followed by "et al"), title, journal, year, volume and page number. An n-dash should be used to indicate a range of pages. Do not repeat the first part of a number in a range.
- Book references should include the authors (if there are more than three authors, include the first three, followed by "et al"), chapter title, name(s) of editor(s), book title, city of publication, publisher and year of publication.
- Examples of correct reference forms are given below:

JOURNAL ARTICLE

1. Bala KG, Islam MM, Karim MA. Ultrasonography of colon using water as contrast agent : A Preliminary report of 204 normal patients. Bangladesh J Ultrasonogr 2000; 7 : 5-9

JOURNAL ARTICLE : MORE THAN THREE AUTHORS

2. Keogan MT, Kliever MA, Hertzberg BS, et al. Doppler sonography in the evaluation of corporovenous competence after penile vein ligation surgery. J ultrasound Med 1996; 15 : 228-33

BOOK

3. Hayden CK, Swischuk LE. Pediatric ultrasonography, 2 ed. Baltimore, Williams & Wilkins 1992; 132-7

CHAPTER IN A BOOK

4. Filly RA. Ultrasound evaluation of the fetal neural axis. In : Callen CW, ed. Ultrasonography in Obstetrics and Gynecology, 2 ed. Philadelphia, WB Saunders 1988 : 95-100

EDITED BOOK

5. Clark RL, ed. Cancer patient care. Chicago, Year Book 1976 : 80-5

PROCEEDINGS

Yu CJ, Yang PC, Wu HD, et al. Ultrasound study in unilateral hemithorax opacification : Image comparison with computed tomography. Proceedings of the 17th World Congress on Diseases of the chest, 13-18 June 1993 Amsterdam, The Netherlands 1993 : 203-5.

CORRESPONDENCE

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Any other matter relating to the Society should be addressed to :

The Secretary General

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