

## Instructions to the Authors

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### About the Journal



Yoga Mīmāṃsā, a bi-annual publication of Kaivalyadhama ([www.kdham.com](http://www.kdham.com)), is the oldest (since 1924) peer-reviewed multi-disciplinary research journal on yoga. Yoga Mīmāṃsā (YM) is now available as a print + online journal, and allows free access (open-access) to its full-text in HTML and permits authors to self-archive final accepted version of the articles on any OAI-compliant institutional / subject-based repository. The journal does not charge for submission, processing or publication of manuscripts except for color reproduction of photographs. However, the author will have to bear a nominal fee of \$1 per article for checking plagiarism if the originality of the article is in question. The author will also need to subscribe his own hard/soft copy once his/her article is published. The journal is unable to provide authors with a complimentary author copy.

### Scope of the journal



Yoga Mīmāṃsā (YM) publishes scientific and philosophico-literary research articles in yoga and allied disciplines. In the scientific area, YM features articles related to fundamental as well as applied scientific research in yoga. Fundamental research deals with scientific exploration of yogic techniques pertaining to but not limited to anatomical, physiological, psychological, biochemical aspects of yogic practices for in-depth understanding of yoga in relation to the body-mind complex. Applied scientific research covers areas like preventive health care, therapeutic aspects, complementary and alternative methods to medicine, holistic health and overall well-being through yogic practices. YM also maintains an interdisciplinary approach and aims at a novel interface of yoga with modern disciplines like Electrophysiology, Quantum physics, Bio-mechanics, Cognitive neuroscience, Aviation Science, Contemplative Sciences, Management, etc. The philosophico-literary area features articles related to the theoretical underpinnings of yoga embedded in ancient Sanskrit texts. It also focuses on publication of unpublished yogic manuscripts as well as articles dedicated to fundamental research on yogic concepts with reference to various commentaries. Articles which combine philosophical wisdom with modern scientific knowledge and research methods are also greatly encouraged.

### The Editorial Process



A manuscript will be reviewed for possible publication with the understanding that it is being submitted to YM alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript. All manuscripts received are duly acknowledged. On submission, editors review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the YM readers are also liable to be rejected at this stage itself.

Manuscripts that are found suitable for publication in YM are sent to one or more expert reviewers. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind review process, wherein the reviewers and authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within three days. It may not be possible to incorporate corrections received after that period. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

### Clinical trial registry



YM favors registration of clinical trials and is a signatory to the Statement on publishing clinical trials in Indian biomedical journals. YM would publish clinical trials that have been registered with a clinical trial registry that allows free online access to public. Registration in the following trial registers is acceptable: <http://www.ctri.nic.in/>; <https://www.anzctr.org.au/>; <http://www.clinicaltrials.gov/>; <http://isrctn.org/>; <http://www.trialregister.nl/trialreg/index.asp>; <http://www.umin.ac.jp/ctr>. This is applicable to clinical trials that have begun enrollment of subjects in or after June 2008. Clinical trials that have commenced enrollment of subjects prior to June 2008 would be considered for publication in YM only if they have been registered retrospectively with clinical trial registry that allows unhindered online access to public without charging any fees.

#### Authorship Criteria



All those designated as authors should meet ALL four criteria mentioned below for authorship credit:

- 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 revising 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.

Contributors who meet fewer than all four of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading. Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (e.g. "Clinical Investigators" or "Participating Investigators"), and their contributions should be specified (e.g., "served as scientific advisors," "critically reviewed the study proposal," "collected data," "provided and cared for study patients", "participated in writing or technical editing of the manuscript"). Acknowledgment may imply endorsement by acknowledged individuals of a study's data and conclusions. Therefore, the corresponding author must obtain permission to be acknowledged from all acknowledged individuals.

The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript. Once submitted the order cannot be changed without written consent of all the contributors. The journal prescribes a maximum number of authors for manuscripts depending upon the type of manuscript, its scope and number of institutions involved (v. The authors should provide a justification, if the number of authors exceeds these limits.

#### Contribution Details



Contributors should provide a description of contributions made by each of them towards the manuscript. Description should be divided in following categories, as applicable: concept, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing and manuscript review. Authors' contributions will be printed along with the article. One or more author should take responsibility for the integrity of the work as a whole from inception to published article and should be designated as 'guarantor'.

#### Conflicts of Interest/ Competing Interests



The Committee on Publication Ethics (COPE) states in its Guidelines on Good Publication Practice (2003) that: Conflicts of interest arise when authors, reviewers, or editors have interests that are not fully apparent and that may influence their judgments on what is published and potentially bias the work reported. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived.

Examples of conflicts of interest might include the following, although it is not an exhaustive list:

- having received fees for consulting,
- having received direct or indirect research funding for the author(s) or for the associated department(s) or organization(s)
- holding stocks or shares in a company which might be affected by the publication of the paper OR having been employed by a related company,

If there are other interests which the reasonable reader might feel has affected the research, the author(s) need(s) to declare them.

**Author obligations regarding Conflicting Interests:** In the Journal Publishing Contributor Agreement, the author(s) will be asked to certify that:

1. all forms of financial support, including pharmaceutical company support, are acknowledged in the submitted article,

2. whether the project was initiated and analyzed by the investigator or by the funding source is divulged in the submitted article,
3. any commercial or financial involvements that might present an appearance of a conflict of interest related to the submitted article are disclosed in an accompanying covering letter,
4. no agreement was signed with any sponsor of the research reported in the submitted article, which prevent(s) the author(s) from publishing both positive and negative results or that forbid(s) from publishing the said research without the prior approval of the sponsor.

All authors of Yoga Mīmāṃsā must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript. If there are no conflicts of interest, the author(s) should state, "The authors declare that there are no conflicts of interest."

Submission of Manuscripts



All manuscripts must be submitted on-line through the website <http://www.journalonweb.com/ym>. First time users will have to register at this site. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the site using their user name and password. Authors do not have to pay for submission, processing or publication of articles. If you experience any problems, please contact the editorial office by e-mail at editor [AT] ym-kdham . in

The submitted manuscripts that are not as per the "Instructions to Authors" would be returned to the authors for technical correction, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of two separate files:

#### [1] Title Page/First Page File/Covering letter:

This file should provide

1. The type of manuscript (original article, case report, review article, Letter to editor, Images, etc.) title of the manuscript, running title, names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited, . All information which can reveal your identity should be here. Use text/rtf/doc files. Do not zip the files.
2. The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references, tables and abstract), word counts for introduction + discussion in case of an original article;
3. Source(s) of support in the form of grants, equipment, drugs, or all of these;
4. Acknowledgement, if any. One or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support. This should be included in the title page of the manuscript and not in the main article file.
5. If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was read. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
6. Registration number in case of a clinical trial and where it is registered (name of the registry and its URL)
7. Conflicts of Interest of each author/ contributor. A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form
8. Criteria for inclusion in the authors'/ contributors' list
9. A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work, if that information is not provided in another form (see below); and
10. The name, address, e-mail, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.

[2] **Blinded Article file:** The main text of the article, beginning from Abstract till References (including tables) should be in this file. The file must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgements. Page headers/running title can include the title but not the authors' names. Manuscripts not in compliance with the Journal's blinding policy will be returned to the corresponding author. Use rtf/doc files. Do not zip the files. **Limit the file size to 1 MB.** Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file. The pages should be numbered consecutively, beginning with the first page of the blinded article file.

[3] **Images:** Submit good quality color images. **Each image should be less than 2 MB in size.** Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1600 x 1200 pixels or 5-6 inches). Images can be submitted as jpeg files. Do not zip the files. Legends for the figures/images should be included at the end of the article file.

[4] **The contributors' / copyright transfer form** (template provided below) has to be submitted in original with the signatures of all the contributors within two weeks of submission via

courier, fax or email as a scanned image. Print ready hard copies of the images (one set) or digital images should be sent to the journal office at the time of submitting revised manuscript. High resolution images (up to 5 MB each) can be sent by email.

Contributors' form / copyright transfer form can be submitted online from the authors' area on <http://www.journalonweb.com/ym>.

Preparation of Manuscripts



For preparation of manuscripts, the specific requirements of YM are summarized below. Before submitting a manuscript, contributors are requested to check for the latest instructions available from the website of the journal ([www.ym-kdham.in](http://www.ym-kdham.in)).

YM publishes manuscripts in **American** English. So, contributors are requested to submit their manuscripts in American English for uniformity of content. Authors need to use the Times New Roman font with 12 point text size. Any diacritical marks/English transliterations for Sanskrit used in the manuscript will **strictly** need to be in the Times New Roman font. The Times New Roman font of Windows 7 and higher OS have all the required diacritical marks/Sanskrit transliterations. After selecting the Time New Roman font in MS-Word, authors need to select the Insert Tab, click Symbols, and then More Symbols. This will open a pop-up box. In this box near Subset, select the option Latin Extended-A and Latin Extended Additional for almost all diacritical marks/English transliterations for Sanskrit. Any Devanāgarī script used in the Article file needs to be in the Siddhānta font, which is available for free download from [www.svayambhava.org](http://www.svayambhava.org). Please note that in order to install the Siddhānta font, you need to be logged in as the Administrator of the system. Also, it is mandatory for all authors using Devanāgarī script to mention its English transliteration right below it. However, it is not mandatory to use Devanāgarī script if the authors use only English transliterations of Sanskrit verses.

### Referencing: APA style

YM follows the American Psychological Association (APA) style of referencing for in-text citations as well as the Reference list. According to this style, the Reference list should be in **alphabetical order with hanging indent**. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. The types of references commonly cited are illustrated below and are to be **followed exactly** as per the relevant citation format.

Following are the descriptions of the words used:

**Hanging Indent:** The first line of the paragraph or reference appears as if hanging. Please see references below for illustrations.

**In-Text Citation (Paraphrase):** An entry that appears in the body of your research paper when you refer to and express the ideas of another researcher or author using your own words.

**In-Text Citation (Quotation):** An entry that appears in the body of your research paper after a direct quote of another researcher or author.

**Reference:** An entry that appears at the end of your paper giving all possible details of the source referred to.

### *Journal article with one author*

#### General Format

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title*, Volume(issue), page range.doi:xx.xxxxxxxx  
OR Retrieved from URL of journal home page [if available].

#### Example

In-Text Citation (Paraphrase): (Pettigrew, 2009)

In-Text Citation (Quotation): (Pettigrew, 2009, p. 61)

Reference:

Pettigrew, T. F. (2009). Secondary transfer effect of contact: Do intergroup contact effects spread to noncontacted outgroups? *Social Psychology, 40*(2), 55-65. doi:10.1027/1864-9335.40.2.55

**Note: The commas, full-stops, italics wherever indicated, etc., are to be followed exactly for the reference.**

### Helpful Tips:

If a journal article has a **Digital Object Identifier (DOI)** listed, you will always include this identifier in your reference. You will not have to include the URL of the journal's home page or of the database from which you retrieved the article if a DOI is available.

The DOI is often found on the first page of an article. A DOI is a unique alphanumeric string that is used to identify a certain source (typically journal articles). Example:  
doi:10.1080/14622200410001676305

If you need more information about how to find a DOI, please refer to the APA tutorial on DOI at <http://www.apa.org/flash/pubs/databases/tutorials/doi/index.aspx>

If you viewed a journal article in an **online database** and it does not have a DOI, you will need to do a quick search outside of the database to locate the URL for the journal's home page. This information must be included in the reference. If the journal is no longer being published and it does not have a home page, then include the URL for the home page of the database from which you retrieved the article.

If you viewed a journal article in its **print format**, be sure to check if it has a DOI listed. If it does not, your reference to the article would end after you provide the page range of the article.

### Journal article with two authors

#### General Format

In-Text Citation (Paraphrase): (First Author Surname & Second Author Surname, Year)

In-Text Citation (Quotation): (First Author Surname & Second Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title, Volume*(issue), page range. doi:xx.xxxxxxxx OR Retrieved from URL of journal home page [if available].

#### Example 1

In-Text Citation (Paraphrase): (Paterson & Thorne, 2003)

In-Text Citation (Quotation): (Paterson & Thorne, 2003, p. 30)

Reference:

Paterson, B. L., & Thorne, S. (2003). Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing Research, 35*(3), 26-38.

#### Example 2

In-Text Citation (Paraphrase): (Sillick & Schutte, 2006)

In-Text Citation (Quotation): (Sillick & Schutte, 2006, p. 43)

Reference:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

## ***Journal article with three-five authors***

### **General Format**

In-Text Citation (Paraphrase): (Author Surname, Author Surname, & Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Author Surname, & Author Surname, Year, page number)

**Note:** Only the first in-text citation for a work with three to five authors/editors includes all of the names of the authors/editors. Subsequent in-text citations include only the first author's/editor's surname, followed by et al. and the year.

Reference:

Author Surname, First Initial. Second Initial., Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title, Volume*(issue), page range. doi:xx.xxxxxxxx OR Retrieved from URL of journal home page [if available].

### **Example 1**

In-Text Citation (Paraphrase): (Westhues, Lafrance, & Schmidt, 2001)

**Note:** A subsequent in-text citation would appear as (Westhues et al., 2001)

In-Text Citation (Quotation): (Westhues, Lafrance, & Schmidt, 2001, p. 40)

**Note:** If quoting from the same page, a subsequent in-text citation would appear as (Westhues et al., 2001, p. 40)

Reference:

Westhues, A., Lafrance, J., & Schmidt, G. (2001). A SWOT analysis of social work education in Canada. *Social Work Education, 20*(1), 35- 56. doi:10.1080/02615470020028364

### **Example 2**

In-Text Citation (Paraphrase): (Brinkworth, Noakes, Buckley, Keogh, & Clifton, 2009)

**Note:** A subsequent in-text citation would appear as (Brinkworth et al., 2009)

In-Text Citation (Quotation): (Brinkworth, Noakes, Buckley, Keogh, & Clifton, 2009, p. 27)

**Note:** If quoting from the same page, a subsequent in-text citation would appear as (Brinkworth et al., 2009, p. 27)

Reference:

Brinkworth, G. D., Noakes, M., Buckley, J. D., Keogh, J. B., & Clifton, P. M. (2009). Long-term effects of a very-low-carbohydrate weight loss diet compared with an isocaloric low-fat diet after 12 mo. *American Journal of Clinical Nutrition 90*(1),23-32. doi:10.3945/ajcn.2008.27326

## ***Journal article with six or more authors***

### **General Format**

In-Text Citation (Paraphrase): (Author Surname et al., Year)

In-Text Citation (Quotation): (Author Surname et al., Year, page number)

Reference:

Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). Article title: Subtitle. *Journal Title, Volume*(issue), page range. doi:xx.xxxxxxxx [if available] OR Retrieved from URL of journal home page[if available].

**Note:** If an article has eight or more authors, list the names of the first six authors followed by ellipses (i.e. 3 dots OR . . .) and then the last author's name in the Reference list

### Example

In-Text Citation (Paraphrase): (Dietz et al., 2007)

In-Text Citation (Quotation): (Dietz et al., 2007, p. 1517)

Reference:

Dietz, P. M., Williams, S. B., Callaghan, W. M., Bachman, D. J., Whitlock, E. P., & Hornbrook, M. C. (2007). Clinically identified maternal depression before, during, and after pregnancies ending in live births. *American Journal of Psychiatry, 164*(10), 1515-1520. Retrieved from <http://ajp.psychiatryonline.org/>

If the article has eight or more authors:

Dietz, P. M., Williams, S. B., Callaghan, W. M., Bachman, D. J., Whitlock, E. P., & Hornbrook, M. C., ... Stanley, D. (2007). Clinically identified maternal depression before, during, and after pregnancies ending in live births. *American Journal of Psychiatry, 164*(10), 1515-1520. Retrieved from <http://ajp.psychiatryonline.org/>

### **Book with one author/editor**

#### **General Format**

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. Place of Publication: Publisher.

### Example

In-Text Citation (Paraphrase): (Franks, 2005)

In-Text Citation (Quotation): (Franks, 2005, p. 148)

Reference:

Franks, A. (2005). *Margaret Sanger's eugenic legacy: The control of female fertility*. Jefferson, NC: McFarland & Company.

**Note:** If you are dealing with one editor instead of one author, you would simply insert the editor's name in the place where the author's name is now, followed by "(Ed.)" without the quotation marks. The rest of the format would remain the same. For example:

Franks, A. (Ed.) (2005). *Margaret Sanger's eugenic legacy: The control of female fertility*. Jefferson, NC: McFarland & Company.

### **Book with two authors/editors**

## General Format

In-Text Citation (Paraphrase): (Author Surname & Author Surname, Year)

In-Text Citation (Direct Quote): (Author Surname & Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. Place of Publication: Publisher.

## Example

In-Text Citation (Paraphrase): (Burley & Harris, 2002)

In-Text Citation (Direct Quote): (Burley & Harris, 2002, p. 153)

Reference:

Burley, J., & Harris, J. (2002). *A companion to genethics*. Malden, MA: Blackwell.

For an edited book:

Burley, J., & Harris, J. (Eds.). (2002). *A companion to genethics*. Malden, MA: Blackwell.

## **Book with three to five authors/editors**

### General Format

In-Text Citation (Paraphrase):(Author Surname, Author Surname, & Author Surname, Year)

In-Text Citation (Direct Quote): (Author Surname, Author Surname, & Author Surname, Year, page number)

**Note:** Although the first in-text citation for a work with three to five authors/editors includes all of the names of the authors/editors, subsequent citations include only the first author's/editor's surname, followed by et al. and the year.

Reference:

Author Surname, First Initial. Second Initial., Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle*. Place of Publication: Publisher.

### Example

In-Text Citation (Paraphrase): (Johnson, Roberts, & Worell, 1999)

**Note:** A subsequent in-text citation would appear as (Johnson et al., 1999)

In-Text Citation (Direct Quote): (Johnson, Roberts, & Worell, 1999, p. 72)

**Note:** If quoting from the same page, a subsequent in-text citation would appear as (Johnson et al., 1999, p. 72)

Reference:

Johnson, N. G., Roberts, M. C., & Worell, J. (1999). *Beyond appearance: A new look at adolescent girls*. Washington, DC: American Psychological Association.

For an edited book:

Johnson, N. G., Roberts, M. C., & Worell, J. (Eds.). (1999). *Beyond appearance: A new look at adolescent girls*. Washington, DC:

American Psychological Association.

### **Book edition other than the first**

Second edition = 2nd ed.

Third edition = 3rd ed.

Fourth edition = 4th ed.

Revised edition = Rev. ed.

### **General Format**

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle* (edition). Place of Publication: Publisher.

### **Example**

In-Text Citation (Paraphrase):(Harris, 2001)

In-Text Citation (Quotation): (Harris, 2001, p. 50)

Reference:

Harris, L. A. (2001). *Canadian copyright law* (3rd ed.). Toronto, ON: McGraw Hill Ryerson.

### **Article/chapter in an edited book**

#### **General Format**

In-Text Citation (Paraphrase): (Author Surname [of Chapter or Article], Year)

In-Text Citation (Quotation): (Author Surname [of Chapter or Article], Year, page number)

Reference:

Author Surname [of Chapter or Article], First Initial. Second Initial. (Year). Article or chapter title. In Editor First Initial. Second Initial. Surname (Ed.), *Book title: Subtitle* (pp. page range of article or chapter). Place of Publication: Publisher.

#### **Example 1: One editor**

In-Text Citation (Paraphrase): (Lawrence, 2003)

In-Text Citation (Quotation): (Lawrence, 2003, p. 526)

Reference:

Lawrence, J. A. (2003). Goal-directed activities and life-span development. In J. Valsiner (Ed.), *Handbook of developmental psychology* (pp. 517-533). London, England: Sage Publications.

#### **Example 2: More than one editor**

In-Text Citation (Paraphrase): (Lawrence & Dodds, 2003)

In-Text Citation (Quotation): (Lawrence & Dodds, 2003, p. 526)

Reference:

Lawrence, J. A., & Dodds, A. E. (2003). Goal-directed activities and life-span development. In J. Valsiner & K. Connolly (Eds.), *Handbook of developmental psychology* (pp. 517-533). London, England: Sage Publications.

### **Book with no author**

#### **General Format**

In-Text Citation (Paraphrase): (*Book title* [usually shortened], Year)

In-Text Citation (Quotation): (*Book title* [usually shortened], Year, page number)

Reference:

*Book title: Subtitle*. (Year). Place of Publication: Publisher.

#### **Example**

In-Text Citation (Paraphrase): (*Merriam-Webster's*, 2005)

In-Text Citation (Quotation): (*Merriam-Webster's*, 2005, p. 3)

Reference:

*Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Springfield, MA: Merriam-Webster.

### **E-book**

#### **General Format**

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle* [Version]. doi:xx.xxxxxxxx [OR] Retrieved from URL of the home page of the e-book provider.

#### **Example**

In-Text Citation (Paraphrase): (Ochs, 2004)

In-Text Citation (Quotation): (Ochs, 2004, p. 55)

Reference:

Ochs, S. (2004). *A history of nerve functions: From animal spirits to molecular mechanisms* [ebrary Reader version]. Retrieved from <http://www.ebrary.com/corp/>

## ***Translated book***

### **General Format**

In-Text Citation (Paraphrase): (Original Author Surname, Year Originally Published/Year of Translation)

In-Text Citation (Quotation): (Original Author Surname, Year Originally Published/Year of Translation, page number)

Reference:

Original Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle* (Translator's First Initial. Second Initial. Surname, Trans.). Place of Publication: Publisher. (Original work published Year).

### **Example**

In-Text Citation (Paraphrase): (Laplace, 1814/1951)

In-Text Citation (Quotation): (Laplace, 1814/1951, p. 148)

Reference:

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover.  
(Original work published 1814).

## ***Unpublished and/or handwritten manuscripts with no date and/or no author***

APA Citation Style does not have a separate category for unpublished and/or handwritten manuscripts. However, some helpful tips and suggestions are given below to provide maximum reference information.

### **Format for no date**

Lastname, First Initial. Second Initial. [if available] (n.d.). *Title of the manuscript* (Unpublished manuscript). Retrieved from Name of Institution, Location. (Accession or Order No. [number])

### **Example**

Kapālakuraṅṭaka. (n.d.). *Āsanayoga* (Unpublished Sanskrit manuscript). Retrieved from Kaivalyadhama Library, Lonavala, MH.  
(Accession No. 29126)

### **Format for no date and no author**

*Title of the manuscript* (Unpublished manuscript). (n.d.). Retrieved from Name of Institution, Location. (Accession or Order No. [number])

### **Example**

*Siddhāntamuktāvalī* (Unpublished manuscript). (n.d.). Retrieved from Kaivalyadhama Library, Lonavala, MH. (Accession No. 15787)

## ***Government publication***

APA Citation Style does not have a separate category for government publications. However, some helpful tips and suggestions are given below.

### **Helpful Tips:**

- Treat a government document as a book, report, or brochure.

- If a person is named on the title page, use her or him as author.
- If no person is named, use the government agency, department, or branch as a group author.
- Give the name of the group author exactly as it appears on the title page. If the branch or agency is not well known, include its higher department first.
- If the group author is also the publisher, just use the word “Author” after the location.
- If there is a series or report number, include it after the title.

### General Format

In-Text Citation (Paraphrase): (Author Surname OR Name of Government Organization, Year)

In-Text Citation (Quotation): (Author Surname OR Name of Government Organization, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. [OR] Government Name. [OR] Name of Government Agency. (Year). *Title: Subtitle*  
(Report No. xxx [if available]). Place of Publication: Publisher.

### Example 1

In-Text Citation (Paraphrase): (Gilmore et al., 1999)

In-Text Citation (Quotation): (Gilmore et al., 1999, p. 5)

Reference:

Gilmore, J., Woollam, P., Campbell, T., McLean, B., Roch, J., & Stephens, T. (1999). *Statistical report on the health of Canadians: Prepared by the Federal, Provincial and Territorial Advisory Committee on Population Health*. Charlottetown, PEI: Health Canada, Statistics Canada, Canadian Institute for Health Information.

### Example 2

In-Text Citation (Paraphrase): (Edwards, Sims-Jones, Hotz, & Cushman, 1997)

In-Text Citation (Quotation): (Edwards, Sims-Jones, Hotz, & Cushman, 1997, p. 2)

Reference:

Edwards, N., Sims-Jones, N., Hotz, S., & Cushman, R. (1997). *Development and testing components of a multifaceted intervention program to reduce the incidence of smoking relapse during pregnancy and post-partum of both women and their partners*. Report prepared for Health Canada at the Community Health Research Unit, University of Ottawa, Canada.

### Example 3

In-Text Citation (Paraphrase): (Ontario Ministry of Health, 1994)

In-Text Citation (Quotation): (Ontario Ministry of Health, 1994, p. 7)

Reference:

Ontario Ministry of Health. (1994). *Selected findings from the mental health supplement of the Ontario Health Survey*. Ottawa, ON: Queen's Printer for Ontario.

### Example 4

In-Text Citation (Paraphrase): (U. S. Food and Drug Administration, 2004)

In-Text Citation (Quotation): (U. S. Food and Drug Administration, 2004, p. 8)

Reference:

U. S. Food and Drug Administration/Center for Drug Evaluation and Research. (2004). *Worsening depression and suicidality in*

*patients being treated with antidepressant medications: FDA public health advisory.* Washington, DC: Author.

### ***An Entry in an Encyclopedia***

#### **General Format**

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial. (Year). Article title. In *Book title*. (Vol. no., pp. page range of article). Place of Publication: Publisher.

#### **Example**

In-Text Citation (Paraphrase): (Bergmann, 1993)

In-Text Citation (Quotation): (Bergmann, 1993, p. 148)

Reference:

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica*. (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

### ***Basic web page***

#### **Helpful Tips:**

- When citing sources that you find on the Internet you need to include a retrieval date only if the information you viewed is likely to change over time. If you reference an article from Wikipedia, for example, you would include a retrieval date because information in a wiki can be subject to a lot of change.
- Sometimes websites are missing pieces of information that you would typically use when citing them, like an author or a date. You can use the table created by APA to help you deal with these sources. The table can be downloaded at <http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apa-style---table-1.pdf>

#### **General Format**

In-Text Citation (Paraphrase): (Author Surname, Year)

In-Text Citation (Quotation): (Author Surname, Year, page or paragraph number [if available])

Reference:

Personal or Corporate Author. (Last update or copyright date). *Title of specific document*. Retrieved from URL of specific document

**Note:** If the last update or copyright date is not known, put "n.d." This stands for no date.

#### **Example**

In-Text Citation (Paraphrase): (Browning, 1993)

In-Text Citation (Quotation): (Browning, 1993, para. 12)

Reference:

Browning, T. (1993). *A brief historical survey of women writers of science fiction*. Retrieved from <http://www.cwrl.utexas.edu/~tonya/Tonya/sf/history.html>

For date of last update or copyright not known:

Browning, T. (n.d.). *A brief historical survey of women writers of science fiction*. Retrieved from <http://www.cwrl.utexas.edu/~tonya/Tonya/sf/history.html>

### **Website document with no author and/or no date**

#### **Helpful Tips:**

- When citing sources that you find on the Internet you need to include a retrieval date only if the information you viewed is likely to change over time. If you reference an article from Wikipedia, for example, you would want to include a retrieval date because information in a wiki can be subject to a lot of change.
- Sometimes websites are missing pieces of information that you would typically use when citing them, like an author or a date. You can use the table created by APA to help you deal with these sources. The table can be downloaded at <http://blog.apastyle.org/files/how-to-cite-something-you-found-on-a-website-in-apa-style---table-1.pdf>

#### **General Format**

In-Text Citation (Paraphrase): (Title of specific document, Year)

In-Text Citation (Quotation): (Title of specific document, Year, page or paragraph number [if available])

**Note:** If the title of a document is long, use a shortened version for the in-text citations.

Reference:

Title of specific document. (Last update or copyright date; if not known, put n.d.). In *Title of website*. Retrieved from URL of specific document

#### **Example 1**

In-Text Citation (Paraphrase): (Neurology, n.d.)

In-Text Citation (Quotation): (Neurology, n.d.)

Reference:

Neurology. (n.d.). In *Wikipedia*. Retrieved August 8, 2014, from <http://en.wikipedia.org/wiki/Neurology>

#### **Example 2**

In-Text Citation (Paraphrase): (New France, 2013)

In-Text Citation (Quotation): (New France, 2013, para. 3)

Reference:

New France. (2013). In *Canada History*. Retrieved April 8, 2014, from <http://www.canadahistory.com>

### **Conference proceedings**

#### **General Format**

In-Text Citation (Paraphrase): (Author Surname & Author Surname, Year)

In-Text Citation (Direct Quote): (Author Surname & Author Surname, Year, page number)

Reference:

Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Eds.). (Year). Proceedings from *The name of the conference/symposium*. Place of Publication: Publisher.

### Example

In-Text Citation (Paraphrase): (Schnase & Cunnius, 1995)

In-Text Citation (Direct Quote): (Schnase & Cunnius, 1995, p. 153)

Reference:

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

## Dissertations/theses

### Dissertation, Published:

#### Format

Lastname, F. N. (Year). *Title of doctoral dissertation/master's thesis* (Doctoral dissertation/Master's thesis). Retrieved from Name of database/URL. (Accession or Order No. [number]) [if available]

#### Examples

Mitchell, J. D. (2010). *National debt facts and their impact on the Indiana state budget* (Master's thesis). Retrieved from ProQuest Dissertations and Theses database. (UMI No. 1434728)

Andrews, B. R. (2011). *National debt facts and their impact on the Indiana state budget* (Doctoral dissertation). Retrieved from <http://www.ohiolink.edu/etd/>

### Dissertation, Unpublished:

#### Format

Lastname, F. N. (Year). *Title of doctoral dissertation/master's thesis* (Unpublished doctoral dissertation/master's thesis). Name of Institution, Location.

#### Example

Bucket, F. M. (2011). *Effects of the national debt on the budget for the state of Indiana* (Unpublished master's thesis). Ball State University, Muncie, IN.

For more information about citing other types of print and electronic sources such as newspaper items, magazines, blogs, etc., in APA style, please refer to <http://rdc.libguides.com/apa> and/or <https://owl.english.purdue.edu/owl/resource/560/01/>.

## Tables

- Tables should be self-explanatory and should not duplicate textual material.

- Tables with more than 10 columns and 25 rows are not acceptable.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
- Place explanatory matter in footnotes, not in the heading.
- Explain in footnotes all non-standard abbreviations that are used in each table.
- Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.
- For footnotes use the following symbols, in this sequence: \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡
- Tables with their legends should be provided at the end of the text after the references. The tables along with their number should be cited at the relevant place in the text

### Illustrations (Figures)

- Upload the images in JPEG format. The file size should be within 1024 kb in size while uploading.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction to fit the width of a printed column.
- Symbols, arrows, or letters used in photomicrographs should contrast with the background and should be marked neatly with transfer type or by tissue overlay and not by pen.
- Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.
- When graphs, scatter-grams or histograms are submitted the numerical data on which they are based should also be supplied.
- The photographs and figures should be trimmed to remove all the unwanted areas.
- If photographs of individuals are used, their pictures must be accompanied by written permission to use the photograph.
- If a figure has been published elsewhere, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. A credit line should appear in the legend for such figures.
- Legends for illustrations: Type or print out legends (maximum 40 words, excluding the credit line) for illustrations using double spacing, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one in the legend. Explain the internal scale (magnification) and identify the method of staining in photomicrographs.
- Final figures for print production: Send sharp, glossy, un-mounted, color photographic prints, with height of 4 inches and width of 6 inches at the time of submitting the revised manuscript. Print outs of digital photographs are not acceptable. If digital images are the only source of images, ensure that the image has minimum resolution of 300 dpi or 1800 x 1600 pixels in TIFF format. Send the images on a CD. Each figure should have a label pasted (avoid use of liquid gum for pasting) on its back indicating the number of the figure, the running title, top of the figure and the legends of the figure. Do not write the contributor/s' name/s. Do not write on the back of figures, scratch, or mark them by using paper clips.
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Types of Manuscripts



### ORIGINAL ARTICLES:

These include randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case- control series, and surveys with high response rate. The text of original articles amounting to up to 3000 words (excluding Abstract, references and Tables) should be divided into sections with the headings Abstract, Key-words, Introduction, Material and Methods, Results, Discussion, References, Tables and Figure legends. Relevant templates are available for download at the bottom of the page.

**Introduction:** State the purpose and summarize the rationale for the study or observation.

**Materials and Methods:** It should include and describe the following aspects:

**Ethics:** When reporting studies on human beings, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (available at [http://www.wma.net/e/policy/17-c\\_e.html](http://www.wma.net/e/policy/17-c_e.html)). For prospective studies

involving human participants, authors are expected to mention about approval of (regional/ national/ institutional or independent Ethics Committee or Review Board, obtaining informed consent from adult research participants and obtaining assent for children aged over 7 years participating in the trial. The age beyond which assent would be required could vary as per regional and/ or national guidelines. Ensure confidentiality of subjects by desisting from mentioning participants' names, initials or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate whether the institution's or a national research council's guide for, or any national law on the care and use of laboratory animals was followed. Evidence for approval by a local Ethics Committee (for both human as well as animal studies) must be supplied by the authors on demand. Animal experimental procedures should be as humane as possible and the details of anesthetics and analgesics used should be clearly stated. The ethical standards of experiments must be in accordance with the guidelines provided by the CPCSEA and World Medical Association Declaration of Helsinki on Ethical Principles for Medical Research Involving Humans for studies involving experimental animals and human beings, respectively). The journal will not consider any paper which is ethically unacceptable. A statement on ethics committee permission and ethical practices must be included in all research articles under the 'Materials and Methods' section.

### **Study design:**

*Selection and Description of Participants:* Describe your selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population. *Technical information:* Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration.

Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT Statement (<http://www.consort-statement.org>).

### **Reporting Guidelines for Specific Study Designs**

<b>Guideline</b>	<b>Type of Study</b>	<b>Source</b>
<b>STROBE</b>	Observational studies including cohort, case-control, and cross-sectional studies	<a href="https://www.strobe-statement.org/index.php?id=available-checklists">https://www.strobe-statement.org/index.php?id=available-checklists</a>
<b>CONSORT</b>	Randomized controlled trials	<a href="http://www.consort-statement.org">http://www.consort-statement.org</a>
<b>SQUIRE</b>	Quality improvement projects	<a href="http://squire-statement.org/index.cfm?fuseaction=Page.ViewPage&amp;PageID=471">http://squire-statement.org/index.cfm?fuseaction=Page.ViewPage&amp;PageID=471</a>
<b>PRISMA</b>	Systematic reviews and meta-analyses	<a href="http://prisma-statement.org/PRISMAStatement/Checklist.aspx">http://prisma-statement.org/PRISMAStatement/Checklist.aspx</a>
<b>STARD</b>	Studies of diagnostic accuracy	<a href="https://pubs.rsna.org/doi/full/10.1148/radiol.2015151516">https://pubs.rsna.org/doi/full/10.1148/radiol.2015151516</a>
<b>CARE</b>	Case Reports	<a href="https://www.care-statement.org/resources/checklist">https://www.care-statement.org/resources/checklist</a>
<b>AGREE</b>	Clinical Practice Guidelines	<a href="https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf">https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf</a>

The reporting guidelines for other type of studies can be found at <https://www.equator-network.org/reporting-guidelines/>.

**Statistics:** Whenever possible quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Authors should report

losses to observation (such as, dropouts from a clinical trial). When data are summarized in the Results section, specify the statistical methods used to analyze them. Avoid non-technical uses of technical terms in statistics, such as 'random' (which implies a randomizing device), 'normal', 'significant', 'correlations', and 'sample'. Define statistical terms, abbreviations, and most symbols. Specify the computer software used. Use upper italics (*P* 0.048). For all *P* values include the exact value and not less than 0.05 or 0.001. Mean differences in continuous variables, proportions in categorical variables and relative risks including odds ratios and hazard ratios should be accompanied by their confidence intervals.

**Results:** Present your results in a logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations. Extra or supplementary materials and technical detail can be placed in an appendix where it will be accessible but will not interrupt the flow of the text; alternatively, it can be published only in the electronic version of the journal.

When data are summarized in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Where scientifically appropriate, analyses of the data by variables such as age and sex should be included.

**Discussion:** Include summary of *key findings* (primary outcome measures, secondary outcome measures, results as they relate to a prior hypothesis); *Strengths and limitations* of the study (study question, study design, data collection, analysis and interpretation); *Interpretation and implications* in the context of the totality of evidence (is there a systematic review to refer to, if not, could one be reasonably done here and now?, what this study adds to the available evidence, effects on patient care and health policy, possible mechanisms); *Controversies* raised by this study; and *Future research directions* (for this particular research collaboration, underlying mechanisms, clinical research).

Do not repeat in detail data or other material given in the Introduction or the Results section. In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses. Avoid claiming priority and alluding to work that has not been completed. New hypotheses may be stated if needed, however they should be clearly labeled as such. About 30 references can be included. These articles generally should not have more than six authors.

#### **REVIEW ARTICLES:**

It is expected that these articles would be written by individuals who have done substantial work on the subject or are considered experts in the field. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript.

The prescribed word count is up to 3000 words excluding tables, references and abstract. The manuscript may have about 90 references. The manuscript should have an unstructured Abstract (250 words) representing an accurate summary of the article. The section titles would depend upon the topic reviewed. Authors submitting review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.

The journal expects the contributors to give post-publication updates on the subject of review. The update should be brief, covering the advances in the field after the publication of the article and should be sent as a letter to editor, as and when major development occurs in the field.

#### **CASE REPORTS:**

New, interesting and rare cases can be reported. They should be unique, describing a great diagnostic or therapeutic challenge and providing a learning point for the readers. Cases with clinical significance or implications will be given priority. These communications could be of up to 1000 words (excluding Abstract and references) and should have the following headings: Abstract (unstructured), Key-words, Introduction, Case report, Discussion, Reference, Tables and Legends in that order.

The manuscript could be of up to 1000 words (excluding references and abstract) and could be supported with up to 10 references. Case Reports could be authored by up to four authors.

#### **LETTERS TO THE EDITOR:**

A Letter to the Editor generally takes one of the following forms:

1. A substantial re-analysis or critique of a previously published article in Yoga Mīmāṃsā.
2. An article that may not cover 'standard research' but that is of general interest to the broad readership of Yoga Mīmāṃsā.
3. A brief report of research findings adequate for the journal's scope and of particular interest to the community.

Letters to the Editor may be edited for clarity or length and may be subject to peer review at the editors' discretion. It could be generally authored by not more than four authors. The letter could have up to 500 words and 5 references. For the above-mentioned second and third forms, a short unstructured abstract of not more than 100 words of the major points raised, making evident the key work highlighted in the article, is essential. Please do not use abbreviations or references in the abstract.

#### **OTHER:**

Book Reviews, Guest Editorial, Commentary and Opinion are also solicited by the editorial board.

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Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

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2. If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

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The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the "First Page" or "Covering Letter" file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the 'referees' remarks along with point to point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or colored text in the article.

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#### Checklist



##### Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

##### Authors

- Last name and given name provided along with Middle name initials (where applicable)

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- Number of contributors restricted as per the instructions
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- Double spacing
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- Title page contains all the desired information
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (structured abstract of 250 words for original articles, unstructured abstracts of about 150 words for all other manuscripts excluding letters to the Editor)
- Key words provided (three or more)
- Introduction of 75-100 words
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- References according to the journal's instructions, punctuation marks checked
- Send the article file without 'Track Changes'

#### **Language and grammar**

- Uniformly American English
- Write the full term for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measure. Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out
- Check the manuscript for spelling, grammar and punctuation errors
- If a brand name is cited, supply the manufacturer's name and address (city and state/country).
- Species names should be in italics

#### **Tables and figures**

- No repetition of data in tables and graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
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- Labels pasted on back of the photographs (no names written)
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