

Types of Manuscripts

Review articles:

Definition: Types of review articles include: Critical review, Literature review/Narrative review, Mapping review, Meta analysis, Mixed study review, Overview, Systematic review, Rapid review, Scoping review, Systemized review, Umbrella review.

They should be written by authors considered expert on the subject. Therefore, the corresponding author of the review article must be one of the authors of at least three articles presented in reference section.

Number of words, tables/figures and references: The text of review articles amounting to utmost 3500 words (excluding abstract, references and tables). Review articles must include an abstract (structured) of no more than 250 words. Review articles should contain no more than 5500-6000 words totally. The number of tables 6, figures 6 and references should be about 90 consequently.

Original articles:

Definition: This includes randomized controlled trials, intervention studies, and studies of screening /diagnostic test, outcome studies and cost-effectiveness analysis.

Sections: The text of original articles should include: Title, Abstract (Structured), Keywords (max. 5), Introduction, Material & Methods, Results, Discussion, Conclusion, Ethical Consideration, Acknowledgment and References.

Number of words, tables/figures and references: The text of original articles amounting to utmost 3000 words (excluding abstract, references, figures and tables). Original articles must include an abstract of no more than 250 words. Original articles should contain no more than 4000 words totally.

Short Communication:

Definition: Short communication or brief report of research works, containing new findings.

Sections: The short communication consists: Title, Abstract (structured), Keywords (max. 5), Introduction, Methods, Results, Discussion, Conclusion, Ethical Consideration, Acknowledgment and References.

Number of words, tables/figures and references: Short communications should not exceeding 2500 words from introduction through references. Short communication must include an abstract of no more than 150 words. Short communications should contain no more than 3000 words totally. The number of tables/figures should be in maximum 3.

Case Reports:

Definition: Case reports should provide exceptional interest for readers.

Sections: The case report consists of: Abstract (unstructured), Keywords (max3), Introduction, Case Report, Discussion, Ethical Consideration, Acknowledgment, and References.

Number of words, tables/figures and references: The text of case reports amounting to utmost 1000 words (excluding abstract, references, figures and tables). Case report must include an abstract of no more than 150 Words. Case reports should contain no more than 2500 words totally. The number of references should be in maximum 15.

Letter to Editor:

Definition: Letters could be of two types:

1. Commenting either on recently published articles in the journal
2. The scientific letter include: reporting cases, outbreaks, or original research.

Sections: letters should not be divided into sections.

Number of words, tables/figures and references: The letter should contain no more than 1000 words. The number of tables 2, figures 2 and references should be in maximum 10 consequently.

Guideline of Article Writing

1. Manuscript must be accompanied by a **covering letter** to the editor-in-chief, including title and author(s) name and undertaking that it has not been published or submitted elsewhere.
2. The title page of the paper should only contain the title, name(s), affiliation(s) and addresses (Tel, Fax, and Email) of the author(s).
3. Manuscript should be including: Title, Abstract, Introduction, Material & Methods, Results, Discussion, Conclusion, Ethical Consideration, Acknowledgment, and References.

- **Title:** Title must be short and suitable for content.
- **Abstract:** All manuscripts must including a brief abstract intelligible without reference to the main text. A structured abstract be organizes information with descriptive heading that begin flush with the left margin. Incomplete sentences are acceptable in a structured abstract for the sake of brevity. The structured abstract should be organized as; **Background, Methods** (no necessary for case report and literature review/narrative review), **Results** (no necessary for literature review/narrative review and case presentation for case report) and **Conclusion**.
- **Keywords:** 3-5 keywords should be presented which must be selected from the body of the text. Keywords should be provided below the abstract to assist with indexing of the article.
- **Introduction:** This should explain the purpose and the reasons for the study. It should neither review the subject extensively nor should it have data or conclusions of the study.
- **Material and Methods:** This should include: Research method, Population, Sample and Sampling method, Demographic characteristics, Instruments, Perform method, Statistical methods.
- **Results:** It must be presented in the form of text, table, and figures. The contents of the tables should not be all repeated in the text. Instead, a reference to the table number may be given.
- **Discussion:** This should emphasize the present findings and the variations or similarities with other works in the field of study. The detailed data should not be repeated again. Eventually, research limitations and recommendations should be mentioned.
- **Conclusion:** Conclusion should be based on the results.
- **Ethical consideration:** This section includes all ethical issues that must be committed research projects. These issues consist of professional ethics, research ethics, respect to humanistic ethical issues and obtain informed consent.
- **Acknowledgment:** All contributors who do not meet the criteria for authorship should be covered. It should include persons who provided technical help, writing assistance and departmental head that only provided general support. Financial and material support and conflict of interest must be written in this section.
- **References:** The reference system for our journal (*Int J Ethics Soc*) is based on Vancouver. You should write reference number (in parentheses) as they enter the text and arrange items in the references section in order to their entrance in the text not alphabetically. References should observed the following styles:

Article:

Bouman MPA, Brown WJ (2010). Ethical approaches to lifestyle campaigns. *J Mass Media Ethics*, 25 (1): 34-52.

Book:

Malmir M, Khanahmadi M, Farhud DD (2017). *Dogmatism fighting happiness*. 1sted, Lambert Publication, Germany.

Chapter of Book:

Siegler M. (2015). *Medical Indication*. In: AR Jonson, M Siegler, WJ Winslade (ed). *Clinical Ethics*. McGraw-Hill Education, New York.

Thesis:

Seif Farshad M. (2015). Ethical dimensions of medical care strategically program by comparative study [Ph.D. Thesis]. Shahid Beheshti University of Medical Science, Iran.

Monograph on the Internet:

UNESCO (2017). Ethics of science and technology. Available at: www.en.unesco.org/themes/ethics-science-and-technology. Accessed: 13 Aug 2017.

4. **Tables and figures:** Tables should be self contained and complement, but not duplicate, information contained in the text. Tables should be numbered consecutively. Each table should be presented in the text. All illustrations (line drawing and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Figures should be submitted as good quality.
5. Manuscript must be set up according to the following items:
 - The manuscript must be typed in Word 2010
 - Font: Times New Roman (headline: 14, context: 12, references: 10).
 - Line space: 1.15 cm
 - Margins: 2.54 cm of top, bottom, left and right
6. **Abbreviations and Symbols:** Use only standard abbreviations. Avoid using abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

