Journal of Laboratory Physicians
Author Instructions

Thank you for contributing to Journal of Laboratory Physicians. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

<table>
<thead>
<tr>
<th>APC Type</th>
<th>2020 Article Processing Charge (APC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Original Article-INR 10000/200 USD</td>
</tr>
<tr>
<td></td>
<td>Review Article-INR 7000/140 USD</td>
</tr>
<tr>
<td></td>
<td>Case series/Case report/Images and others-INR</td>
</tr>
<tr>
<td></td>
<td>5000/120 USD</td>
</tr>
<tr>
<td></td>
<td>Letter to Editor- INR 4000/100 USD</td>
</tr>
<tr>
<td></td>
<td>Editorials/Commentaries-None</td>
</tr>
</tbody>
</table>

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☐ AUTHOR INFORMATION
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  - Corresponding author: mailing address, telephone number

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  - Must be digital - hard copy submissions are not accepted

☐ ABSTRACT AND KEYWORDS
  - See the section Article Types for word limit

☐ CONFLICT OF INTEREST
  - Every named author must disclose their conflicts or lack thereof through ICMJE COI forms

☐ REFERENCES
  - Cited sequentially in AMA style

☐ FIGURES AND TABLES
  - Cited sequentially and included in the main document

☐ ART FILES
  - Must be saved separately from the main document

☐ PERMISSIONS
  - Required if you plan to reproduce content from a published source or include a photograph of a patient
  - Patient permission forms available at www.thieme.com/journal-authors
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MANUSCRIPT FORMAT</strong></td>
<td>3-7</td>
</tr>
<tr>
<td>Article Types</td>
<td></td>
</tr>
<tr>
<td>General Guidelines</td>
<td></td>
</tr>
<tr>
<td>Title Page</td>
<td></td>
</tr>
<tr>
<td>Abstract and Keywords</td>
<td></td>
</tr>
<tr>
<td>Main Document</td>
<td></td>
</tr>
<tr>
<td>Acknowledgments</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td></td>
</tr>
<tr>
<td>References</td>
<td></td>
</tr>
<tr>
<td>Figure Legends</td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td></td>
</tr>
<tr>
<td>Videos</td>
<td></td>
</tr>
<tr>
<td><strong>DIGITAL ARTWORK PREPARATION</strong></td>
<td>7</td>
</tr>
<tr>
<td>General Guidelines</td>
<td></td>
</tr>
<tr>
<td>Black and White Art</td>
<td></td>
</tr>
<tr>
<td>Color Art</td>
<td></td>
</tr>
<tr>
<td>Art Labels</td>
<td></td>
</tr>
<tr>
<td><strong>SUBMISSION PROCEDURE</strong></td>
<td>8</td>
</tr>
<tr>
<td>Submission Procedure</td>
<td></td>
</tr>
<tr>
<td>Revision Procedure</td>
<td></td>
</tr>
<tr>
<td>Peer-review Process</td>
<td></td>
</tr>
<tr>
<td><strong>PRODUCTION PROCEDURE</strong></td>
<td>9</td>
</tr>
<tr>
<td>Page Proofs</td>
<td></td>
</tr>
<tr>
<td><strong>POLICY STATEMENTS</strong></td>
<td>9</td>
</tr>
<tr>
<td>Statement on Liability</td>
<td></td>
</tr>
<tr>
<td>Definition of Authorship</td>
<td></td>
</tr>
<tr>
<td>Copyright Statement</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest Resolution</td>
<td></td>
</tr>
<tr>
<td>Statement of Ethics</td>
<td></td>
</tr>
<tr>
<td>Patient Permission Policy</td>
<td></td>
</tr>
<tr>
<td><strong>EDITORIAL CONTACTS</strong></td>
<td>11</td>
</tr>
</tbody>
</table>
MANUSCRIPT FORMAT

Article Types

The following graph shows what types of articles are accepted for publication, and what requirement they may have.

<table>
<thead>
<tr>
<th>Article Type</th>
<th>Abstract Limit</th>
<th>Keywords Limit</th>
<th>Title Limit</th>
<th>Tables/Figures Limit</th>
<th>References Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original article (up to 3,500 words)</td>
<td>Up to 350 words (Structured: Objectives, Materials and Methods, Statistical analysis, Results, Conclusions)</td>
<td>3 to 7 keywords</td>
<td>Up to 35 words</td>
<td>Approximately 5 tables/figures</td>
<td>Up to 40 references</td>
</tr>
<tr>
<td>Review article (up to 4,000 words)</td>
<td>Up to 400 words (Unstructured abstract)</td>
<td>3 to 7 keywords</td>
<td>Up to 35 words</td>
<td>Approximately 5 tables/figures</td>
<td>Up to 75 references</td>
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<tr>
<td>Editorial (up to 1,500 words)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Up to 15 references</td>
</tr>
<tr>
<td>Letter to Editor/Case Reports/Images up to 300-400 words</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Up to 5 references</td>
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<tr>
<td>In Response (up to 300 words)</td>
<td>n/a</td>
<td>n/a</td>
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<td>n/a</td>
<td>Up to 5 references</td>
</tr>
</tbody>
</table>

- **Original Article**: 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 3,500 words (excluding Abstract, references and Tables) should be divided into sections with the headings Abstract (Structured: Objectives, Materials and Methods, Statistical analysis, Results, Conclusions) up to 350 words, Key-words (3–7 MeSH words), Introduction, Materials and Methods, Results, Discussion, Conclusions, References Tables and Figure legends.

- **Brief Report**: These are similar to original research in that they follow the same format and guidelines, but are designed for small-scale research or research that is in early stages of development. These may include preliminary studies that utilize a simple research design or a small sample size and that have produced limited pilot data and initial findings that indicate need for further investigation. Brief reports are much shorter than manuscripts associated with a more advanced, larger-scale research project. The text of original articles amounting to up to 1,800 words (excluding Abstract, references and Tables) should be divided into sections with the headings: Abstract (Structured: Objectives, Materials and Methods, Statistical analysis, Results, Conclusions; up to 200 words), Key-words (3–7 MeSH words), Introduction, Materials and Methods, Results, Discussion, Conclusions, References (20 references), Tables and Figure legends.

- **Review Article**: It is expected that these articles would be written preferably by individuals who have done substantial work on the subject or are considered experts in the field. The prescribed word count is up to 4,000 words excluding tables, references and abstract. The manuscript may have about 75 references. The manuscript should have an unstructured Abstract (350–400 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.

- **Letter to the Editor (LTE):** These should be short and decisive observations. They should preferably be related to articles previously published in the Journal or views expressed in the journal. They should not be preliminary observations that need a later paper for validation. The letter could have up to 300 words and 5 references. It could be generally authored by not more than four authors. It should follow the response of authors with similar word count and references with the reading ‘In response.’

- **Editorial:** Editorials are solicited by the editorial board or Editor-in-Chief; should be up to 1,500 words and with no more than 15 references.

**General Guidelines**

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Keep the format of your manuscript simple and clear. We will set your manuscript according to our style—do not try to “design” the document.
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- Each figure should be saved as its own separate file. **Do not** embed figures within the manuscript file. This requires special handling by Thieme's Production Department.
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- Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.
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- This journal adheres to a **double-blinded peer-review policy**. The title page should **NOT** be included in the main document.
- The title page should list the article title and the corresponding author's full name, highest academic degrees (up to maximum 3), title, department, affiliation, mailing address, e-mail address, and telephone and fax numbers. It should also list the full name, degree, title, department, e-mail address and affiliation of every co-author.
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- Listing of each author’s role/participation in the authorship of the manuscript on the manuscript (on a separate page in the manuscript)
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**Abstract and Keywords**

See the section Article Types for word limits. Structured format (Objectives, Materials and Methods, Statistical analysis, Results, Conclusions) is necessary for original articles, not necessary for systematic reviews, and review articles. The abstract should briefly outline the content of the article and any conclusions it may reach. The keywords should be wording a reader would be likely to use in searching for the content of the article.
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- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
- Do not insert page or section breaks except where noted in the Author Instructions.
- Use hard returns (the Enter key) only at the end of a paragraph, not at the end of a line. Allow lines of text to break automatically in your word-processing software. Do not justify your text.
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- Create tables using the Table function in Microsoft Word.

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References should be the most recent and pertinent literature available. It is essential that they are complete and thoroughly checked. If the reference information is incomplete, good online sites to search for full details are the National Library of Medicine: www.nlm.nih.gov; Books in Print: www.booksinprint.com; PubMed: www.ncbi.nlm.nih.gov/PubMed/; or individual publisher Web sites.

- References must be listed in AMA style, using Index Medicus journal title abbreviations.
- References follow the article text. Insert a page break between the end of text and the start of references.
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- By way of exception to AMA style, do not italicize book titles or journal title abbreviations and do not put a period at the end of a reference.
- List all author names, up to and including six names. For more than six authors, list the first three followed by et al.
- References should be styled per the following examples:
  1. Citing a journal article:
  2. Citing a chapter in a book:
3. Citing a book:
   Stryer L. Biochemistry. 2nd ed. San Francisco: WH Freeman; 1981:559–596

4. Citing a thesis:

5. Citing a government publication:

6. Citing an online article:

7. Citing a symposium article:
   Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC

**Figure Legends**

- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
- Figures must be cited sequentially in the text. Number all figures (and corresponding figure legends) sequentially in the order they are cited in the text.
- Figure legends should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
- Figure legends should include a description of the figure and/or each lettered part (A, B, etc.) and of any portions of the figure highlighted by arrows, arrowheads, asterisks, etc.
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- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
- Any abbreviations used in the table should be explained at the end of the table in a footnote.
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- The following formats are acceptable: *.avi, *.mov and *.mpg.
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- All videos should include a clear, English language voice over explaining the demonstration or operation being presented. Be precise, informative, and clear in your speech. Re-record audio in post-production for sound quality.
- Be slow and deliberate in all movements. Be cautious of bad lighting, and white balance the camera each time you turn it on. Place the camera on a tripod and obscure the faces of any patients, or obtain a signed Statement of Consent.

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General Guidelines

- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
- Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.
- Acceptable figure file formats are .tif, .eps, .jpg, .pdf.
- Save each figure in a separate file.
- All black-and-white and color artwork should be at a resolution of 300 dpi (dots per inch) in TIFF format. Line art should be 1,200 dpi in EPS or TIFF format. Contact the Production Editor at Thieme if you are unsure of the final size.
- It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then has to be enlarged, its resolution (dpi) and clarity will decrease.

Note: Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and color artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

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- Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Thieme will only accept digital artwork.
- If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white.
- For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.

Color Art

- All color artwork should be saved in CMYK, not RGB.

Art Labels

- Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process.
- Use 1-point (or thicker) rules and leader lines.
• Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels.
• Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
• Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

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Submission Procedure

• Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
• Manuscripts must be submitted electronically at the following link: https://www.manuscriptmanager.net/jlp
• Always review your manuscript before submitting it. You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation email. You can also check the status of your manuscript by logging in to the submission system. The Editor in Chief will inform you via email once a decision has been made.

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• Should the editors decide that your article requires a revision, you will need to make the changes via a word-processing program and resubmit it electronically. All changes should be made using “Track Changes” and highlighted with yellow, so that reviewers could follow the changes easily. Failure to do so will require resubmission and delay in article decision process.
• Log in to the submission system and find your article, which will be marked for revision.
• The best way to make revisions to your manuscript is by enabling the Track Changes mode in Microsoft Word, which will automatically highlight and mark up revised text. Please submit both a marked up copy and a clean copy of your revised manuscript to the submission system.
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• You will also be provided space in which to respond to the reviewers’ and editors’ comments. Please be as specific as possible in your response.

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Please follow the standard Levels of Evidence for Primary Research and the reporting guidelines specified by this table:

<table>
<thead>
<tr>
<th>Type of Study</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randomized controlled trials</td>
<td>CONSORT</td>
</tr>
<tr>
<td>Studies of diagnostic accuracy</td>
<td>STARD</td>
</tr>
<tr>
<td>Systematic reviews and meta-analyses</td>
<td>QUOROM/PRISMA</td>
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<tr>
<td>Observational studies in epidemiology</td>
<td>STROBE</td>
</tr>
<tr>
<td>Meta-analyses of observational studies in epidemiology</td>
<td>MOOSE</td>
</tr>
</tbody>
</table>

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You must obtain a signed patient permission form for every patient whose recognizable photograph will be used. If you do not supply this, the identity of the patient must be obscured before the image is published; this could interfere with the instructive value of the photograph. Patient permission forms are available at www.thieme.com/journal-authors
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