Author Instructions

Thank you for contributing to *National Journal of Clinical Anatomy*. 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>Article Type</th>
<th>2020 Article Processing Charge (APC) (w.e.f 1st June 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original article, Review article &amp; Case series etc.</td>
<td>Indian Authors: INR 4,999 + GST Including one image (INR 499 For each extra image/s)</td>
</tr>
<tr>
<td>Case report, Short Communications etc.</td>
<td>Indian Authors: INR 3999 + GST Including one image (INR 499 For each extra image/s)</td>
</tr>
</tbody>
</table>

Find out more about Open Access at Thieme at [http://open.thieme.com](http://open.thieme.com)

---

**SUBMISSION CHECKLIST**

All manuscripts must be submitted at the following link: [https://www.manuscriptmanager.net/njca](https://www.manuscriptmanager.net/njca)

- **AUTHOR INFORMATION**
  - All authors: full name, degrees, department, affiliation, e-mail address
  - Corresponding author: mailing address, telephone number

- **MANUSCRIPT FILE**
  - 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

- **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](http://www.thieme.com/journal-authors)
## CONTENTS

### MANUSCRIPT FORMAT
- Article Types
- General Guidelines
- Main Document
- Title Page
- Manuscript Title
- Abstract and Keywords
- Materials & Methods
- Result
- Discussion & Conclusion
- Acknowledgments
- Conflict of Interest
- References
- Figure Captions
- Tables

### DIGITAL ARTWORK PREPARATION
- General Guidelines
- Black and White Art
- Color Art
- Art Labels

### SUBMISSION PROCEDURE
- Submission Procedure
- Peer Review Process
- Revision Procedure

### PRODUCTION PROCEDURE
- Page Proofs

### POLICY STATEMENTS
- Statement on Liability
- Definition of Authorship
- Conflict of Interest resolution
- Copyright Statement
- Statement of Ethics
- PatientPermission Policy

### EDITORIAL CONTACTS
The National Journal of Clinical Anatomy (NJCA) is the official publication of the Society of Clinical Anatomists (SOCA), India. The frequency of the journal is 4 per year (quarterly; Jan-Oct). The journal publishes Original articles, Case Reports and Review articles. The authors MUST be members of the Society. Articles would be considered under the following categories: Clinical Anatomy, Gross Anatomy, Histology, Histochemistry, Embryology, Radiological Anatomy, related fields of Clinical Anatomy, Genetics and Medical Education.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Review Article</td>
<td>Up to 250 words</td>
<td>3-5 keywords</td>
<td>Up to 25 words</td>
<td>Approximately 5 tables/figures</td>
</tr>
<tr>
<td>(up to 3,000 words)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Article</td>
<td>Up to 250 words</td>
<td>3-5 keywords</td>
<td>Up to 25 words</td>
<td>Approximately 5 tables/figures</td>
</tr>
<tr>
<td>(up to 3,000 words)</td>
<td>(Structured:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Background &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aims, Material</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&amp; Methods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>with mention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>of method of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>statistical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>analysis if</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>used, Result</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and Conclusion)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Report</td>
<td>Up to 150 words</td>
<td>3-5 keywords</td>
<td>Up to 25 words</td>
<td>Up to 2 tables/figures</td>
</tr>
<tr>
<td>(up to 3,000 words)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editorial</td>
<td>n/a</td>
<td>n/a</td>
<td>No limit</td>
<td>n/a</td>
</tr>
<tr>
<td>Letter to the Editor</td>
<td>n/a</td>
<td>n/a</td>
<td>No limit</td>
<td>n/a</td>
</tr>
</tbody>
</table>

- Original Article should contain the following in order: Separate Title page document, Manuscript Title, Abstract, Key words, Introduction, Materials and Methods, Results, Discussion, Conclusion and References. The text part of original article excluding abstract and references should not exceed 3,000 words.
- Case Report should contain the following in order: Separate Title page document, Manuscript Title, Introduction, Case report with figures, Discussion, Conclusion if any and References. Maximum word count for the text part of the case report can be up to 1500 excluding abstract and references.
- Letter to the Editor will usually address articles published in the journal or comment upon recent scientific advances of general interest.
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.
- The manuscript, including the title page, abstract and keywords, text, references, figure captions, and tables should be typewritten, double-spaced in 12-point font with 1-inch margins all around and saved as one file.
- 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.
- Keep abbreviations to a minimum and be sure to explain all of them the first time they are used in the text.
- The manuscripts should be written in American English.
- The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
- Use generic names for drugs. You may cite proprietary names in parentheses along with the name and location of the manufacturer.
- 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.
- Additional material, which is not pivotal, but supporting in nature to the theme of the manuscript, can be submitted as “Supplementary Material” and will be published only online (not in print).
MANUSCRIPT FORMAT continued

Main Document

- 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.
- Use only one space, not two, after periods.
- Create tables using the Table function in Microsoft Word.

Title Page

- 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:
  o Title of the manuscript
  o A short running title for the manuscript
  o Names of authors with designations, affiliation, postal address, e-mail address, and mobile number
  o Total No. of pages
  o photographs and tables
  o Word count for text (excluding references and abstract)

Manuscript Title
The title should be short, appropriate and stimulating the interests of the readers.

Abstract and Keywords

See the section Article Types for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. The keywords should be words a reader would be likely to use in searching for the content of the article.

Materials & Methods

- Ethical clearance for the study wherever applicable
- Place / region of the study and period / duration of the study are to be mentioned.
- The materials used should be clearly stated (subjects, specimens and equipments)
- The inclusion and exclusion criteria are to be mentioned
- Methods should include exact experiments performed and procedures followed.
- Statistical test used for analysis of the data is to be mentioned
- The metric system of weights and measures should be used.

Result

- The statistical significance of the study is to be mentioned
- Tables and figures are to be presented after the reference section. They are to be numbered in Arabic numerals (1, 2, 3,...) and cited at the relevant places in the text.
- Legends to the figures are to be provided in a separate sheet.
Discussion
- There should be no repetition of the data presented in the tables or in the graphs in the discussion section.
- Study findings should be compared with findings of other studies in similar lines and explanations, inferences are to be offered.
- Valid points to support the hypothesis/theory are to be provided.
- Lacunae, limitations and further recommendations are to be discussed.

Conclusion
- Conclusion should correlate with aims and objectives of the study.
- It should be derived from data of the present study only.

Acknowledgments (if any)
The source of any financial support received and recognition of personal assistance for the work being published should be indicated at the end of the article, just before the Reference section, under the heading Acknowledgments. If it reveals the identity of the authors, please provide the same in a separate document.

Conflict of Interest
It is required that a list of disclosures from every named author is submitted alongside the manuscript. In it, each author should identify any financial or non-financial conflicts relevant to the article. If no conflicts exist, please state so in this section.

Types of conflicts include: Consulting, Royalties, Research Support, Institutional Support, Ownership, Stock/Options, Speakers Bureau, and Fellowship Support. Any commercial entity whose products are described, reviewed, evaluated, or compared in the manuscript, except for those disclosed in the Acknowledgments section, are potential conflicts.

Please click [http://www.icmje.org/conflicts-of-interest](http://www.icmje.org/conflicts-of-interest) to download a Conflict of Interest form. Every author must submit a duly filled form along with the submission.
References

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.
- References must be cited sequentially (NOT alphabetically) in the text using superscript numbers.
- 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
MANUSCRIPT FORMAT continued

Figure Captions

- 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 captions) sequentially in the order they are cited in the text.
- Figure captions should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
- Figure captions 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.
- For a figure borrowed or adapted from another publication (used with permission), add a credit line in parentheses at the end of each figure legend. This credit line should be a complete bibliographic listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example (Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. Semin Neurol 2000;20:357.)

Tables

- Data given in tables should be commented on but not repeated in the text. Be sure that lists or columns of related data are composed in a word-processing program like the rest of the text.
- Do not intersperse tables in the text. Tables should appear after the figure captions. Insert a page break between the end of the figure captions and the start of the tables.
- Tables must be double-spaced and numbered in the same sequence they are cited in the text. A short descriptive title should be provided for each table.
- If a table contains artwork, supply the artwork separately as a digital file.
- For tables borrowed or adapted from another publication (used with permission), add a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example, “Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. Semin Neurol 2000;20:357.” (“Data from . . .” or “Adapted from . . .” may also be used, as appropriate.)
- 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.
DIGITAL ARTWORK PREPARATION

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.
- Save each figure in a separate file.
- Do not compress files.
- 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.

Black-and-White Art

- 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.
SUBMISSION PROCEDURE

Submission Procedure

- Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
- Please note: **There are no submission charges to submit your manuscript to this journal.**
- Manuscripts must be submitted electronically at the following link: [https://www.manuscriptmanager.net/njca](https://www.manuscriptmanager.net/njca)
- 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.

Revision Procedure

- 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.
- 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.
- Your original files will still be available after you upload your revised manuscript, so you should delete any redundant files before completing the submission.
- 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.

Peer Reviewing Process

The journal follows **double blind** peer-review process where neither the author nor the reviewer gets to know the identity of each other. This is ensured by masking the separate front-page file to the reviewers having author details.

At least three random reviewers based on their technical and clinical expertise are assigned by the Chief Editor on each manuscript and the decision is taken based on the comparative reviews which the manuscript receives during the review process.

Appointment of Reviewer Team for the journal

The reviewer team is being appointed based on the individual expertise and experience in publishing in the subject category. Individual publishing history as first and last authors is being taken into consideration before sending the invite to the individual. A mix of experienced and young researchers are being chosen to construct the reviewer panel.

PRODUCTION PROCEDURE

Page Proofs

Page proofs will be sent to you via email. The proofs will be in a PDF file format, which should be opened using Acrobat Reader software. You will receive further instructions with your proofs. Take this opportunity to check the typeset text for typographic and related errors. Elective alterations are difficult to accommodate owing to the associated time and expense of introducing them. Therefore, please be sure that when you submit your manuscript, it is accurate, complete, and final.
POLICY STATEMENTS

Statement on Liability

The legislation on product liability makes increased demands on the duty of care to be exercised by authors of scientific research and medical publications. This applies in particular to papers and publications containing therapeutic directions or instructions and doses or dosage schedules. We therefore request you to examine with particular care, also in your own interest, the factual correctness of the contents of your manuscript once it has been copyedited and returned to you in the form of galley proofs. The responsibility for the correctness of data and statements made in the manuscript rests entirely with the author.

Definition of Authorship

Authorship credit should be based on criteria established by the International Committee of Medical Journal Editors. Each author should have made the following contributions towards the completion of the manuscript:

1. Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data
2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published

Copyright Statement

Submitted manuscripts must represent original research not previously published nor being considered for publication elsewhere. The editors and Thieme combat plagiarism, double publication, and scientific misconduct with the software CrossCheck powered by iThenticate. Your manuscript may be subject to an investigation and retraction if plagiarism is suspected.

If you plan to reproduce text, tables, or figures from a published source, you must first obtain written permission from the copyright holder (usually the society). This is required even if the material is from your own published work. For material never before published and given to you by another person, you must obtain permission from that person. Serious delays to publication can be incurred if permissions are not obtained.

As the author, it is your responsibility to obtain all permissions, pay any permission fees, furnish copies of permissions to Thieme with your manuscript, and include a credit line at the end of the figure caption, beneath the table, or in a text footnote.

Upon publication of an article, all rights are held by the Society, including the rights to reproduce all or part of any publication. The reproduction of articles or illustrations without prior consent from the Society is prohibited.

Conflict of Interest Resolution

Conflict of any form which arises related to the content published is being resolved with an unbiased approach by letting both the whistleblower and the author to present due facts in support of their side of the argument and a decision to retain the content or reject/retract is being taken.
POLICY STATEMENTS continued

Statement of Ethics

This journal adheres to the ethical standards described by the Committee on Publication Ethics and the International Committee of Medical Journal Editors. Authors are expected to adhere to these standards.

For all manuscripts reporting data from studies involving human or animal participants, formal review and approval, or formal review and waiver (exemption), by an appropriate institutional review board (IRB) or ethics committee is required, as well as any necessary HIPAA consent, and should be described in the Methods section with the full name of the reviewing entity. All clinical trials must be registered in a public trials registry. Denote the registry and registry number.

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>
</tr>
<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>

Patient Permission Policy

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
EDITORIAL CONTACTS

Please contact the Editors or Thieme Publishers with any questions.

Editor in Chief
Dr. Kumar Satish Ravi, MBBS, MD (Anat.), MNAMS, FAIMER (M-FILIPPE), D.Litt.
Additional Professor (Anatomy),
All India Institute of Medical Sciences (AIIMS) Virbhadra, Rishikesh-249203, Uttarakhand
India
Mobile: +91-9760313222/84750000103
Phone: +91(135)- 2460555 (R)/2460550 (O), Intercom: 0121070
e-mail: njca.soca@gmail.com

Thieme Publishers – Senior Acquisitions Editor
Dr. Sunny Duttagupta
Thieme Medical and Scientific Publishers Private Limited
A-12, Second Floor, Sector -2
NOIDA -201301
Uttar Pradesh
India
Email: sunny.duttagupta@thieme.in