



Madda Walabu University
College of Medicine and Health Sciences (CMHS)

Author Guideline for
Journal of Interdisciplinary Biomedical and Health Sciences
(JIBHS)

Contributors

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SECTION 1: MANUSCRIPT SUBMISSION

1.1 Submission System

All manuscripts must be submitted using the journal's online submission system at:

Submission Process:

- **Create Account:** Register as an author in the System
- **Start Submission:** Click on "New Submission"
- **Select Article Type:** Choose the appropriate article type
- **Upload Files:** Upload all required files
- **Enter Metadata:** Provide all authors information (Affiliation, Email, ORCID, and Phone number, etc)
- **Complete Declarations:** Confirm compliance with all policies
- **Submit:** Complete the submission process

1.2 Required Submission Documents

The followings are required documents required for submission

- **Title page:** Must include author/s details, affiliation, email address, ORCID, and phone number of corresponding author.
- **Blinded Main Manuscript:** Full manuscript without author/s identifying information.
- **Cover letter:** Statement of rationale, and compliance, and reasons for selecting this manuscript.
- **Ethical approval letter:** from Institutional Review Board/Ethics Committee unless exempted.
- **Authorship statement form:** Signed by all authors confirming authorship criteria
- **Supplementary files:** Additional data, protocols, and checklists

1.3 Double-Blind Peer Review

The journal operates a **double-blind peer review** process:

- **Author Anonymity:** Author identities are concealed from reviewers
- **Reviewer Anonymity:** Reviewer identities are concealed from authors

Requirements for Blinding:

- Title page: Submit as separate file with author/s details
- Blinded Main Manuscript: Remove all authors names, affiliations, and acknowledgments
- File properties: Remove author name/s from document properties
- Headers/Footers: Remove any identifying information from both headers and footers of the documents
- Self-Citations: Cite own work without identifying yourself (e.g., "as previously reported" rather than "as reported by Smith et al.")

1.4 Cover Letter Requirements

The cover letter must include the following:

- Manuscript Title, and Article type
- Statement of rationale: Why the research is important and novel
- Compliance statement: Confirmation of adherence to all journal policies
- Originality statement: Manuscript not previously published or under consideration elsewhere
- Author/s approval: All authors have approved the submission of the manuscript
- Suggested reviewers: Recommend 2 to 3 potential reviewers (with their expertise and contact details)
- Opposed reviewer/s: Disclose any reviewer/s the author/s would not prefer

SECTION 2: MANUSCRIPT FORMATTING

2.1 General Formatting Requirements

- File Format: Microsoft word document, and PDF
- Font: Font title for titles 12, and 11 for body of the documents, with Tine New Roman formatting
- Line spacing: 1.15 throughout the document
- Page size: A4 (210 x 297 mm)
- Margins: 2.54 cm (1 inch) on all sides
- Page numbers: consecutive, bottom center
- Line numbers: Continuous (Required for review purposes)
- Language: English (Clear, concise, and professional)
- Abbreviations: Define at first use, minimize usage

2.2 Document Organization

Manuscripts should be organized in the following order:

1. **Title Page** (separate page, and file)
2. **Blinded Main Manuscript:**
 - Abstract and Keywords
 - Introduction
 - Materials and Methods
 - Results
 - Discussion
 - Implication
 - Strength and limitation
 - Conclusions, and recommendation
 - Acknowledgments (if any)
 - References
 - Tables, and Figures within main manuscript
3. **Supplementary Files** (separate files)

2.3 Title page

The title page must be submitted as separate file to maintain blinding

Full Title

- **Length:** Maximum 250 characters or 15-20 words
- **Characteristics:** Clear, Concise, and informative
- **Avoid:** Abbreviations, question format (where possible)

Examples:

- *Solar Drinking Water Disinfection (SODIS) to Reduce Childhood Diarrhea in Rural Ethiopia*

Author/s Information

List all authors in the order they should appear:

- Full names (First name, Middle initial, Last name/Surname)
- Affiliation: Department, Institution, City, Country
- Email address
- ORCID iD (recommended)

Corresponding Author

Designate one author as the corresponding author and provide:

- Full name
- Complete mailing address
- Email address
- Telephone number
- ORCID iD

2.4 Abstract

Abstract requirements

- Abstract (structured) must be organized under Introduction, Objective, Methods, Results and conclusion and 3-5 keywords with maximum word count of 350.
- Citation is not permitted in the abstract, and minimize usage of abbreviation (also define at first use), and include registration (for clinical trials/systematic reviews)

SECTION 3: MAIN MANUSCRIPT SECTIONS

3.1 Introduction

Provide introduction that puts the manuscript into context and allows readers outside the field to understand the purpose, rationale, and significance of the study.

Content requirement of introduction

- Introduction must provide contextual information on the topic of the study by using relevant, and up to date existing references (within the last 10 years).
- It should clearly identify what remains unknown about topic of the interest, and justify reason for conducting the study.
- Put clear statement of research aims, and importance as well as potential impact of the research

Guidelines

- Support statements with relevant, and up to date references
- Avoid excessive length (500-1,000 words recommended)
- End with a clear statement of the research aim
- Avoid extensive review of literature (reserved for Discussion)

3.2 Materials and Methods

Provide sufficient detail to allow replication of the study by other researchers.

Content Organization

Study Design and Setting

- Clear description of study design type (cross-sectional, cohort, case-control, RCT, etc.)
- Study setting (with geographic details)
- Study duration (dates of data collection)

Study Population

- Clear description of eligibility criteria (Inclusion, and Exclusion)
- Sampling Method: Describe recruitment and sampling strategy
- Sample Size: Provide correct sample size determination

Data Collection tools and procedures

- Describe all data collection tools, and procedures. Also, define all variables in the study, as well as specify how variables measurements were made

Data Analysis

- Specify software used for statistical analysis with explanation of appropriate descriptive and inferential statistics used. Address how missing data were handled, and calculate power of the study if required. For qualitative study write theories used.

3.3 Results

Present findings objectively without interpretation.

Content requirement for results

- Clearly describe participants personal, behavioral, environmental and etc. characteristics
- Address primary outcomes (the main results addressing the primary objective of the study, with optionally addressing secondary outcome, sub-group analysis, and negative findings.

Presentation Guidelines

- Use text, tables, and figures appropriately
- Do not duplicate data across formats
- Present results in logical sequence
- Include statistical measures (means, proportions, effect sizes, confidence intervals, p-values)

For Qualitative Studies

- Present thematic findings
- Include representative quotes (with participant codes)
- Describe code, major themes and sub-themes as well as theories and model used

3.4 Tables

Requirements for the Tables

- The Table/s must be numbered consecutively with Arabic numerals (Table 1, Table 2, etc.)
- It/they must be inserted after the first paragraph in which they are cited, if the table is more than one page submit as separate file.
- Title of tables must be concise, informative, and self-explanatory
- All abbreviation, and symbol should be defined in the table's footnotes
- Use table function to create it, don't embed as images

Table Preparation

- Include title at the top of the table
- Use appropriate column headings
- Include units for numerical data
- Limit to 10 columns maximum
- Place footnotes below the table

3.5 Figures, and Images

Requirements for the Figures

- Figures must be numbered consecutively with Arabic numerals (Figure 1, Figure 2 etc.)
- Figures should be inserted before the first paragraph in which they are cited
- It should be with minimum resolution of 300dpi, in the format of JPEG (.jpg, .jpeg), PNG (.png), TIFF (.tiff), EPS (.eps)
- Figures should have clear labels with all symbols defined, with possession of self-explanatory and without text understandable legends

Figure/Image Preparation Guidelines

- Ensure adequate contrast for readability
- Use consistent font size and style
- Include scale bars for microscopy images
- Avoid unnecessary decorative elements
- Keep figures simple and focused
- Cite for if taken from other sources

Figure Legends

- Short title (15 words or less)
- Description of the figure
- Define all symbols and abbreviations
- Avoid lengthy method descriptions

3.6 Discussion

- Interpret findings based on the results reported, compare with relevant literature with comparable population, settings, and context, and provide possible explanation for discrepancies of any. Also, indicate theories, and model used; and explain possible implication if the findings

3.7 Strengths and Limitations

- Write strength of the study (if any), and its limitation

3.8 Conclusions and Recommendations

- Summarize and briefly write the main findings of the study
- Put recommendations for practice/policy/research
 1. Recommendations for practice/policy/research

SECTION 4: REFERENCES

4.1 Citation style overview

This journal uses the Vancouver referencing style

Key features

- In text citations use numbering in the bracket (either of square or round)
- Reference list is arranged as per usage in the document
- Full bibliographic details are provided in the reference list

4.2 In-Text Citations

Basic format

Single citation:

Hypertension is a major public health problem (1)

OR

Hypertension is major public health problem [1]

Multiple citations:

Several studies have examined this association (2,3,5-7)

OR

Several studies have examined this association [2,3,5-7]

Multiple consecutive citations:

Previous research have shown this effect (1-4)

OR

Previous research have shown this effect [1-4]

Author name in the text:

Smith et al. (1) found that hypertension prevalence increased with age.

OR

Smith et al. [1] found that hypertension prevalence increased with age..

Specific citations:

Page numbers

The prevalence was highest in urban areas (1, p. 40)

OR

The prevalence was highest in urban areas [1, p. 40]

Chapter pages:

This finding is consistent with earlier research (2, pp. 70-73)

OR

This finding is consistent with earlier research [2, pp. 70-73]

Multiple works by same author

Smith (3, 4) examined different aspects of the issue.

OR

Smith [3, 4] examined different aspects of the issue.

4.3 Reference List Format**General Rules**

- References are numbered consecutively in the order they are first cited in the text
- The reference list is arranged numerically (not alphabetically)
- All authors should be listed (do not use "et al." in the reference list)
- For references with more than 6 authors, list the first 6 followed by "et al."
- Journal titles are abbreviated according to Index Medicus
- Use consistent punctuation throughout
- Provide complete bibliographic information

4.4 Reference Examples**Journal Articles****Standard Journal Article (Up to 6 Authors):**

1. Abebe HB, Hassen YL, Tesfu GF, Rahel YB, Degu XL, Biftu HM. Predictors of hypertension among rural community in Ethiopia. Genet. Plos One. 2011;10(2):1-15.

Journal Article (More than 6 Authors):

2. Abebe HB, Hassen YL, Tesfu GF, Rahel YB, Degu XL, Biftu HM, et al. Calcium carbonate as a phosphate binder in patients with chronic renal failure. BMC Bone. 2016;315(3):157-161.

Journal Article with DOI:

3. Abebe HB, Hassen YL, Tesfu GF, Rahel YB. Susceptibility to SLE in South Indian Tamils may be influenced by genetic selection pressure on TLR2 and TLR9 genes. Mol Immunol. 2014;62(2):321-328. doi:10.1016/j.molimm.2014.11.005 .

Journal Article - In Press:

4. Abebe HB, Hassen YL. Hypertension prevalence in rural Ethiopia. *Ethiop J Health Sci.* Forthcoming 2024.

Books**Standard Book:**

5. Hassen YL. *Bargaining for life: a social history of tuberculosis.* 1st ed. Philadelphia: University of Pennsylvania Press; 1992.

Book with Editors:

6. Hassen YL, Risse GB, editors. *AIDS and the historian.* Bethesda: National Institutes of Health; 1991.

E-Book:

7. Smith J. *Global health challenges* [e-book]. New York: Springer; 2022. Available from: <https://www.springer.com/ebook/12345>. Cited 2024 Jan 15.

Book Chapters**Chapter in Edited Book:**

8. Hansen B. New York City epidemics and history for the public. In: Harden VA, Risse GB, editors. *AIDS and the historian.* Bethesda: National Institutes of Health; 1991. p. 21-28.

Reports**Government Report:**

9. Ethiopian Ministry of Health. *National health policy.* Addis Ababa: Ministry of Health; 2021.

Organization Report:

10. World Health Organization. *Global status report on non-communicable diseases.* Geneva: WHO; 2020.

Conference Papers**Published Conference Paper:**

11. Smith J, Jones M. Hypertension prevention in rural Ethiopia. In: *Proceedings of the 10th Annual Ethiopian Public Health Conference;* 2021 Nov 15-17; Addis Ababa, Ethiopia. Addis Ababa: Ethiopian Public Health Association; 2021. p. 45-52.

Theses and Dissertations

PhD Thesis:

12. Kebede B. Epidemiology of cardiovascular disease in Ethiopia [PhD thesis]. Addis Ababa: Addis Ababa University; 2022.

Master's Thesis:

13. Chala K. Prevalence of hypertension in rural Ethiopia [MSc thesis]. Bale Robe: Madda Walabu University; 2023.

Internet Sources

Website:

14. World Health Organization. Hypertension fact sheet. [Internet] Geneva: WHO; 2023. Available from: <https://www.who.int/news-room/fact-sheets/detail/hypertension>. Cited 2024 Jan 15.

Blog/News Article:

15. Smith J. New study reveals hypertension trends. Health News. [Internet] 2024 Jan 15. Available from: <https://www.healthnews.com/hypertension-trends>. Cited 2024 Jan 16.

Deposited Article (Preprint):

16. Krick T, Shub DA, Verstraete N, Ferreiro DU, Alonso LG, Shub M, et al. Amino acid metabolism conflicts with protein diversity; 1991. Preprint. Available from: arXiv:1403.3301v1. Cited 2014 Mar 17.

Database/Repository:

17. Roberts SB. QPX Genome Browser Feature Tracks; 2013. Database: figshare [Internet]. Available from: http://figshare.com/articles/QPX_Genome_Browser_Feature_Tracks/701214. Cited 2024 Jan 15.

Other Sources

Newspaper Article:

18. Smith J. Health challenges in Ethiopia. The Ethiopian Herald. 2024 Jan 15;Sect. A:3.

Multimedia (Video, Movie, TV Show):

19. Hitchcock A, producer and director. Rear Window [Film]. Los Angeles: MGM; 1954.

Personal Communication:

Not included in reference list. Cite in text: (J. Smith, personal communication, 2024 Jan 15).

Unpublished Data:

Not included in reference list. Cite in text: (J. Smith, unpublished data, 2023).

SECTION 5: DECLARATIONS

5.1 Required Declarations

All manuscript must include a declarations section before the references containing the following subsections:

Ethical Approval and consent to participate

This study was conducted in accordance with the Declaration of Helsinki. Ethical approval was obtained from the Institutional Review Board/Ethics Committee of Madda Walabu University (Reference No: MWU?IRB>xxx/xxxx(. Written/oral informed consent was obtained from all participants prior to enrollment in the study.”

Consent for publication

“Written informed consent was obtained from the patient(s) for publication of this case report/study, and any accompanying images.”

Availability of Data and Materials

"The datasets generated and/or analyzed during the current study are available from the corresponding author on reasonable request."

OR

"All data supporting the findings of this study are available within the manuscript and its supplementary files. Raw data are available from the corresponding author upon reasonable request."

Competing interests

“The author/s declare that they have no competing interests.”

OR (if any conflict exists):

“Author A has/have received research funding from (Company name).” Author B has consulted for (Organization name).

Funding

“This research was funded

Funding

"This research was funded by [Funding Agency] under grant number [XXXX]. The funder had no role in study design, data collection, analysis, decision to publish, or preparation of the manuscript."

Authors' Contributions

"MB and AA conceived the study (Conceptualization, Methodology). AM performed data collection (Investigation). MT performed statistical analysis (Formal Analysis). TA participated in data interpretation (Writing - Review & Editing). All authors reviewed and approved the final manuscript."

Acknowledgments

"The authors thank Dr. Mekonen Bonsa for technical assistance and the staff of Bale Zone Health Office for facilitating data collection."

Authors' Information (Optional)

"Dr. Mekonen is a public health epidemiologist with expertise in non-communicable disease research in sub-Saharan Africa."

5.2 CRediT (Contributor Roles Taxonomy)

Authors are encouraged to use CRediT roles to specify contributions. These criteria include;

- Conceptualization: Ideas generation, and formulation of research goals
- Methodology: Active participation in development of methodology
- Investigation: Conducted experiments/research execution/data collection
- Formal analysis: Performed statistical analysis
- Data curation: Managed research data
- Writing- Original draft: Preparation of initial manuscript
- Writing – Review and editing: critical review and revision
- Supervision: oversight and lead the study
- Project administration: Have active role in Management and coordination of the study
- Funding acquisition: Acquisition of financial support for the study

SECTION 6: FREQUENTLY ASKED QUESTIONS

6.1 General Questions

Q: What types of articles does the journal publish?

A: The journal publishes Original Research, Review Articles, Short Communications, Case Reports, Letters to the Editor, Editorials, Methodology Papers, and Systematic Reviews/Meta-Analyses.

Q: Does the journal charge article processing fees?

A: Yes, the journal charges Rs. 15,000/- as Article Processing Charges.

Q: How long does the peer review process take?

A: The entire publication process takes approximately 18-24 weeks from submission to publication.

Q: Is there a word limit for manuscripts?

A: Yes, word limits vary by article type. Original Research: 3,000 words, Review Articles: 4,000-4,500 words, etc.

6.2 Submission Questions

Q: How do I submit a manuscript?

A: Submit through the online submission system at [Insert URL] or email to editor@bmcjms.org.

Q: What documents are required for submission?

A: Title Page, Blinded Manuscript, Cover Letter, Ethical Approval Letter, Authorship Statement Form, Figures (if applicable).

Q: Does the journal use double-blind peer review?

A: Yes, the journal uses double-blind peer review.

6.3 Ethical Questions

Q: Is ethical approval required for all studies?

A: Yes, all studies involving human participants or animals require ethical approval.

Q: What should I do if I have a conflict of interest?

A: Disclose all conflicts of interest in the Competing Interests section of the manuscript.

Q: How does the journal handle plagiarism?

A: The journal uses plagiarism detection software and has a similarity index limit of less than 20%

SECTION 7: REFERENCES

1. PLOS ONE. Submission guidelines. San Francisco: Public Library of Science; 2024.
Available from: <https://journals.plos.org/plosone/s/submission-guidelines>
2. International Committee of Medical Journal Editors. Recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals. ICMJE; 2024.
Available from: <https://www.icmje.org/recommendations/>
3. Committee on Publication Ethics. COPE ethical guidelines for peer reviewers. COPE; 2024.
Available from: <https://publicationethics.org>
4. BMC. Instructions for authors: preparation of articles for submission to BMC supplements. London: BioMed Central; 2024.
5. Ethiop J Health Dev. The Ethiopian journal of health development, Addis Ababa: Ethiopian Public Health Association; ISSN 1021-6790. 1984 - present. Available from:
<https://www.ejhd.org/index.php/ejhd> or <https://www.ajol.info/index.php/ejhd>.
6. J Equity Sci Sustain Dev. Journal of Equity in Sciences and Sustainable Development. Addis Ababa: Madda Walabu University; eISSN 2523-1901. Available from:
<http://197.156.115.18/index.php/jessd> .
7. Ethiop Med J. Ethiopian medical journal. Addis Ababa: Ethiopian Medical Association; ISSN 0014-1755 (Print), ISSN 2415-2420 (Online). 1962 - present. Available from:
<https://emjema.org/index.php/emj> .