

# **Uniform Requirements for Manuscripts (Vancouver Style)**

*Updated October 2007*

**Dr. Abdulrahman Hagr MBBS FRCS(c)  
Assistant Professor King Saud University  
Otolaryngology Consultant**

**<http://faculty.ksu.edu.sa/drhagr>**

**Director of Hearing disability & implantable  
hearing aids Research chair (RCHD)**

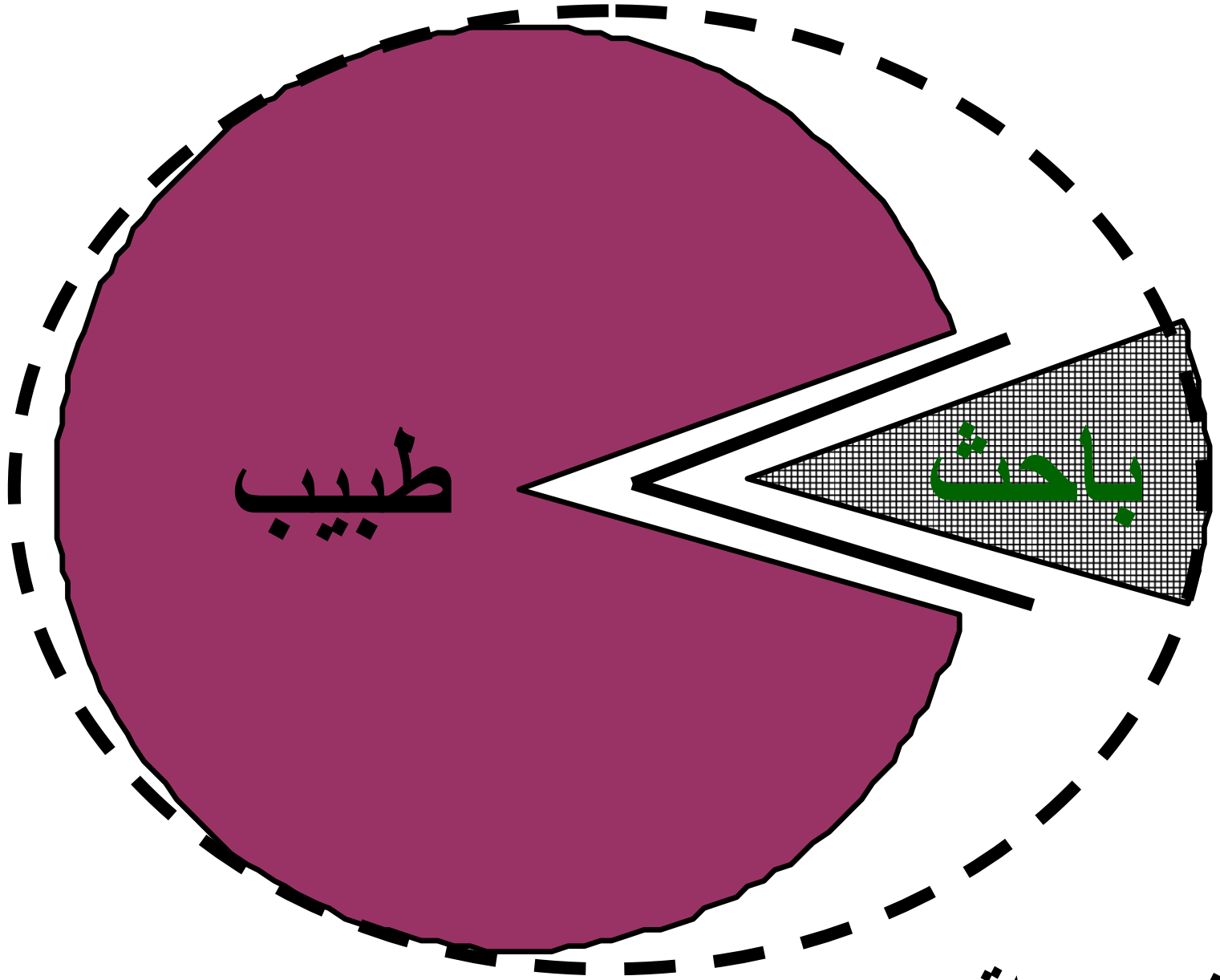
**<http://rchd.ksu.edu.sa>**

# أ ب ت A B C D

- قصتي والبحث
- هل كل طبيب بحث؟
- هل البحث وسيلة أو غاية؟
- أين تقع في خريطة العالم؟
- أين تقع المشكلة؟
- أين الحل؟

فصلي والبحث

هل كل طبيب بحسب؟



باحث = مراقب

هل البحث وسيلة أو غاية؟

# Panorama = تصور

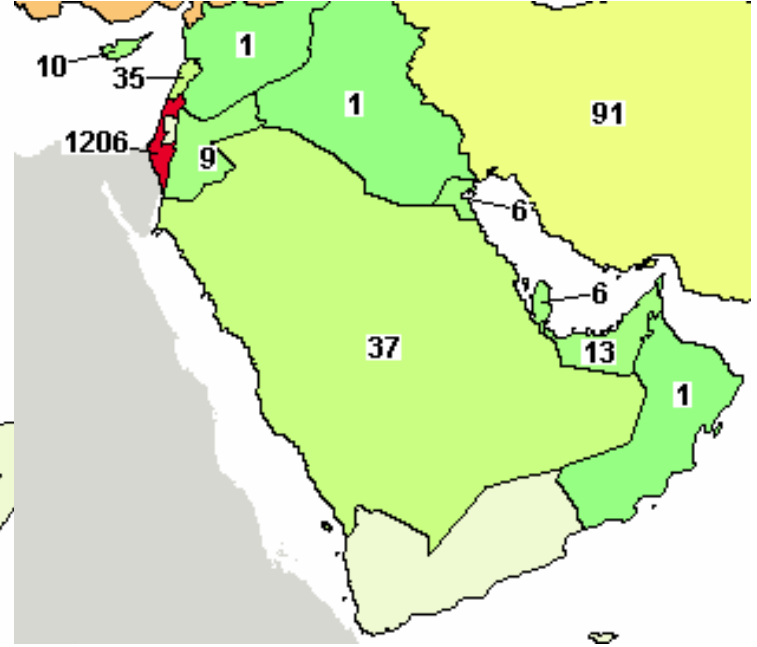
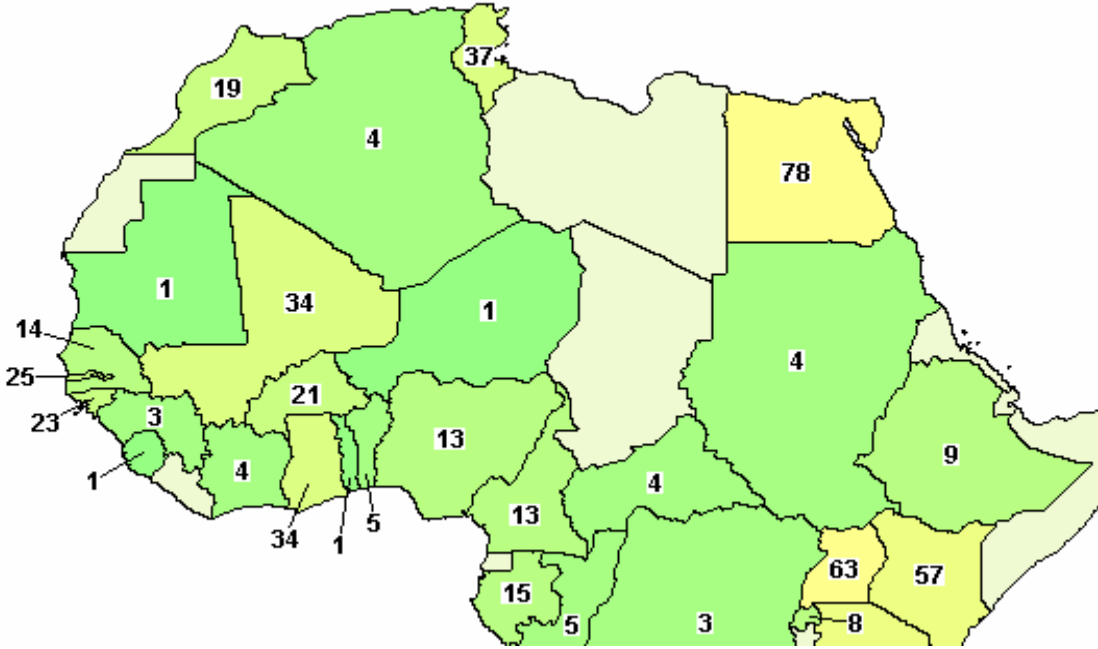
- Problem قضية
- Author مباحث
- Study تحقيق
- Manuscript ملف القضية
- Editor قاضي
- Owner الرئيس
- Reader شعب

# Studies = التحقيق

- Case report • عضة
- Cross section • متخلفين
- Retrospective • انفجار
- Prospective • ادمان
- Meta analysis • ارهاب

ايين تقع في خريطة العالم؟

# اسرائيل ١ : ٢٥٠



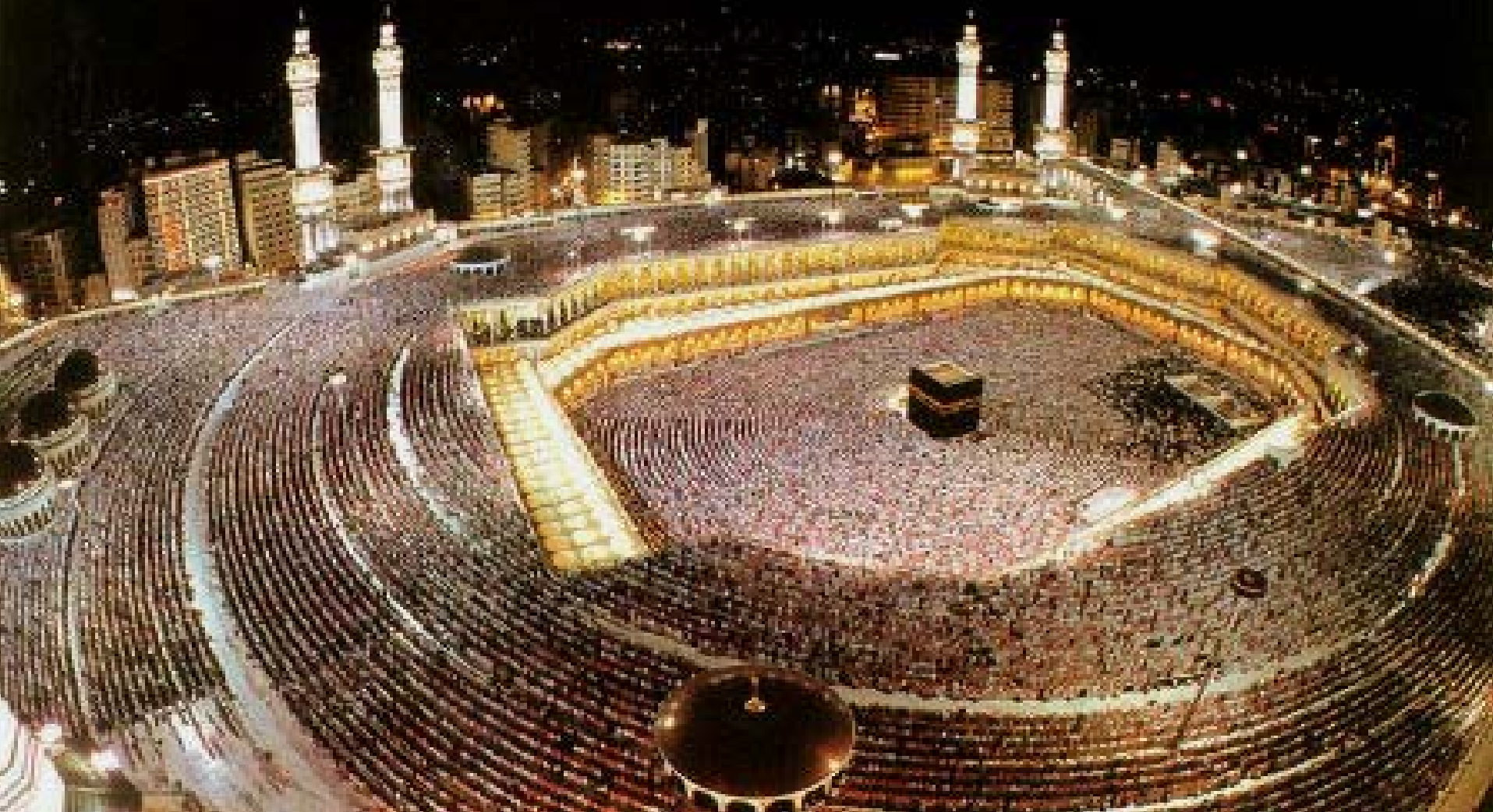
- نسبة الاسرائيلي للعربي هي (١ : ٥٠)
  - 252 بحث عربي مقابل ١٢٠٦ بحث اسرائيلي (١:٥)
  - ١ اسرائيلي = ٥٠ (كمًا) X ٥ (نوعاً) = ٢٥٠ عربي
- ١ اسرائيلي = ٢٥٠ عربي**

أَيْنَ تَقَعُ الْمَشْكَالَةُ؟

الْقَفْلُ

أين الحل؟

إذا لم تكن السعودية فمن تكون





اذا نعم يكن الآن فمفتى يكون

# Instructions to authors

- References to journal articles should be formatted in “Vancouver” style

**OR**

- The format of the ....Journal complies with “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” published by the International Committee of Medical Journal Editors (the widely accepted “Vancouver style”).
- See *<http://www.icmje.org>* for the latest updated version.

# History

- 1978 Vancouver, medical editors
  - Establish guidelines for manuscripts
  - The Vancouver Group
    - International Committee of Medical Journal Editors  
**(ICMJE)**
- 1979 manuscripts requirements,
  - The Vancouver Style

# ICMJE

- Meets annually
- Over years experience → Recommendations
- Not an open membership
- Occasionally, invite a new member or guest
- Open membership organizations for editors
  - World Association of Medical Editors [www.wame.org](http://www.wame.org)
  - The Council of Science Editors  
[www.councilofscienceeditors](http://www.councilofscienceeditors).

# Uniform Requirements

- Authors/editors, peer reviewers, media

Biomedical studies → → →

**Accurate, Clear, Easy & Accessible**

1. **Ethical principles**
2. **Technical aspects (Manuscript)**

**(1)**

**Ethical  
principles**

# **I) Ethical Considerations**

- **Authorship and Contributorship**
- **Editorship**
- **Peer Review**
- **Conflicts of Interest**
- **Privacy and Confidentiality**
- **Protection of Human Subjects and Animals in Research**

# Authorship

## 1. Substantive intellectual contributions

١- مساهمة فكرية جوهرية

## 2. Accept direct responsibility

٢- تقبل المسؤولية المباشرة

# Authorship

Authors should meet conditions

1. Substantial contributions (and/or )
  1. Conception and design
  2. Acquisition and Analysis of data
  3. Interpretation of data
2. Critical drafting or revising the article for important intellectual content
3. Final approval of the version to be published.

# **Does not justify authorship**

- Acquisition of funding
- Collection of data
- General supervision of the research

# Contributors in Acknowledgments

- Do not meet the criteria for authorship
- Examples
  - Purely technical help
  - Writing assistance
  - Department chair who provided only general support.
- Authors should disclose
  - All contributors & their contribution.
  - Financial and material support
  - Written permission to be acknowledged

# *The Role of the Editor*

- Responsibility for entire content
- Full authority for determining the editorial content of the journal
- Contract (editor's rights and duties)
- Direct access to the highest level of ownership

# *The Role of the Owners*

- **The Owners have the right to**
  - Appoint and dismiss editors
  - Make important business decisions
  
- **Owners and editors**
  - Stated aims
  - Publication of a reliable and readable journal

# **Editorial advisory board**

- Independent
- Helping the editor
- Establish and maintain editorial policy

# Peer Review Journal

Unbiased, Independent & Critical assessment

- Outside review المحلفين
- Critical assessment of manuscripts
- Disclose policies ( instructions to authors)

# Conflicts of Interest

- Relationship affects scientific judgment
- Also known as
  - Dual commitments
  - Competing interests
  - Competing loyalties
- Must be disclosed

# *Patients & Participants Privacy and Confidentiality*

- Print & Internet
- Informed consent (indicated in article)
- No Identifying information
- Not essential → omit details
- Masking (Ex eye )

# *Authors & Reviewers Privacy & Confidentiality*

- **Authors**
  - Anonymous
  - No copies nor sharing of Manuscript
- **Reviewer**
  - Anonymous
  - Comments should not be published
- Consent of the authors and reviewers

# **Protection of Human Subjects and Animals in Research**

- Helsinki Declaration of 1975
- Ethical committee
- Dr. Salih (Human vs. Animals)

**(II)**

**Technical aspects  
(Manuscript)**

## **II) Technical aspects (Manuscript)**

- Pages
- Legends
- Units
- Abbreviations and Symbols
- Manuscript → Journal

# Pages

1. Title
2. Conflict of Interest Notification
3. Abstract & Key Words
4. Introduction
5. Methods
6. Results
7. Discussion
8. Acknowledgments
9. References
10. Individual tables
11. Illustrations (Figures)

# For reviewers

- Subheadings
- Generous margins
- Double spaced
- Numbered

# *Title Page*

- The title of the article
  - Concise & convoluted
  - electronic retrieval
- Authors, institutional and *degree(s)*
- Work department(s) and institution(s)
- Corresponding authors  
name, mailing address, telephone, fax and *e-mail*
- Requests for reprints (author name and address)
- Source(s) of support
- Word counts
- The number of figures and tables

# *Conflict of Interest Notification Page*

- In manuscript
- Separate page

# *Abstract*

- Vary by journal
- Accurately reflect the content
- 250 Words
- Subtitles
  - Background
  - Purposes (New and important)
  - Basic procedures (subjects, design & analysis)
  - Main findings (sizes & statistical significance)
  - Principal conclusions

# *Key Words*

- With abstract
- 3 to 10 key words or short phrases
- Capture the main topics
- Medical Subject Headings (MeSH)

# *Introduction*

- Background
- Purpose or hypothesis tested (Question )
- Other objectives
- Pre-specified subgroup analyses
- Pertinent references
- NO data nor conclusions

# *Methods*

- Participants
- Technical information
- Statistics

# Participants

- Size
- Observational or experimental participants
- Inclusion & exclusion criteria (explanations)
- Source population

# Technical information

- Other workers to reproduce the results
  - Identify the methods
  - Sufficient detail
  - References
  - Reasons for using them
- *Statistics*
  - Enough detail
  - Define statistical terms, abbreviations, and symbols.
  - Computer software

# Studies = التحقيق

- Case report • عضة
- Cross section • متخلفين
- Retrospective • انفجار
- Prospective • ادمان
- Meta analysis • ارهاب

# *Results*

- Logical sequence
- Most important findings first.
- Do not repeat (text, table or figure) )
- Summarize important observations
- Percentages & absolute numbers
- Statistical methods for analyzes

# *Discussion*

- New and important study
- Then conclusions + link study goals
- Avoid repetition and detail
- Main findings
  - Briefly
  - Possible mechanisms or explanations for these findings
  - Compare the results with other studies
  - Study limitations (CSF)
  - Implications of the findings
  - Future research

# *References*

- Small numbers of references
- Avoid abstracts as references
- Arabic numerals
- Ref-manager vs. End note program

# *Tables*

- Concise, efficient & precise
- Reduce the text
- Double spacing
- Separate sheet
- Explanatory matter
  - Footnotes
  - All nonstandard abbreviations
  - Symbols, in sequence \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡

# *Illustrations (Figures)*

- Quality
- Sharp & glossy
- Black-and-white or color (payment)
- Usually 127 x 173 mm (5 x 7 inches).
- Self-explanatory
- Contrasted symbols, arrows, or letters

# Legends

- Number, title & cited
- Double spacing
- Separate page
- Arabic numerals
- Explain symbols, arrows, numbers, or letters
- Explain the orientation & internal scale
- Method of staining
- *Units* meter, kilogram, liter & Celsius

# *Abbreviations*

- Use only standard
- Avoid in the title
- Precede its first use

# Cover letter

- New and important study
- Conflict of interest
- Read and approved by all authors
- Requirements for authorship have been met
- Corresponding author address, and contacts
- Copies of any permission

جزاكم الله خير