

INSTRUCTIONS TO AUTHORS

Journal of Bengal Academy of Forensic Medicine

The **Journal of Bengal Academy of Forensic Medicine (JBAFM)** is a peer-reviewed journal dedicated to forensic aspects of medical science and toxicology which publishes abstracts with full-text of articles. The journal is devoted to the promotion of medicolegal aspects of health sciences and related disciplines which includes medicine and its allied subjects. It seeks mainly to encourage multidisciplinary research and collaboration among scientists, the industry, and healthcare professionals. It also provides a forum for communicating and evaluating data, methods, and findings in health sciences and related disciplines. The journal welcomes original research papers, review papers, case reports, case series, letters to the editor, book reviews, and photoquiz on current topics of special interest and relevance. All manuscripts are subjected to double-blinded peer review. Research papers compatible with the standard of journal requirements are published in chronological order.

SUBMISSION OF MANUSCRIPT

Word limit and structure:

JBAFM sets the length of manuscripts, which is limited to the following:

Original research articles= Not more than 5000 words

Case reports= Not more than 3500 words

Case series= Not more than 4000 words

Review articles= Not more than 4500 words

Letter to the Editor= Not more than 1000 words

Book reviews= Not more than 500 words

Photoquiz= Not more than 300 words

These word counts exclude abstracts, tables, and references. The standard structure (e.g. Original article- IMRAD format) of different types of article are to be adhered.

HOW TO SUBMIT MANUSCRIPT

It should be submitted in two parts as two separate MS Word files: (i) Title page file and (ii) Manuscript file. Both the files should be submitted through email to thebafmjournal@gmail.com with a copy to (cc:) drsujashnrs@gmail.com and abhishek.das.forensic@gmail.com along with a copyright form duly signed by all the authors and ethical clearance certificate and informed consent form.

TITLE PAGE FILE

The title page should include the type of article, the title of the article (Not more than 25 words), the running title (not more than 8 words), the full name of all the authors with the family name

first (e.g. If the author is Anuja Pratim Roy, his name is to be written as Roy Anuja Pratim), designation and affiliation of the authors, the word count of the abstract, the word count of the article (excluding abstract, table and reference), number of tables, number of references, name of the corresponding author, the official address of corresponding author including his/her mobile number and email address, a statement on conflict of interest, details of source of funding, acknowledgment, if any. It must be written in Times New Roman font with font size 12 and 1.5 spacing. Mention a separate sentence: "The manuscript has not been published previously and is not under consideration for publication elsewhere in part or full."

Address for correspondence: The corresponding author must mention his/her full residential communication address including mobile number and e-mail address.

MANUSCRIPT FILE

The manuscript file should contain only the title of the article, running title, abstract, and the main article text file written in IMRAD format [Introduction- Materials and Methods- Result and Analysis- Discussion]. A conclusion may be added if necessary. No mention of the authors' names or institutions is to be made in this file. Information provided in the title page file must not be included here. All manuscripts must be written in English and manuscripts must be in MS Word format (.doc or .docx). The manuscript should be prepared on A4 size paper with 2.5 cm margin.

Tables:

These should be numbered, e.g., Table- 1, Table- 2 in numerical order with a title (caption) for the table which should be self-explanatory and short. Each table should be typed using a table format with no vertical lines. Tables included in .jpg or .jpeg format is not acceptable. No shading in the table is acceptable. Tables are to be placed at the end of the manuscript file after the reference list. Each table **MUST** be mentioned at the appropriate position in the manuscript text. The title/caption should be typed at the top of the table in the sentence case format. Any footnote should be typed at the bottom of the table in *italics*. A maximum of five (5) tables can be included in an article.

Figures (diagrams & photographs):

Figures (diagrams & photographs) should be in .jpg or .jpeg format and to be submitted separately with the highest possible resolution (minimum 300 dpi). The size of each image for any manuscript should not exceed 5MB. Each figure (e.g. Figure-1, Figure-2 etc.) **MUST** be mentioned at the appropriate position in the manuscript text. The title/caption/ description should be typed at the top of the figure in the sentence case format. Any footnote should be typed at the bottom of the figure in *italics*. A maximum of five (5) figures can be included in an article. Symbols, lettering, and numbering **MUST NOT** be in bold print and should be clear and large enough to remain legible. Graphs **MUST** be drawn only in black color. If photographs of patients are used, the subjects must not be identifiable or if identifiable, their pictures must be

accompanied by a written informed consent to use the images. Any issue regarding the identification of the patient is to be dealt with solely by the corresponding author. The journal has no responsibility regarding this issue. Photographs must be clear and sharp. The editorial team may demand the unedited and uncompressed file from the authors if needed. Inability to produce the same will lead to the omission of the figure from the article.

REFERENCES:

These are to be written in standard Vancouver styling with citation in the text after the punctuation in Arabic numerical as superscript.

MANUSCRIPT STYLE

It should be arranged in the following order: Title, Running title, Abstract, Keywords, Introduction, Material and Methods, Results and Analysis, Discussion, Conclusion, References, Tables, and Figures.

The first page of manuscript: This should include the title of the article as well as Abstract and keywords.

Abstract: This should be structured and not more than 300 words arranged in the following order:

Introduction: One or two sentences mentioning the rationale and importance of the work followed by a sentence mentioning the objectives of the article.

Methods: The method adopted in the investigation. This should be very clear and precise.

Results: The key findings of the work.

Discussion & Conclusion: Vital discussion & final conclusive statements on the work.

Keywords: Mention maximum six (6) keywords for indexing purposes separated by COMMA (,).

Acknowledgements: Authors should acknowledge all those who made contributions to the work who cannot necessarily be included in the list of authors.

Source of funding: The funding body should also be acknowledged as appropriate.

Conflict of interest: Authors must declare any conflict of interest. If there are none, the authors should indicate, "No conflict of interest associated with this work".

Contribution of authors: The authors must declare that they did the work by beginning this section with the following statement, "I/ We declare that this work was done by the author(s) named in this article and all liabilities pertaining to claims relating to the content of this article will be borne by the authors". In addition, a declaration of the role of each author mentioned in the manuscript may be provided. The author who conceived and designed the study as well as the person (s) who collected and analyzed the data should be specified.

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any brackets. Arabic numerals should be used in citing references in the text. Unpublished work should not be included in the list of references.

ETHICAL MATTERS

Authors using experimental animals and human subjects in their investigation must seek approval from the appropriate Ethical Committee (as per the ICMR Guidelines) and the same should be provided to the editor of this journal including other relevant papers. Papers other than clinical drug testing are required to submit a copy of the ethical clearance certificate from the instructions. Publishing photographs in case reports/series article needs written permission from the patient or legal guardian.

ANY QUERY MAY BE DIRECTED TO:

thebafmjournal@gmail.com

The Journal of Bengal Academy of Forensic Medicine

drsujashnrs@gmail.com

The Editor-in-Chief (JBAFM)

Dr. Sujash Biswas (8017650885)

abhishek.das.forensic@gmail.com

Co-editor (JBAFM)

Dr. Abhishek Das (8902640596)