

# **INSTRUCTIONS FOR AUTHORS**

The Journal is published by the Caribbean College of Surgeons to provide a forum through which surgical experiences and scientific research can be shared among practitioners across the Caribbean.

The Journal seeks to publish data aimed at clinical practice in the diverse Caribbean healthcare environments that often differs from those in developed countries. Our aim is to make a meaningful impact in surgical practice for the Caribbean.

The Journal covers all medical disciplines and basic research to promote the understanding of the pathophysiologic basis, treatment, and prevention of diseases in the region.

The Journal publishes original scientific research, reviews, commentaries, viewpoints, conference proceedings and case reports. All submissions are peer reviewed by two independent reviewers. Authors are given opportunities to respond to reviewers' comments and the final decisions are made by the Editor-in-Chief.

The authors bear professional and ethical responsibilities in publishing.

Please note the following instructions for preparation of manuscripts:

## **COVERING LETTER**

Please submit a cover letter for each manuscript. The cover letter should include:

- A statement on the authorship and each author's contribution to the manuscript
- A disclosure statement concerning conflicts of interest.
- Confirmation that the manuscript has only been submitted to the JCCS and has not been previously published or being considered for publication elsewhere.
- Confirmation that the manuscript contains original content.
- Corresponding author's full name, mailing address, telephone number and email address.

## **AUTHORSHIP**

- Persons who directly contributed to the intellectual content of the paper should be cited as authors if they meet the following criteria: (1) conceived and planned the work that led to the paper, (2) wrote the paper or took part in the revision process and (3) approved the intellectual content in the final version.
- A statement disclosing the roles of each author with respect to the above criteria must be given.

## **INFORMED CONSENT**

- There should be no identifying information included in the text, images, figures, or photographs that form the manuscript, unless it is essential for scientific purposes. In this case, the patient or legal guardian must provide written informed consent for publication.
- The Caribbean College of Surgeons reserves the right to reject or withdraw published articles if informed consent has not been obtained.

### **ETHICAL RESPONSIBILITIES**

- The authors must confirm in a written statement that the study was reviewed and approved by the local Institutional Review Board.
- The authors must confirm in a written statement that all material relating to human investigations and animal experiments conforms to standards in accordance with the Declaration of Helsinki.
- The Caribbean College of Surgeons reserves the right to reject or withdraw published articles if ethical standards have not been met and/or informed consent has not been obtained.

### **CONFLICT OF INTEREST**

- Each author must disclose financial interests, personal commitments and/or competing interests that may represent actual or potential conflicts of interest that might bias their work.
- The Caribbean College of Surgeons reserves the right to reject or withdraw published articles if any actual or potential conflict of interest exists.

### **MANUSCRIPT COMPILATION – CASE REPORT OR CASE SERIES**

- The manuscript should be arranged in the following order:
  - a) Title Page
  - b) Abstract
  - c) Background
  - d) Report of Case(s)
  - e) Discussion
  - f) Conclusion
  - g) Acknowledgements
  - h) References
  - i) Tables and Figures

### **MANUSCRIPT COMPILATION – OBSERVATIONAL OR INTERVENTIONAL STUDY**

- (a) Title Page
  - (b) Abstract
  - (c) Background
  - (d) Methods
  - (e) Results
  - (f) Discussion
  - (g) Conclusion
  - (h) Acknowledgements
  - (i) References
  - (j) Tables and Figures
- The manuscript should be submitted using British English

- The manuscript should be double spaced, with lateral margins of 1.5cm. The text should be prepared with Microsoft Word using Times New Roman at 12 Font.
- Headings should be positioned flush with the left margin and in sentence case. First-level headings are capitalized and **BOLDFACE**. The second level headings are capitalized and in *ITALICS*.
- Use SI units only throughout the manuscript.
- Limit abbreviations to those that are absolutely necessary. The abbreviation must be defined and in parentheses the first time it is used. Abbreviations must not be used at the commencement of a sentence.
- It is preferable to use only generic names for all drugs throughout the manuscript. However, a proprietary drug name can be used if the generic name and manufacturer is identified in parentheses.
- The name and location of manufacturers of equipment and instruments must be given in parentheses in the text.
- Please observe the following word limits:
  - Letters to the Editor: 500 words
  - Book Review: 800 words
  - Case Report: 1500 words
  - Case Series/Studies: 3000 words
  - Review Articles: 3000 words

## **TITLE PAGE**

- The title of the manuscript should be in bold font in title case and centered at the top of the title page. The title should be concise and reflect the content of your manuscript. You should avoid abbreviations in the title.
- List all authors without their qualifications. The authors should be listed in the order they are to appear in the published article.
- Identify each author's affiliation and contact details using superscript numbers.
- Clearly identify the corresponding author including affiliations and contact details.
- Provide 3-5 keywords for indexing.

## **ABSTRACT**

- A structured abstract should be provided. The abstract should not exceed 250 words.
- Abstracts should be prepared using Times New Roman as the font; size 12; regular style; single-spaced (1.0). Please ensure that left and right margins are 1.5cm in width.
- The abstract should be structured with the following sections:

**TITLE:** Use bold type. Do not use abbreviations.

**AUTHORS:** Begin on a new line two spaces below title. Use italics. List authors' surnames followed by initials of first names. Do not use full stops after initials. Omit degrees, titles, and institutional appointments.

**INSTITUTION:** Begin on a new line immediately below Authors. Use italics. List institute(s) where work originated, city and country.

**EMAIL ADDRESS:** The corresponding author's email should appear in the next line.

**BACKGROUND:** State the main objective/ research question/hypothesis of the study.

**METHODS/REPORT OF CASE:** Briefly describe the design of the study and how it was conducted indicating study population, sampling, procedures, and

measurements.

**RESULTS/DISCUSSION:** Only the main results should be presented, with an indication of variability (e.g., SD) and precision of comparisons (e.g., 95% confidence intervals) where appropriate. Statements such as “results will be discussed” or “data will be presented” will not be accepted.

**CONCLUSIONS:** Limit the conclusions only to those directly supported by the results. Be as clear and specific as possible.

## **BACKGROUND**

- This section should be short – one or two paragraphs – and is used to state the existing data on your topic. It is also used to introduce the main objective/ research question/hypothesis of your study.

## **METHODS/REPORT OF CASE**

- A detailed description of the study design should be presented, including definitions, descriptions of inclusion and exclusion criteria, calculations of sample size and methods of sampling. There should also be a detailed discussion of the methods used for statistical analyses and the statistical software used.

## **RESULTS**

- The results of your study are presented in this section in a clear and concise manner. Please include details of statistical analyses, where relevant.

## **DISCUSSION**

- This section is used to provide a synopsis of the findings of your work. This section should discuss mechanisms and explanations of your findings as well as comparisons to other published studies.
- Any relevant limitations of your study should be presented and discussed at this stage. A statement on the methods used to minimize limitations and/or compensate for these limitations is required.
- You are encouraged to include comments and viewpoints related to the findings.

## **CONCLUSIONS**

- A clear conclusion that is directly supported by your results should be presented.

## **ACKNOWLEDGEMENTS**

- This section is used to acknowledge contributors who may have provided support but do not meet the criteria to be listed as authors.
- Any source of financial support should be included in this section.

## **REFERENCES**

- References should be numbered in the order in which they appear cited in the body of the manuscript.
- Please use Arabic numbers to list the references.
- Each reference should appear on a separate line using single spacing.
- The references should be formatted in Vancouver style.

- List the authors' names with the surname appearing first. No commas should be used after the surname. After a single space list, the abbreviations of the authors' given names, without full stops. A comma follows the last initial of the author's given names.
- If there are more than 6 authors, list the first 6 authors followed by "et al".
- Use official abbreviations for journal names, if available. The journal name should be in italics and is followed by a full stop.
- List the year followed by a semi-colon. After a single space, the journal issue should be listed with volume numbers in parentheses, followed by a colon. The page numbers appear next followed by a full stop.
- **Do not use** citation manager software to compile your references for the final submitted version.
- Please see the following example:  
Brown J, Black B, Wilson F. An example of referencing for the Caribbean College of Surgeons. *J Carib Coll Surg*. 2019;1(1):25-30.

## **TABLES AND FIGURES**

### **TABLES**

- Each table
- Tables are listed in the order that they are quoted in the manuscript, using Arabic numbers.
- Tables should be prepared in Microsoft word format using regular 12 font.
- Each table should have a short descriptive title. This title should be placed as a caption / legend to describe its content appearing immediately below the table.

### **FIGURES**

- Figures should be submitted in JPEG format or TIFF format.
- Any figure submitted should have a minimum resolution of 300 DPI.
- Figures should be clearly labeled with arrows and/or letters.
- Each figure should be accompanied by a caption/legend that appears immediately beneath the figure.