

THE GUIDELINES FOR AUTHORS

Folia Medica Indonesiana publishes original articles in basic and clinical medicine. Articles can be classified as research reports, case reports and literature reviews that keep the readers informed of current issues and innovative thinking. Articles are considered for publication with the condition that they have not been published or submitted for publication elsewhere. Manuscript should be written in English. Authors should follow the manuscript preparation guidelines.

Submission

The submitted manuscript should be addressed to Editor-in-chief of Folia Medica Indonesiana. Manuscript must be submitted through online submission in <http://e-journal.unair.ac.id/index.php/FMI> by registered users. You can easily register in the journal system (<http://e-journal.unair.ac.id/index.php/FMI/user/register>). For further question contact us at: fmi@journal.unair.ac.id.

General Principles

As a basic requirement, all articles submitted to Folia Medica Indonesiana must be original work, which has never been published previously and is submitted exclusively to Folia Medica Indonesiana. The Editorial Board reserves the right to edit all articles in aspects of style, format, and clarity. Authors may be required to revise their manuscripts for reasons of any aspect. Manuscripts with excessive errors in any aspect may be returned to authors for retyping or may be rejected. All manuscripts will be subjected to peer and editorial review.

We accept three types of articles: (1) original articles: **basic medical research, clinical research, or community research**; (2) **case report**; and (3) **systematic review (and/or meta-analysis)**. Authors must also supply the Disclaimer issued by Folia Medica Indonesiana, that can be downloaded from <http://e-journal.unair.ac.id/index.php/FMI/index> and be submitted to email address fmi@journal.unair.ac.id.

Study Ethics

All submitted papers containing animal experiments and/or involving human subjects should have obtained approval from an independent ethics committee. All submitted papers involving human subjects should have obtained publication approval from the participant(s). The copy of approval should be provided to editorial office and submitted online accordingly.

Publication Ethics

This journal follows guidelines from Committee on Publication Ethics (COPE) in facing all aspects of publication ethics and, in particular, how to handle cases of research and publication misconduct.

Structure and Language

Articles will be published in US English, following American spelling. Articles in English that are linguistically inadequate may be rejected. Articles must be submitted in the following structural order: title page and authorship, abstract, keywords, text, conflicts of interest, acknowledgments (if any), and references. Tables, figures, and legends are included in the text where they should be placed. The format should refer to the template of the journal that can be downloaded from <http://e-journal.unair.ac.id/index.php/FMI>

Title Page and Authorship

The title page should contain: title of the article (concise, no abbreviations, maximum 16 words); full names of authors (without academic title); author's affiliation [name(s) of department(s) and institution(s)]; corresponding author's name, mailing address, telephone and fax numbers, and e-mail address of the author responsible for correspondence about the manuscript (E-mail address of the corresponding author will be published along with the article); short running title [maximum 40 characters (letter and spaces)]; word counts [A word count for the text only (excluding abstract, acknowledgments, tables, figure legends, and references)]; number of figures and tables.

Authorship of articles should be limited to those who have contributed sufficiently to take public responsibility for the contents. This includes (a) conception and design, or analysis and interpretation of data, or both; (b) drafting the article or revising it critically for important intellectual content; (c) final approval of the version to be published; (d) and agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Abstract and Keywords

The **ABSTRACT** should be prepared both in English and Indonesian with in unstructured or narrative

abstract that explain the objectives, materials and methods, results, and conclusions of the study, maximum in 250 words. For non-Indonesian authors, abstract in Indonesian will be translated by the editor. They should be concise and precise with enough information, highlighting the points and importance of the article. **Keywords** in English and Indonesian are limited to 3 - 6 words or short phrases that will allow proper and convenient indexing. For non-Indonesian authors, keywords in Bahasa Indonesia will be translated by the editor. **Corresponding author's** name, mailing address, telephone and fax numbers, and e-mail address should be written after the keywords.

Text

The **text** should be structured as **INTRODUCTION, METHODS, RESULTS, DISCUSSION, and CONCLUSIONS**. Footnotes are not advisable; their contents should rather be incorporated into the text. Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. The spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention unless the abbreviation is a standard unit of measurement. If a sentence begins with a number, it should be spelled out. Cite in Harvard style.

Statistical Methods

All **statistical methods** used should be described in detail in the methods section of the manuscript. Avoid relying solely on statistical hypothesis testing, such as P values, which fail to convey important information about effect size. Define statistical terms, abbreviations, and most symbols. Specify the computer software used.

Acknowledgments

Personal **acknowledgments** should be limited to appropriate professionals who contributed to the paper, including technical help and financial or material support, also general support by a department chair-person.

Tables

Tables and its title should be included in the text. Tables should be numbered in arabic numerals, captions should be brief, clearly indicating the purpose or content of each table. Provide a footnote to each table, identifying in alphabetical order all abbreviations used. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Do not use internal horizontal or vertical lines. Give each

column a short or an abbreviated heading. Explain all nonstandard abbreviations and explanatory matters in footnotes, and for explanatory matters use the following symbols, in sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡, §§, |||, ¶¶, etc. Identify statistical measures of variations, such as standard deviation and standard error of the mean. Be sure that each table is cited in the text. If you use data from another published or unpublished source, obtain permission and acknowledge that source fully.

Figures

Figures should be either professionally drawn or photographed, and in a format (JPEG or TIFF) in the following resolutions [gray-scale or color in RGB (red, green, blue mode) at least 300 dpi (dots per inch)]. For x-ray films, scans, and other diagnostic images, as well as pictures of pathology specimens or photomicrographs, send sharp, glossy, black-and-white or color photographic prints, usually 127 x 173 mm (5 x 7 inches). Write the word "top" on the back of each figure at the appropriate place. Figures should be made as self-explanatory as possible, titles and detailed explanations belong in the legends-not on the figures themselves. Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in the figures should contrast with the background and attached and grouped appropriately to the figures so as to prevent disorganization during figures editing. Photographs of potentially identifiable people must be accompanied by written permission to use the photograph.

Figures should be numbered consecutively according to the order in which they have been cited in the text. If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the figure. Permission is required irrespective of authorship or publisher except for documents in the public domain. Color figures are allowed, as they will appear in electronic edition of the journal. Since the journal is also printed in black-and-white edition, figures in color should be adjusted in such a way that its printed form in black-and-white will remain be sharp, clear, and lead to no confusion or unclarity. Diagrams and their legends should be in black-and-white to ascertain clarity. If the original size of the figures is too large, the size should be adjusted in order to allow electronic submission of the manuscript.

Legends for Figures

Legends for figures are written with Arabic numerals corresponding to the figures. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the

method of staining in photomicrographs.

Units of Measurement

For measurements use S.I. (System International) units. Measurements should be abbreviated (e.g. mm, kcal, etc.) in accordance to the Style Manual for Biological Sciences and using the metric system. Measurements of length, height, weight, and volume should be reported in appropriate scientific units. Temperatures should be in degrees Celsius. Blood pressures should be in millimeters of mercury (mmHg). Drug concentrations may be reported in either SI or mass units, but the alternative should be provided in parentheses where appropriate.

References

References is advisably not to exceed 25 in number but not less than 10, and should in general be limited to the last decade. Avoid using abstracts as references. Information from manuscripts submitted but not yet accepted should be cited in the text as “unpublished observations” with written permission from the source. Papers accepted but not yet published may be included as references; designate the journal and add “Forthcoming”. Avoid citing “personal communication” unless it provides essential information not available publicly, name the person and date of communication, obtain written permission and confirmation of accuracy from the source of a personal communication. Authors is recommended to use reference management software, in writing the citations and references such as: Mendeley®, Zotero®, EndNote®, and Reference Manager®. Here are some examples of the references:

1. *Standard journal article*

Up to three authors, list all the authors.

- Halpern SD, Ubel PA, Caplan AL (2002). Solid-organ transplantation in HIV-infected patients. *N Engl J Med* 347, 284-287

More than three authors, list the first three authors, followed by et al.

- Rose ME, Huerbin MB, Melick J, et al (2002). Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res* 935, 40-46

2. *Chapter in a book*

Meltzer PS, Kallioniemi A, Trent JM (2002). Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW (eds). *The genetic basis of human cancer*, New York, McGraw-Hill, p 93-113

3. *Homepage/Web site* [Edited 12 May 2009]

Cancer-Pain.org (2002). New York: Association of Cancer Online Resources, Inc.; c2000-01. [updated 2002 May 16]. Available from <http://www.cancer-pain.org/>. Accessed July 9, 2002

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- 1 The author(s) affirm that the material has not been previously published and that the author(s) have not transferred elsewhere any rights to the article. The author(s) have checked the manuscript to comply with the [instructions for authors](#) of Folia Medica Indonesiana and agreed to contribute for publication fee.
- 2 The author(s) haven't suggested any personal information that may make the identity of the patient recognizable in any forms of description part, photograph or pedigree. When the photographs of the patient were essential and indispensable as scientific information, the author(s) have received the consent in writing form and have clearly stated it.
- 3 In case of experimenting on human, the author(s) have certified that the process of the research is in accordance with ethical standards of Helsinki declaration, domestic and foreign committees that preside over human experiment. If any doubts is raised whether the research was proceeded in accordance with the declaration, the author(s) would explain it. In case of experimenting on animals, the author(s) have certified that the author(s) had followed the domestic and foreign guideline related to experiment of animals in a laboratory.
- 4 The author(s) have received consent from the author or editor the picture or the table that was quoted from other journals or books. A portion or entire of the article hasn't been published on other journals nor contributed to other journals and under review.
- 5 Author(s) of the journal have clarified everything that interest may arise such as work, research expenses, consultant expenses, and intellectual property on the document of [ICMJE form disclosure of conflicts of interest](#).

Copyright Notice

Authors who publish with Folia Medica Indonesiana agree to the following terms:

- 1 Authors retain copyright and grant Folia Medica Indonesiana right of first publication with the work

simultaneously licensed under a Creative Commons Attribution License that allows others to remix, adapt, build upon the work non-commercially with an acknowledgement of the work's authorship and initial publication in Folia Medica Indonesiana.

- 2 Authors are permitted to copy and redistribute the journal's published version of the work non-commercially (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement

of its initial publication in FMI.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

