

## THE GUIDELINES FOR AUTHORS

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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 aspects. Manuscript with excessive errors in any aspects may be returned to the author for revising or may be rejected. All manuscripts will be subjected to editorial review prior to a double-blind peer-review by at least two independent reviewers.

All types of manuscript must consist of:

**Title**, must be concise, specific, and informative. The title must consist of no more than 30 words, written on the top line with bold Times New Roman font size 11, uppercase, and left-margin.

**Abstract** must be written in English in one paragraph with no more than 300 words. Abstract of original research report, randomized controlled trial, scoping review, systematic review or meta-analysis must contain background, objective, materials and methods, results, and conclusion, while the abstract of case report or case series must contain background, objective, case(s), discussion, and conclusion.

**Keywords** should consist of 3-6 words and/or phrases, written below the abstract as seen in the template, in English, started with a capital letter (sentence case), separated with semicolon, and without an ending point. The keywords must contain

at least one keyword of [Sustainable Development Goals \(SDGs\)](#). Authors can use terms present in Medical Subject Headings (MeSH) as the keywords.

**Running title** (other and shorter version of the full title), corresponding author and address must be written accordingly (see [Document Template](#)).

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**Strength and limitations.** Before the conclusion, the authors should describe the strength of the study that may include the findings, the novelty of the topic and methodology, and the contribution of the study. In addition, the limitations of the study should also be described that may include the lack of access to information or resources, the limited time of the study, and the size of the population. Suggestions for further studies can also be included in this part.

The submitted manuscript should be addressed to the Editor-in-chief of Folia Medica Indonesiana in the [Cover Letter](#).

### Manuscript Types and Organizations

#### Original Research Report

Original research reports a substantial body of laboratory or clinical work, presenting the outcome of a large trial, case control, observational or retrospective study. The authors must confirm in the manuscript that they have ethical clearance for the conduct of the reported research. The procedure in the research should be in accordance with the [Declaration of Helsinki](#). The ethical clearance should be submitted along with the manuscript. The manuscript should be approximately 3500 words.

Total number of tables and figures are limited, advisably not more than five, and references are minimally 20 from the last 10 years before the date of submission. The text consists of Abstract, Highlights, Introduction, Materials and Methods, Results, Discussion, Strength and limitations, Conclusion, Acknowledgement, Conflict of Interest, Funding Disclosure, Author Contribution, and References.

## Randomized Controlled Trial

Original research reports a substantial body of laboratory or clinical work, presenting the outcome of a large trial, case-control, observational or retrospective study. The authors must confirm in the manuscript that they have ethical clearance for the conduct of the reported research. The procedure in the research should be in accordance with the [Declaration of Helsinki](#). The ethical clearance should be submitted along with the manuscript. The manuscript should be approximately 3500 words. Total number of tables and figures are limited, advisably not more than five, and references are minimally 20 from the last 10 years before the date of submission. The text consists of Abstract, Highlights, Introduction, Materials and Methods, Results, Discussion, Strengths and limitations, Conclusion, Acknowledgement, Conflict of Interest, Funding Disclosure, Author Contribution, and References.

## Case Report/Case Series

Case report/case series highlights important innovations with wide applicability or previously unpublished complications of new techniques or medications. The authors must confirm in the manuscript that they have obtained written permission of those whose case is being presented. The manuscript should be approximately 3500 words. Total number of tables and figures are limited, advisably not more than five, and references are minimally 20 from the last 10 years before the date of submission. The text consists of Abstract, Highlights, Introduction, Case Report/Case Series, Discussion, Strength and limitations, Conclusion, Acknowledgement, Conflict of Interest, Funding Disclosure, Author Contribution, and References.

## Review Article

This type of manuscript includes Scoping Review, Systematic Review, or Invited Literature Review. **Scoping Review** is composed to synthesize evidence and assess the scope of literature on a specific topic. This type of article also helps to determine whether a systematic review of the literature is warranted. **Systematic Review** involves a detailed and comprehensive plan and search strategy derived a priori, to reduce bias by identifying, appraising, and synthesizing all relevant studies on a particular topic. Folia Medica Indonesiana publishes high-quality systematic review products including systematic review protocols, systematic reviews related to a very broad definition of medicine (basic and clinical), rapid reviews, updates of completed systematic reviews,

and research methods related to the science of systematic reviews, such as decision modelling. Appropriate methodology should be followed, such as [CASP](#), [GRADE CERQual](#), [PRISMA](#), [PRISMA-SC](#), and [PROSPERO](#), the online international register for systematic reviews. The manuscript should be approximately 3500 words. Total number of tables and figures are limited, advisably not more than five, and references are minimally 20 from the last 10 years before the date of submission. The text consists of Abstract, Highlights, Introduction, Materials and Methods, Results, Discussion, Strength and limitations, Conclusion, Acknowledgement, Conflict of Interest, Funding Disclosure, Author Contribution, and References.

On the other hand, **Invited Literature Review** provides a detailed and comprehensive narrative analysis of recent developments in a specific topic in medicine and highlights important points that have been previously published. The text consists of Abstract, Introduction, highlights, any subheadings as needed by the author(s), Strength and limitations, Conclusion, Acknowledgement, Conflict of Interest, Funding Disclosure, Author Contribution, and References. The text is relatively long compared to other paper categories, typically up to 15 manuscript pages or 4,000 words with approximately 30-50 reference list to comprehensively cover all the major published work.

## Meta-Analysis

Meta-analysis is a statistical analysis combining the results of multiple scientific studies, analyzing multiple scientific studies addressing the same question, with each individual study reporting measurements that are expected to have some degree of error. The total number of tables and figures are limited, advisably not more than five, and references are minimally 20 from the last 10 years before the date of submission. The text consists of Abstract, Highlights, Introduction, Materials and Methods, Results, Discussion, Strength and limitations, Conclusion, Acknowledgement, Conflict of Interest, Funding Disclosure, Author Contribution, and References.

## References

References are advisably not to exceed 35 in number but not less than 20, and should in general be limited to the last ten (10) years from the submission date. 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, and obtain written permission and confirmation of accuracy from the source of personal communication. Authors are 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. Journal

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 (doi: .....)

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 (doi: .....)

### 2. Book

Two to three authors, list all the authors.

Sambrook J, Russel DW (2001). *Molecular cloning: A laboratory manual*. Cold Spring Harbor Laboratory Press, New York.

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

Reece JB, Lisa AU, Peter VM, et al (2010). *Campbell biology*. Pearson, London.

#### *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.

#### *Electronic book/ E-book*

Chapter from an electronic book

Darwin C. On the origin of species by means of

natural selection or the preservation of favoured ones in the struggle for life [Internet]. London: John Murray; 1859. Chapter 5, Laws of variation. [cited 2010 Apr 22]. Available from: <http://www.talkorigins.org/faqs/origin/chapter5.html>.

Full-text electronic book

Macdonald S. editor. *Maye’s midwifery* 14th ed. [eBook]. Edinburgh: Bailliere Tindall; 2011 [cited 2012 Aug 26]. Available from: Ebrary.

### 3. Proceeding

#### *Offline proceeding*

Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. *Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology*; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

#### *Online proceeding*

Muller S, editor. *Proceedings of the 10th international conference on head-driven phrase structure grammar* [Internet]; 2003 Jul 18-20; East Lansing (MI). Stanford (CA): CSLI Publications; 2003 [cited 2017 Nov 16]. Available from: <http://web.stanford.edu/group/cslipublicationsSta/cslipublications/HPSG/2003/toc.shtml>.

### 4. Theses/ Dissertation

#### *Offline theses/dissertation*

Kay JG. *Intracellular cytokine trafficking and phagocytosis in macrophages* [dissertation]. St Lucia, Qld: University of Queensland; 2007

#### *Online theses/dissertation*

Pahl KM. *Preventing anxiety and promoting social and emotional strength in early childhood: an investigation of risk factors* [dissertation on the Internet]. St Lucia, Qld: University of Queensland; 2009 [cited 2017 Nov 22]. Available from: <https://espace.library.uq.edu.au/view/UQ:178027>.

### 5. Homepage/ Website

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.



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