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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.

Running title (other and shorter version of the full title) must be written as a header of the manuscript on the right side.

Authors' names should be written in full and should not include any academic titles or ranks. Additionally, at least one of the authors must provide their [ORCID ID](#). The ORCID ID logo () should be embedded after their names containing link to the respective ORCID ID website.

Abstract must be written in English in one paragraph with no more than 300 words. Abstract of original research report and systematic review and/ or meta-analysis must contain background, objective, materials and methods, results, and conclusion, while

the abstract of case series with scoping review discussion must contain background, objective, case(s), scoping review, 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.

Corresponding author's name, affiliation and email address must be written accordingly (see [Document Template](#)).

Highlights of the manuscript should consist of minimally two key points representing the novel contributions of the study and must not be the copy-paste and/or repetition of sentences of any other parts of the manuscript. The highlights should be written using numbers before the introduction under the subheading "Highlights".

Introduction should provide the rationale for the study and explain the main problem the research seeks to address. It should also establish a gap in current knowledge and convince readers that the study has addressed that gap. This section should not exceed four paragraphs without subheadings.

In manuscript types of original research report and systematic review and/ or meta-analysis, the Introduction is followed by:

Materials and Methods should provide a detailed explanation of the research design, settings, time frame, variables, population, samples, sampling methods, instruments, data analyses, and ethical clearance. This section may be divided into subsections if multiple methods are used.

Results should describe the significance of the findings in a logical stream of thought. The most important part of the manuscript is found in this section. The total number of tables and figures is advised to be no more than five.

In manuscript types of case series with scoping review discussion, the introduction is followed by:

Case Series provides the illustration of the case, therapy, procedures, outcomes, and progress of at least 3 patients in a concise narrative. A written narration of the patients whose case is being reported must be obtained and submitted along with the manuscript. The form of the permission can be downloaded here. Arrange the case according to [CARE](#).

Scoping Review is conducted according to the Preferred Reporting Items for Systematic Reviews and Meta-Analyses extension for scoping reviews (PRISMA-ScR) guidelines. The PRISMA-ScR flow diagram should be inserted. The templates for the flow diagram can be downloaded at [this website](#).

Thereafter, in all manuscript types, the above subheadings are followed subsequently by these:

Discussion should explain the results of the study and how they answered the research problem. Differences and similarities with previous studies should be elaborated. The authors should not repeat the results in this section.

Strength and limitations 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 explain, for example, 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.

Conclusion should provide the main idea or results of the article, not copy-paste of the materials and methods or results. It must answer the research objectives and be based on the results and discussion previously explained. Suggestions for further research may be included.

Acknowledgment must have been consented by all parties acknowledged, not put any identity of patients in the case series article here, along with a brief description of their contributions.

Conflict of interest. Manuscript submitted to *Folia Medica Indonesiana* must be accompanied by a conflict of interest disclosure statement or a declaration by the authors stating that they have no conflicts of interest to declare. If there is no conflict of interest, please mention "None."

Ethical considerations should include the research ethics certification number, date, and the agency that provided it must be written. Any work on human beings must include a letter of approval for publication from the participants and his/ her legal guardian.

Funding disclosure. In this section, the authors should state how the research was funded, including grant numbers if applicable. Write down the institution, city, and country. If there are no fundings received, please mention "None."

Authors contributions. The authors' contribution should be declared in accordance with [ICMJE](#) guidelines for an author. For example, AB carried out ..., BC contributed ..., and DE analyzed The contribution of each author should be in line with their respective evidence in the research. All authors

should be listed in this section, along with their contributions to the research process, including preparation, data gathering and analysis, drafting, and approval for publication of the manuscript.

References should be arranged alphabetically, according to Harvard style. References should use the most updated and relevant references from the last 10 years of the submission date. Use the original article as much as possible. References are advisably not to exceed 30 in number but not less than 25. Reference management software, such as Mendeley®, Zotero®, and EndNote®, should be used to write citations and references.

All words in Latin must be written in italics. The use of abbreviations is generally agreed upon, and an extension must be given in the first mention of the abbreviation. Decimal numbers are marked with points (.).

Tables and Figures

The total number of tables and figures are limited, advisably not more than five, and should be cited in ascending Arabic numerals according to their first appearance in the manuscript. All tables and figures should be cited in the body text of the manuscript.

Figures include graphs, diagrams, charts, drawings, and photographs. They should be submitted in JPEG format not in separate files and no smaller than 300 dpi. Each figure should be labeled with Arabic numerals in order, followed by a brief descriptive title, and the title of each figure should be written center-aligned at the bottom of the figure, in normal Times New Roman, font size 9, and ended with period (.).

Tables should be cited in ascending Arabic numerals according to their first appearance in the manuscript. Each table should be labeled with Arabic numerals in order, followed by a brief descriptive title, centered above the table. Tables should not be submitted in separate files. The title of each table should be written center-aligned at the top of the table, in normal Times New Roman, font size 9, and ended with period (.). Text within tables should be written in 1 space, normal Times New Roman font size 9.

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. The text consists of Abstract, Highlights, Introduction, Materials and Methods, Results, Discussion, Strength and limitation, Conclusion, Acknowledgment, Conflict of Interest, Ethical Consideration, Funding Disclosure, Author Contribution, and References.

Systematic Review and/ or Meta-Analysis

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. 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. *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-ScR](#), 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, Acknowledgment, Conflict of Interest, Funding Disclosure, Author Contribution, and References.

Case Series with Scoping Review Discussion

Case series with scoping review highlights important innovations with wide applicability or previously unpublished complications of new techniques or medications. The reported case(s) should adhere to the [CARE checklist](#) and are discussed with the result of a scoping review which comply to the [PRISMA-ScR](#). 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. The text consists of Abstract, Highlights, Introduction, Case Series, Scoping Review, Discussion, Strength and limitations, Conclusion, Acknowledgment, Conflict of Interest, Funding Disclosure, Author Contribution, and References.

References

References are advisably not to exceed 35 in number but not less than 25, 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, Russerl 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 species 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/cslipublications/Stan/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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