

INSTRUCTIONS TO AUTHORS

The Bulletin of the Sri Lanka College of Microbiologists

The Bulletin of the Sri Lanka College of Microbiologists is the annual publication of the Sri Lanka College of Microbiologists issued along with the Annual Scientific Sessions of the College. The Bulletin includes the summaries of the speeches/lectures/symposia and abstracts of oral/ poster presentations to be made during the Annual Scientific Sessions in addition to reviews, research articles and case reports relevant to microbiology and infectious diseases sent by the membership. The aims of the bulletin are to encourage the membership to conduct and publish good quality research to support and improve the practice of microbiology in Sri Lanka and to share experiences to enrich and upgrade the professional standards.

All manuscripts will be subjected to review before acceptance and will be accepted with the understanding that the work is not being submitted simultaneously to another journal and has not been already published /accepted for publication elsewhere.

TYPES OF CONTRIBUTIONS

Review articles

Editorial board selects one or more from the articles submitted as review articles. This should contain less than 2000 words and address a microbiologically significant topic of current interest. This article should be supported by no more than 20 key references.

Research (original) articles

These should be in the format of introduction/background including the purpose of the study, materials and methods, results, discussion and conclusions. Each manuscript must have a structured abstract of 200 words giving the background, materials and methods, results and conclusions. The text should be limited to less than 2000 words and 15 references. Discussion should be clear and limited to matters arising directly from the results.

Articles

These articles should be limited to 1500 words and 12 references. Journal will give priority to articles dealing with topics of interest and importance in microbiology and infectious diseases in Sri Lanka.

Case reports

These should not exceed 750 words and 5 references and should be structured as Introduction, Case report and Discussion. Abstract is not required. Editorial board will be paying attention to the significance of the case report to the practice of microbiology in Sri Lanka.

Abstracts of presentations to be made at Annual Scientific Sessions

These should be limited to 350 words.

Photo quiz

This should be accompanied by a clear photograph and text. Limit your references to three for the answer. (Those submitted without references may be accepted if editors decide as suitable for publication).

Abstracts of research presentations (oral / poster) at Annual Scientific Sessions

SUBMITTING A MANUSCRIPT

- Manuscripts should be submitted with a **cover letter** stating:
 - that the contents have not been published or accepted for publication elsewhere.
 - that the paper has not been submitted simultaneously to another journal.
- Cover letter should include a declaration signed by the principal author and co-authors to certify
 - the originality of the article.
 - that each author has made a significant contribution to the work.
 - Principle author and co-authors have read the manuscript.
 - abide by the decision of the Editorial Board.
- The name, full mailing address, e-mail address and telephone number of the corresponding author should also be included.

Previous publication of some content of a paper does not necessarily mean that the paper will not be considered for publication in the Bulletin, but the Editorial Board should be made aware of this in the cover letter that accompanies the manuscript.

Plagiarism

The Sri Lanka College of Microbiologists considers plagiarism as a serious academic misconduct. All submitted work will be checked for plagiarism and any plagiarism identified would be dealt with according to the COPE guideline on plagiarism.

http://publicationethics.org/files/u2/02A_Plagiarism_Submitted.pdf

Authors should include all those who have contributed to the work described, including supervisors and if applicable, those interpreting and analysing data used in the study to be presented. Authors should meet all of the following criteria, and be able to take public responsibility for the content of the paper:

1. Conceived and planned the work that led to the paper, or interpreted the evidence it presents, or both.
2. Wrote the paper or reviewed successive versions, and took part in revising them.
3. Approved the final version.
4. Each author should have contributed sufficiently to the work to take public responsibility for the content.
5. Contributed to the intellectual content of the paper.
6. At least one of the authors of the paper should be a member of SLCM.

Collecting and assembling data reported in a paper and performing routine investigations are not, by themselves, criteria for authorship.

PREPARATION OF MANUSCRIPTS

All parts of the manuscript, including references, tables and figure legends should be typed with double-spacing and formatted in Times New Roman font (size 14 for the title and 12 for the rest of the article) for A4 sized paper. All pages of the manuscript should be numbered consecutively, starting with the title page.

The **title page** should contain the following:

1. Main title and subtitle (if any): capital letters should be used only for the first letter in the first word in the title and proper nouns. (Use Times New Roman font size 14, bold).
2. Name(s) of the author(s) should be given below the title. The author's surname should be preceded by the initial(s) or forename(s) but not by prefixes such as Mr. or Dr. or Prof. See above for guidelines regarding authorship. The name of the principal author should be stated first. Authors' names will be published in the order submitted by the principal author.
3. Institutional affiliations of authors have to be mentioned below the list of authors identifying each author with a number in superscript after the name and the same number in superscript before the name of the institution.
4. Contact details of the principal/corresponding author including the e-mail address should be mentioned below the list of institutions.

Units/ abbreviations

Authors should follow the SI system of units (except for blood pressure which will continue to be expressed in mmHg). Abbreviations if used should be consistent throughout the text.

Photographs

All photographs of the patients will be published with covered eyes. Photo-micrographs should have scale markers that indicate the degree of magnification.

Tables

All tables must be double-spaced and numbered with Arabic numerals in the order in which they are cited in the text. The title should describe the contents of the table briefly and concisely. Explain all abbreviations and symbols as footnotes to the table.

Acknowledgements

Acknowledge only persons / organizations who have contributed to the scientific content and provided financial or technical support.

References

These should conform to the Vancouver style. The reference in the text should be numbered consecutively in Arabic numerals in parenthesis in the same line of the text in the order in which they appear in the text. The first five authors should be listed. If there are more than five then the first three should be listed followed by *et al.* An example is given below.

1. Dellit TH, Owens RC, McGowan JE et al. Infectious Diseases Society of America and the Society for Healthcare Epidemiology of America guidelines for developing an institutional program to enhance antimicrobial stewardship. *Clinical Infectious Diseases* 2007; **44**: 159-77.

PROOF READING

- The manuscript must be proof read by the author prior to submission.
- The acceptable rates for spelling and grammatical errors are as follows.
 - Spelling mistake – 5% (e.g. in a 2000-word document up to 10 misspelled words will be allowed)
 - Grammatical errors – 5% (e.g. in a 2000-word document up to 10 grammatical errors will be allowed)
- **Please note – failure to comply with the above requirement will result in the rejection of the manuscript.**

Manuscripts should be submitted as an **electronic version** by email to slcmicrobio@gmail.com .

Your email should be marked for the attention of the Editor, SLCM, and the manuscript should be attached to the email as a **Microsoft Word document** along with the cover letter.

“The SLCM does not expect hard copies of the same, but you would be acknowledged by a reply email from SLCM. If you do not receive such a reply, please contact & confirm the receipt of your submission from SLCM”