

CME Journal

Guide for Authors

CME Journal is a multidisciplinary peer-reviewed journal. It publishes original papers, reviews and short communications on all aspects of the science, philosophy and practice of clinical and public health.

CME Journal considers submissions on any aspect of public health across age groups and settings. These include:

- Clinical care delivery and practices
- Public health practice and impact
- Applied epidemiology
- Medical Education
- Need or impact assessments
- Health service effectiveness, management and re-design
- Health protection including control of communicable diseases
- Health promotion and disease prevention
- Evaluation of health programmes or interventions
- Health governance, audit and quality
- Health law and ethics
- Health policy and comparisons
- Capacity in health systems and workforce

This is not an exhaustive list and the Editors will consider articles on any issue relating to the health of populations or the public.

Types of manuscript considered

The types of papers that may be considered for inclusion are:

- Original research**, including epidemiology, clinical care, evaluations of health interventions or programmes, and health practice original work on case studies, audit, workforce or resource development
- Review article**, which include meta-analysis and systematic review

On submission, authors should indicate in which category their contribution is to be considered. If authors are uncertain of the category to which their paper is best suited, they should make this clear in their covering letter to the Editors.

We do not currently accept study protocols or commentary/opinion papers – except by prior discussion and invitation.

Submission Process

Papers submitted to *CME Journal* are carefully reviewed in the first instance by one of the Editors. Papers that do not meet editorial needs; are methodically flawed; or lack originality will be rejected. We will also reject papers that fail to provide sufficient ethical approval where required and we shall refer papers back for revision prior to any review if they do not comply with Journal style.

Papers which pass the Editorial review will be sent out to peer-review and will be reviewed by at least two external reviewers (short communications may only be sent to one reviewer). Reviewers are asked to consider whether the paper: contains new research findings or information; is relevant to clinical and public health practice, is technically sound; and is suitably presented.

1. How to submit your manuscript

All manuscripts should be submitted to the Editorial Office at email: cmejournal21@gmail.com

2. Correspondence

The official language of *CME Journal* is British English. Support may be made available to overseas authors whose first language is not English.

Any correspondence should be sent to the Editorial Office as follows:

The Editors
CME Journal Editorial Office
Center for Medical Education
Directorate General of Medical Education
Mohakhali, Dhaka 1212, Bangladesh
Tel: 02222283889
E-mail: cmejournal21@gmail.com

Submission Checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the Article preparation section for more details.

Ensure that the following items are present:

- One author has been designated as the corresponding author with contact details:
 - E-mail address
 - Full postal address
- All necessary files have been uploaded:
 - Blinded Manuscript:
 - Include keywords
 - All figures (include relevant captions)
 - All tables (including titles, description, footnotes)
 - Ensure all figure and table citations in the text match the files provided
 - Indicate clearly if colour should be used for any figures in print
 - Abstract – not more than 300 words
 - Supplemental files (where applicable)

Further considerations

- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

For further information, contact the Editorial Office at email: cmejournal21@gmail.com

Article Preparation

Article types

Article type	Word length	Tables/figures	References	Peer reviewed
Original research	4,500	5	Up to 100	Yes
Review article	3,500	5	Up to 100	Yes

Original research

Papers should be clear, precise and logical and should not normally exceed 4,500 words. Original research papers should be presented as follows and using the **Submission Templet**:

1. Covering letter – the letter must contain: why the submission is appropriate for publication in CME Journal; what is known about the topic discussed; what your study adds; and confirmation that the paper has not been published elsewhere
2. Separate title page – bearing title, all authors' initials, surname, main degrees (two only), the name and location of the institution(s) where the work was done and the declaration of interests. The author to whom proofs and correspondence should be sent should be clearly indicated with correct address, e-mail, and telephone.

Manuscript

- Abstract (max 300 words). This should include: Objectives, Study design, Methods, Results, Conclusions
- Keywords. 3-6 keywords should follow the abstract
- Introduction
- Methods
- Results
- Discussion
- Acknowledgements including declarations: Statements of ethical approval, funding and competing interests
- References

Clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors recommendations.

Tables and figures

A maximum of 5 tables/figures can appear within the manuscript. Additional tables/figures can be included as online supplementary material. Authors should indicate at approximately what point in the text the table should appear.

Tables must be comprehensible without reference to the text if possible. References can be cited in the tables if needed. Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

Figures, graphs, drawings etc. should not be over complex and must be intelligible when reduced in size for printing. They should be on separate sheets, numbered and with legends.

Please note that any costs for reproducing material whose copyright is not held by the authors or the CME is to be met by the authors.

Review Papers

Systematic reviews

Systematic Review papers presenting exhaustive, critical assessments of the published literature on relevant health topics or questions will be considered. Such reviews should be prepared in strict compliance with MOOSE or PRISMA guidelines or with Cochrane's complementary guidelines for systematic reviews of health promotion and health interventions, as appropriate. CME Journal encourages authors to use alternative databases covering scientific literature from low- and middle-income countries not indexed in the traditional international databases (i.e. Medline, Web of Science). All systematic reviews need to be submitted (as supplementary material) with a completed copy of the guideline checklist that has been used in the preparation of the review.

Narrative reviews

Narrative Review papers will be considered by CME Journal. Whilst no formal guidelines for such reviews exist, authors should be very clear in what criteria they have used for the selection of studies and describe the methods used to undertake the review in the body of the paper. Generally speaking, narrative reviews will only be considered where the author(s) are clearly experts in the research field under consideration or the health issue under consideration is not amenable to systematic review. The reviews needs to be submitted with a supporting statement justifying the appropriateness of undertaking a narrative review.

Review papers should not exceed 3,500 words. Reviews can include up to five tables/figures and up to 100 references.

Please follow the guidance for original research in the preparation of the manuscript including a structured abstract.

For further information about formatting details, acknowledgements, funding sources, artwork, reference style and other information related to submission - Please contact the Editorial Office at email: cmejournal21@gmail.com or visit CME webpage. Please acknowledge the mail.