

Instructions to Author

Brunei International Medical Journal (BIMJ) promotes medical research for clinicians, basic scientists and others who treat and investigate health and medical problems. The Journal's mission is to publish peer-reviewed original scientific articles in clinical and laboratory research relevant to basic sciences and clinical medicine.

Manuscript Submission

Manuscripts containing original research material are accepted for consideration. Manuscripts will not be accepted for publication unless the following editorial requirements are met.

Basic requirements for articles submitted to the BIMJ are:

- Original work
- Never been published
- Manuscript that contains materials involving human subjects must obtain signed informed consent from the subjects and ethical approval from ethical committee.
- Not under consideration or review for publication anywhere else.
- Approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out.
- The BIMJ and publisher will not be held legally responsible should there be any claim for compensation.

The Copyright Transfer Agreement Form should be completed and signed by the corresponding author on behalf of all co-authors.

Types of articles:

- **Research article.** Full length clinical, basic medical, and community research.
- **Case reports.** Medical and health case reports that need to be disseminated. The format consists of title, abstract, introduction, case, discussion, and references.

Language

Articles will be published in UK English.

Writing Instructions

The manuscript should not exceed 20 printed pages (double spaced, A4 size sheets, Times new roman 12-point font size). The acceptable format is Microsoft Words (doc. or docx.) file maximum 15 MB.

Articles submitted should follow the structural order below and as outlined in the BIMJ Submission Checklist:

Title Page and authorship: provide the full title, full name, highest awarded academic degree, and institutional affiliation of each author. Information on the corresponding author for reprints and full contact information should be included. The title of the article should not exceed not be more than 15 words or 140 characters. Abbreviation is only allowed for commonly used terms such as HLA-B27.

Structured Abstract and Keywords: Abstract should include the following headings: **Objective, Methods, Results, and Conclusions**. A journal abstract should contain sufficient information depicting the conduct and findings of a trial, study, or observation which are optimally presented in no more than 250 words. It should also emphasise on new and important aspects of the trial, study or observation. Three to five key words or short phrases that will assist indexers in cross-indexing the article should be provided below the abstract and written in alphabetical order. Keywords should be referring to <https://meshb.nlm.nih.gov/search>.

Manuscript: Both observational and experimental articles are divided into the following sections: **Introduction, Methods, Results, and Discussion (IMRAD)**. Authors are strongly encouraged to limit the article length to 3,500 words. Please refer to **BIMJ Submission Checklist** for other type of manuscript. The length does not include the running title, title page, abstract, and references. Only 7 tables, figures, and charts in total are allowed. 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. Begin references on a new page.

Tables. Tables should be typed in double-spaced, and should be titled and numbered in Arabic numeral system in the order of their first citation in the text. Table(s) is included in the text and also compiled on a separated page. Do not use vertical lines between columns. Use horizontal lines above and below the column headings and at the bottom of the table only. Abbreviations used in the table must be defined in a footnote to the table. Indicate footnotes in this order of **,#.

Photos/images/charts. Photos/images/charts should be numbered in accordance with the appearance in the text. Personal and identifiable photos must be accompanied with written permission. Any published images should be referenced. Photos/pictures should be numbered according to their appearance in the text. The number of tables and photos/pictures should not according to the type of submitted manuscript (please refer to the **BIMJ Submission Checklist**).

As best quality of images is required for publication, the images can be separately uploaded in image format (JPEG, TIFF, or EPS) to the supplementary files. Minimum resolution for all figures in the following [color in RGB (red, green, blue mode) or gray-scale] at least 300 dpi (dots per inch). The recommended resolution for line art (charts or images that contain typographic elements) is 600 dpi.

For x-ray films, scans, and other diagnostic images, as well as pictures of pathology specimens or photomicrographs, black-and-white or color photographic prints, is 5 × 7 inches (127 × 178 mm).

References

References should be written according to the Vancouver style rules and numbered consecutively in the order in which they are first mentioned in the text using EndNote and Mendeley. Only six authors are allowed to be included in a reference item. When the number of authors for a reference item is more than six, the six first names should be written down and “*et al.*” should be added for the other authors. Reference citation in text should be identified by a number without brackets in superscript at the end of sentence.

Examples of References Journal Article

Lawlor DA, Nelson SM. Effect of age on decision about the numbers of embryos to transfer in assisted conception: a prospective study. Lancet.

2012;379(2):521–7.

References with more than 6 authors:

Polanco FR, Dominquez DC, Grady C, Stoll P, Ramos C, Mican JM, *et al.* Conducting HIV research in racial and ethnic minority communities: building a successful interdisciplinary research team. J Assoc Nurses AIDS Care. 2011;22(5):388–96.

An organisation as a source

WHO. Rubella vaccines: WHO position paper-recommendations. Vaccines.

2011;29(48):8767–8.

Without author

Role of diagnostic imaging in early diagnosis and stage determination of rheumatoid arthritis. Clin Calcium.

2011;21(7):949–53.

Volume with supplement

Van Spronsen FJ, Huijbregts SC, Bosch AM, Leuzzi V. Cognitive, neurophysiological, neurological and psychosocial outcomes in early-treated PKU-patients: a start toward standardized outcome measurement across development. Mol Genet Metab. 2011;104 (Suppl 1):S45–51.

Edition with supplement

Dietz CA, Nyberg CR. Genital, oral, and anal human papillomavirus infection in men who have sex with men. J Am Osteopath Assoc.

2011;111(3 Suppl 2):S19–25.

Dissertation

Suprpto. Penjatuhan pidana mati berdasar UUD 1945 [dissertation]. Bandung: Universitas Padjadjaran; 2011.

Book

Fritz M, Speroff L. Clinical gynecologic endocrinology and infertility. 8th ed. Philadelphia: Wolters Kluwer Lippincott Williams & Wilkins; 2011.

Munro M, Brill A, Parker W. Gynecologic endoscopy. In: Berek J, editor. Berek & Novak's gynecology. 14th ed. Philadelphia: Lippincott Williams & Wilkins; 2007. p. 749–804.

Conference proceeding

Nicolai T. Homeopathy. Proceedings of the Workshop Alternative Medicines; 2011 November 30; Brussels. Belgium. Belgium: ENVI; 2011.

Paper in conference

Tirilly P, Lu K, Mu X. Predicting modality from text queries for medical image retrieval. In: Cao Y, Kalpathy-Cramer J, Unay D, editors. MM 11. Proceeding of The 2011 International ACM Workshop on Medical Multimedia Analysis and Retrieval; 2011 Nov 28–Dec 01; Arizona, USA. New York: ACM; 2011. p. 7–12.

Website

American Society for Reproductive Medicine. Headlines in reproductive medicine. [cited 2010 May 6]. Available from: <http://www.asrm.org/headlines/>.

Appendix 2. BIMJ Copyright form Email address and details to be updated



Brunei International Medical Journal

COPYRIGHT ASSIGNMENT FORM

Manuscript No: Category:

Manuscript Title:

(Please fax completed copyright assignment form to BIMJ at +673-2242690: Attention to BIMJ, Clinical Research Unit, Medical Education Centre, RIPAS Hospital, or scan the completed form and email to bimj_editors@bimjonline.com)

Copyright Transfer Agreement: Each author must sign this form to certify that:

1. I/We hereby assign completely and absolutely to BIMJ with effect from the date of acceptance of the above titled manuscript for publication in BIMJ, all present and future copyrights to the manuscript. Such assignment of copyright shall include, without limitation to the foregoing, the exclusive right to do any and all acts in all countries in which the copyright (or analogous rights) in the manuscript subsists (or in the future subsists) together with all rights of action in respect of any past or existing infringement of such copyright;
2. The manuscript above is my/our original work without fabrication, fraud, or plagiarism and has not been published previously elsewhere (printed or electronic form in the internet/discussion groups/electronic bulletin boards) or has been submitted or under consideration for publication elsewhere.
3. That the manuscript contains no violation of any existing copyright or other third party right or any material of an obscene, libelous or otherwise unlawful nature, and that I/we will indemnify the Editors of BIMJ against all claims and expenses (including legal costs and expenses) arising from breach of this warranty and the other warranties on my/our behalf in this agreement.
4. That I/we have obtained permission for and acknowledged the original authors of the source of any illustrations, diagrams or other materials used in the manuscript of which I am/we are not the original copyright owner/s.
5. All authors warrant that they each meet the requirements for authorship enumerated in the Journal's Instructions for Authors and understand that if the paper or part of the paper is found to be faulty or fraudulent, each shares the responsibility.

I have read and understand the above conditions and provide the appropriate signatures and information below:

Name (in FULL):

Signature:

(Corresponding or senior author/Copyright holder)

Date:



Please tick if co-authors have agreed for corresponding author to sign on behalf of them.

Appendix 3

BIMJ SUBMISSION CHECKLIST

Title:

Category: Original article

Corresponding author:

Please ensure that the manuscript is prepared as per the Instructions for Authors. Available at [\(website link\)](#). Submissions that are not in the format recommended will be returned and not reviewed.

General guidelines:

☐ Submission as Word file

☐ Include continuous line numbers on all pages of the manuscript, including the abstract and main text, to facilitate the peer review process.

Submission must include:

☐ **Cover letter**

In your cover letter, you should include:

- The affiliation and contact information of your corresponding author
- A brief explanation of why the work is appropriate for BIMJ

☐ **Signed Copyright Transfer Agreement**

☐ **Title page**

- Title
- Initials and surname of authors, with a maximum of 2 degrees
- Affiliations
- Full name, address, and the contact details of the corresponding author
- Short running title

☐ **Abstract and Keywords (see Table I)**

- Structured for original article and review, unstructured for case report
- Maximum of 5 keywords from medical subject heading (MeSH) ([MeSH Browser](#))
- Please do not include any references in your Abstract

☐ Main text

- Main text should not contain the author's details
- Use a clear font (e.g., Times New Roman, 12 pt), double-spaced
- Double-spaced with a 2.5 cm margin
- Follow the IMRAD format for the main text: Introduction, Methods, Results, and Discussions
- Number all pages consecutively

☐ Ethics Statement

Authors must include a written **Ethics Statement in the Methods section** of the manuscript. This must confirm:

- That ethical approval was obtained from an appropriate ethics committee or institutional review board (with reference number and date),
- That written informed consent was obtained from patients or clients (or a waiver was granted), where applicable,
- That all data were anonymized, and
- That the research followed relevant national and international ethical standards for human and/or animal research.

☐ References (see Table I)

- Cite as superscript in text numerals after the full stop, preferably all references at the end of the sentence.
- For original articles, a minimum of 15 references; for case reports, 8-10 references; and for images of interest, a maximum of 5 references.
- Numbered as they appear in the text
- For continuous references such as ^{1,2,3,4,5,6}, use hyphens in between, for example, ¹⁻⁶
- Provide doi references/number wherever available

☐ Tables and Figures

- Titles and legends should be on separate page
- Figures should be numbered in Arabic numerals, such as Figure 1, Figure 2
- Tables should be numbered in Roman numerals, Table I, Table II, Table III
- Should not be included in the main text
- Should be placed at the **end of the manuscript** or uploaded as **separate files**, as required. Clearly label all figure and table legends.
- Placement of each figure and table must be indicated within the text, including placeholders (e.g., "Insert Figure 1 here") at the appropriate section in the manuscript.

- It is in the authors interest to provide tables and diagrams of the highest quality and resolution – images should be taken properly highlighting the area of interest.
- Images in particular of radiology, endoscopic images, clinical pictures and histology must be taken properly- enface. Radiological images should be a download copy if images are digital.

Table I. Limits for manuscripts submitted to BIMJ

Type	Abstract	Text*	References	Tables/Figures
Original article	250**	3500	30	7
Review	250**	3500	50	7
Brief Reports	250	2000	15	6
Case report	150***	1000	15	5
Image of interest	N/A	500	3	3
Letter to Editor	N/A	500	3	N/A

*Excluding abstract and references, **Structured, ***unstructured