
NQOCN Journal of Healthcare Quality

Instructions to the Authors

Welcome and thank you for considering the NQOCN Journal of Healthcare Quality as a platform for showcasing your work.

CATEGORIES OF ARTICLES

At NQOCN-JHQ, we offer authors the opportunity to submit a range of article types:

1. Original Research Articles
2. Quality Improvement Reports
3. Review Articles
4. Brief reports
5. Commentary
 - i. Editorial
 - ii. Perspective/CME
 - iii. Letter to the Editor

- *Original articles:* These scientific reports give results of original research. These should have a structured abstract and should follow the IMRAD (Introduction, Methods, Results and Discussion) format (maximum 4000 /3500 words including references). A total of 10-15 references only.
- *Quality improvement (QI) Reports:* These provide the details of QI projects which has been completed and have learning points. These reports also follow IMRAD pattern but it is somewhat different. These articles should be prepared according to SQUIRE-statement [<http://www.squire-statement.org/index.cfm?fuseaction=page.viewpage&pageid=471>] The word limit is 3500 words. A total of 10-15 references only.
- *Review articles:* These provide an in-depth review of a specific topic. Authors should preferably be working in and have published papers in the area being reviewed and have sufficient expertise to critically evaluate the relevant literature. Appropriate use of tables and figures is encouraged. Where relevant, key messages and salient features may be provided. Review articles are usually solicited by the Journal, but unsolicited material will also be considered (maximum 4000/3500 words including references). A total of 15-20 references only
- *Brief reports:* These are brief write-ups on how QI methodology was used to solve some problem, which may be of benefit to the medical fraternity (maximum 1500/1200 /1000

words including references). It may include up to 1-2 tables or figures and 15 to 20 references. A total of 10-15 references only.

- *Editorial*: These are usually commissioned. We are, however, happy to consider and peer review unsolicited editorials (maximum 1500 /1000 words). A maximum of 15 / 7-10 references may be included. Editorials should normally not have tables and figures. Please remember that the primary audience for our editorials will comprise of health care providers.
- *Perspective/CME*: These cover timely, relevant topics in health care and medicine in a brief, accessible style (maximum words 1,200/1000). A perspective can have one figure or table and maximum five / 7 references.
- *Letter to the Editor*: Letters to the Editor are considered for publication (subject to editing and abridgment) provided they do not contain material that has been submitted or published elsewhere. They should have less than 500/400 words excluding references. A total of 5 references only.

PREPARATION AND SUBMISSION OF MANUSCRIPTS

Cover Letter

The cover letters should provide important information about the article and why should it be considered for publication in NQOCN-JHQ. Any other information which may help the editor take a decision can also be included.

Manuscript Text File

Compile all text, references, figure legends, and tables into a one double-spaced digital file (an MS Word document, Times New Roman, 12 Font).

Title Page

Create a title page that includes:

- Manuscript title
- Short Title
- Each author's full name, highest degree, and affiliation/institution
- Institution where the work was performed
- Contact information for one (1) corresponding author
- Contribution of author(s) in the work being submitted
- Acknowledgements (State if any funding support was utilized for the study and/or the paper)
- Conflict of interest declaration

The title page should be uploaded as a separate file from the manuscript and given the file designation 'Title Page'. This will ensure the title page is not visible to reviewers

during peer review, but that the information will be relayed to Production if your paper is accepted.

Abstract

Provide a structured abstract (for original articles) of not more than 250 words containing the following:

A. Headings for Original Articles

- Background / Introduction: Problem being addressed in the study
- Methods: How the study was performed
- Results: Salient results
- Conclusions: What the authors conclude from study results
- Identify 3-5 keywords to index the manuscript

B. Headings for QI Reports (see SQUIRE statement)

- Title
- Abstract
- Introduction
- Methods
- Results
- Discussion
- References

C. Headings for Review articles:

Purpose

Data sources

Study selection

Data extraction

Results of data synthesis

Conclusion

Identify 3-5 keywords to index the manuscript

D. Headings for *Brief Quality improvement (QI) reports / articles:*

Quality problem or issue

Initial assessment

Choice of solution

Implementation

Evaluation

Lessons learned .Identify 3-5 keywords to index the manuscript

- E. For Methods articles and Perspectives on quality articles the format of the abstract is free, but structure is recommended

Introduction

The introduction should state why the study was carried out and what the specific aims of the study were. It should describe the background for the study (the available knowledge), its importance and its goals. It should be brief but complete enough for the reader to understand the reasons for the study without having to read previous publications on the subject.

Methods

These should be described in sufficient detail to permit evaluation and duplication/replication of the work by others. The following should be described in this section:

- Study design
- Setting
- Selection of participants
- Interventions
- Methods of measurement
- Data collection and processing
- Loss of data such as dropouts or patients lost to follow up
- Outcome measures: primary and secondary
- Statistical methods used
- Ethical guidelines followed by the investigators

Statistics

The following information should be given:

- The statistical universe, i.e. the population from which the sample for the study is selected
- Method of selecting the sample (subjects, animals, etc. from the statistical universe)
- Method of allocating the subjects into different groups
- Statistical methods used for presentation and analysis of data (e.g. mean and standard deviation values or percentage values), and statistical tests (e.g. Student's t test, chi-square test, analysis of variance, non-parametric tests and multivariate techniques)
- Exact p values should be provided.

- Confidence intervals for measurements should be provided wherever appropriate.
- The software package (name and version) used for statistical analysis should be specified.

Results

These should be concise and include only the tables and figures necessary to enhance understanding of the text. Results should be presented in a logical, sequential order that parallels the organization of the methods section. The text should be used to highlight the most important aspects of the figures and tables, and to convey unique information. Data presented in tables and figures should not be duplicated in the text. Drug names, wherever used, should be generic. If the use of proprietary names is deemed a must for the study, generic names should be mentioned in parentheses

Discussion

The discussion should summarize how the study findings add to the current knowledge, provide explanations for the findings, compare the study's findings with available literature studies, discuss the limitations of the study and the implications for future research. Only those published articles directly relevant to interpreting the results and placing them in context should be referenced. The conclusion should be based on and justified by the results of the study. The particular relevance of the results to healthcare in India should be stressed. Conclusions regarding cost-benefit should be drawn only if a specific economic analysis formed a part of the study design.

Identifying Data

At appropriate places in the manuscript, please provide the following items:

- If applicable, a statement that the research protocol was approved by relevant institutional review boards or ethics committees and that all human participants gave written informed consent
- For clinical trials, registration number and registry name
- For studies containing microarrays, accession numbers and repository name

References

References must be double-spaced and numbered consecutively as they are cited in the text. References first cited in a table or figure legend should be numbered so they will be in sequence with references cited in the text at the point where the table or figure is first mentioned. At the end of the article, the full list of references should include the names of authors, the full title of the journal article or book chapters; the title of journals abbreviated according to the Index Medicus style (www.nlm.nih.gov/bsd/uniform_requirements.html) the year of publication, the volume number and the first and final page numbers of the article or chapter. List all citation authors when there are six or fewer; when there are seven or more, list the first three, followed by et al. The authors should check that the references are accurate; lack of accuracy may result in the rejection of an otherwise adequate manuscript. The following are sample references:

1. Shapiro AMJ, Lakey JRT, Ryan EA, et al. Islet transplantation in seven patients with type 1 diabetes mellitus using a glucocorticoid-free immunosuppressive regimen. *N Engl J Med* 2000;343:230-8.
2. Goadsby PJ. Pathophysiology of headache. In: Silberstein SD, Lipton RB, Dalessio DJ, eds. *Wolff's headache and other head pain*. 7th ed. Oxford, England: Oxford University Press, 2001:57-72.
3. Kuczumski RJ, Ogden CL, Grammer-Strawn LM, et al. CDC growth charts: United States. Advance data from vital and health statistics. No. 314. Hyattsville, Md.: National Center for Health Statistics, 2000. (DHHS publication no. (PHS) 2000-1250 0-0431.)
4. Medicare: trends in fees, utilization, and expenditures for imaging services before and after implementation of the Deficit Reduction Act of 2005. Washington, DC: Government Accountability Office, September 2008. (<http://www.gao.gov/new.items/d081102r.pdf>. opens in new tab.)

Numbered references to personal communications, unpublished data, or manuscripts either “in preparation” or “submitted for publication” are unacceptable. If essential, such materials can be incorporated at appropriate places in the text.

Tables

All tables should be included at the end of the manuscript text file. Double-space tables (including footnotes) and provide a title for each table. Extensive tables or supplementary materials will be published as supplemental materials with the digital version of the article.

Figures

High quality images should be submitted separately in JPG or TIFF format. The labelling must be clear and neat. All photomicrographs should indicate the magnification of the print. Use arrows or letters in contrast with the background to indicate special features. Colour illustrations will be accepted if they make a contribution to the understanding of the manuscript.

Submission process

The articles can be submitted by email to nqocn.jhq@gmail.com

KEY JOURNAL STYLE ELEMENTS

Units of Measurement

Authors should express all measurements in conventional units, with Système International (SI) units given in parentheses throughout the text. Figures and tables should use conventional units, with conversion factors given in legends or footnotes. In accordance with the Uniform Requirements, however, manuscripts containing only SI units will not be returned for that reason.

Abbreviations

Except for units of measurement, abbreviations are strongly discouraged; the first time an abbreviation appears, it should be preceded by the words for which it stands.

Drug Names

Generic names should be used. When proprietary brands are used in research, include the brand name and the name of the manufacturer in parentheses after the first mention of the generic name in the Methods section.

EDITORIAL POLICIES

Peer Review

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Authorship

An 'author' is someone who has made substantive intellectual contributions to a study. It is the responsibility of every person listed as an author of an article published in JQH to have contributed in a meaningful and identifiable way to the design, performance, analysis, and reporting of the work and to agree to be accountable for all aspects of the work.

As stated in the International Committee of Medical Journal Editors (ICMJE) Recommendations, credit for authorship requires:

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- Drafting of the article or critical revision for important intellectual content
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Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials or hospital numbers, should not be revealed in written descriptions and photographs. If it is not possible to ensure anonymity, written, informed consent should be obtained from the patient and submitted to the Journal.

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hereby submit it for consideration for publication as a
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7. All conflicts of interest are stated in writing.
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