

## POLICY DOCUMENT

### 1. Sign and stamped

Each page of Policy Document for journal must be duly sign and stamped by Head of Organization

### 2. Frequency of journal

BIOSIGHT is a Bi Annual Research Journal. It Publishes two issues per year.

### 3. Guidelines for submission of research articles

#### Editorial policies

All submitted papers would be preliminary evaluated according to scope of journal. The cover letter is important which helps the Editor in his evaluation. Authors should describe the suitability of paper for publication in the journal. The manuscript will be reviewed by two expert reviewers. Final decisions are made by the editor in chief.

#### Authorship Criteria

The authorship of a manuscript requires:

- Significant contributions to conceptualize and design of study;
- Substantial participation in data acquisition, statistical analysis and data interpretation;
- Significant participation in drafting of the article or critical revision;
- Final approval of the article for the publication in the journal.

All corresponding authors are required to submit the Authorship Declaration Form with the submission.

#### Disclosure statement


All authors must divulge their potential conflict of interest at the end of the submitted manuscript before references under heading disclosure statement. If no conflict of interest exists author must state that "all authors declare that they have no potential conflict of interest"

#### Funding

BIOSIGHT journal requires all authors to acknowledge their funding in a consistent fashion under a separate heading. If there is no funding, authors state that "This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors".

#### Process of Manuscript submission

All manuscript must be submitted at our Website through registering in it. The submitted manuscript has not been published in any other journal or not consider presently for publication elsewhere. A manuscript receipt will be acknowledged and a decision about acceptance/rejection/ revision will be made as soon as possible.



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## **Instruction**

### **Cover letter**

The cover letter must be submitted along with the manuscript. The cover letter must describe the significance of the study and the statement that “the manuscript has not been previously published and is not currently under consideration by another journal and that all authors have approved of and have agreed to submit the manuscript to this journal”.

### **Manuscript preparation**

#### **Presentation and formatting**

- Line spacing: 1.5
- Font: Times New Roman
- Font size: 12-point
- Page numbers included at bottom right corner.
- Use doc/ docx file for article submission.

#### **Title page must contain:**

- Manuscript title in capital letters, bold format and 14-points character size.
- Complete names of all authors (First, middle and last name)
- Author’s affiliation with the department(s) and/ or institution(s) to which the work should be credited.
- Name, contact number, email address and postal address of the corresponding author must also be mentioned on the title page.
- Source(s) of support in form of grants, funding and any other form should also be indicated on the title page.

#### **Word count excluding references and abstract.**

- Editorial and brief communication: word count up to 2000 words with 10 references
- Original article 2000-4000 words should be divided into subsections: Abstract, Key-words, Introduction, Methods, Results, Discussion, Conclusion, References, Tables and Figures. Original article contains up to 25 references.
- Reviews: The word counts up to 5000 with 75 references.

**Abstract:** The total number words of abstract should not be more than 250 words for original article and reviews whereas 150 words for brief communication. Abstract should be unstructured and contain a brief background, objective of study, summarize methods, results and conclusions.

**Key words:** 3 to 6 words

**Introduction:** describe brief literature with recent references and also state the purpose and rationale of the study.

**Methods:** Following aspects should be included:

**Ethical approval:** All reported studies on human beings and animals must be approved by the responsible committee of ethics (institutional or regional) and must be conducted in accordance with the Helsinki Declaration of 1975, as revised in 2000 (available at [http://www.wma.net/e/policy/17-c\\_e.html](http://www.wma.net/e/policy/17-c_e.html)). A statement having ethical approval number



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provided by the ethics committee permission and ethical practices must be included in all research articles under the 'Methods' section.

**Technical information:** Identify the methods, apparatus (give the manufacturer's name and address in parentheses). Provide the sufficient detail of procedure.

**Units and Abbreviations:** All abbreviation must be provided in System International (SI). The abbreviations must be defined at their first occurrence.

**Data analysis:** A brief summary of all statistical measures must be provided in the method section.

**Results:** Present your results in a logical sequence in the text, tables, and illustrations/figure.

**Discussion:** Include a summary of key findings with related research studies; Mechanism implicated to your work; Strengths and limitations of the study; Interpretation and conclusion; and Future research directions. The combined result and discussion section can be included in the manuscript.

**References:** Authors have the responsibility for the accurateness and completeness of references included in the manuscript and authors are also responsible for the correct reference citation within the text. References are not in the alphabetical order; it should be numbered sequentially in the order in which they are first cited in the text. All references must be formatted in "Vancouver" style. The title of journal in the reference must be abbreviated according to the "Index Medicus" however provide full title of non-indexed journals. Here are some examples below:


#### **Paper references**

1. Welsh J. Cellular and molecular effects of vitamin D on carcinogenesis. Arch Biochem Biophys. 2012;523(1):107-14.
2. Krishnan AV, Feldman D. Mechanisms of the anti-cancer and anti-inflammatory actions of vitamin D. Annu Rev Pharmacol Toxicol. 2011;51:311-36.
3. Mavaddat N, Antoniou AC, Easton DF, Garcia-Closas M. Genetic susceptibility to breast cancer. Mol Oncol. 2010; 4(3):174-91.
4. Dalessandri KM, Miike R, Wiencke JK, Farren G, Pugh TW, Manjeshwar S, et al. Vitamin D receptor polymorphisms and breast cancer risk in a high-incidence population: a pilot study. J Am Coll Surg. 2012;215(5):652-7.

#### **Book references:**

1. Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr., Sodeman WA, eds. Pathologic physiology: mechanisms of disease. Philadelphia: Saunders; 1974: 457-472.
2. Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology. Philadelphia: Lippincott Williams&Wilkins, 2002.

Information from those manuscripts which are submitted but unaccepted should be cited in the text as "unpublished observations" with written permission from the source. Note: List authors and/or editors up to 6; if more than 6, list the first 6 authors followed by et al.

  
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## Tables

- All tables are numbered in Arabic numerals, consecutively in the order of their first citation in the text and provide a brief title for each table
- Provide explanations about the table in footnotes
- The tables along with their number should be cited at the relevant place in the text.
- **Illustrations/ Figures:** provide good quality color or grey scale images/ figures. Each image resolution should be 300dpi, Dimensions should be 828 x 473 (width x height). Figures/ illustration should be submitted at the end of the manuscript file.
- Figures should be numbered consecutively according to the order at which they cited first in the text.
- All figures Labels, numbers and symbols should be clearly mentioned in the text. All figures should be of uniform size. The labeling of figures should be large enough to be readable.
- The color of the symbols, arrows, or letters used in figures should contrast with the background.
- Titles and description of the figure should be given in legends.
- If a figure has been published elsewhere, acknowledge the original source and add reference of that figure with permission.

## Articles

Section default policy

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Authors of the research article are required to submit **Author Agreement Statement** that declares originality, not accepted for publication anywhere, consent of Authors for paper publication in the journal and nomination of corresponding authors. The statement of author agreement must be signed by all the authors of research paper.

## Deadlines of all processes

The authors can submit their research paper though out the year. There is no submission deadline.



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## **12. Reviewing and Editing**

BIOSIGHT is double blind peer-reviewed journal. Submitted papers and short communication are evaluated by independent referees or Editorial Board members specialized in the article field. Our Reviewers evaluate submitted material's scientific significance and novelty, define its accordance to general journal profile, scrutinize its content for compliance with the journal's publication ethics. After the refereeing process is complete, the paper may be rejected, returned to the author for revisions, or accepted for publication.

The authors are responsible for the contents of their paper or short communication. Editors may request an author, when considered necessary, to elaborate on the content or technical details of the paper. Scientific editing might change format and correct the writing to render it compliant with editorial policy of the journal.

Pictures and graphs are special subject to editorial consideration, as their quantity should be optimal and only necessary in the content of papers. Pictures, graphs and textual content alike are subject to ethical standards concerning authorship and integrity. Additionally, whenever images are included in accounts of research process or results, or in data collections, the author must provide an accurate description of how the images originated.

## **13. Acceptance of articles and publication of articles**

The acceptance and publication of article is based on decision of the Editor of the journal. The Editor take decision in the light of review report received from reviewer.

## **14. Timelines of publication of issues**

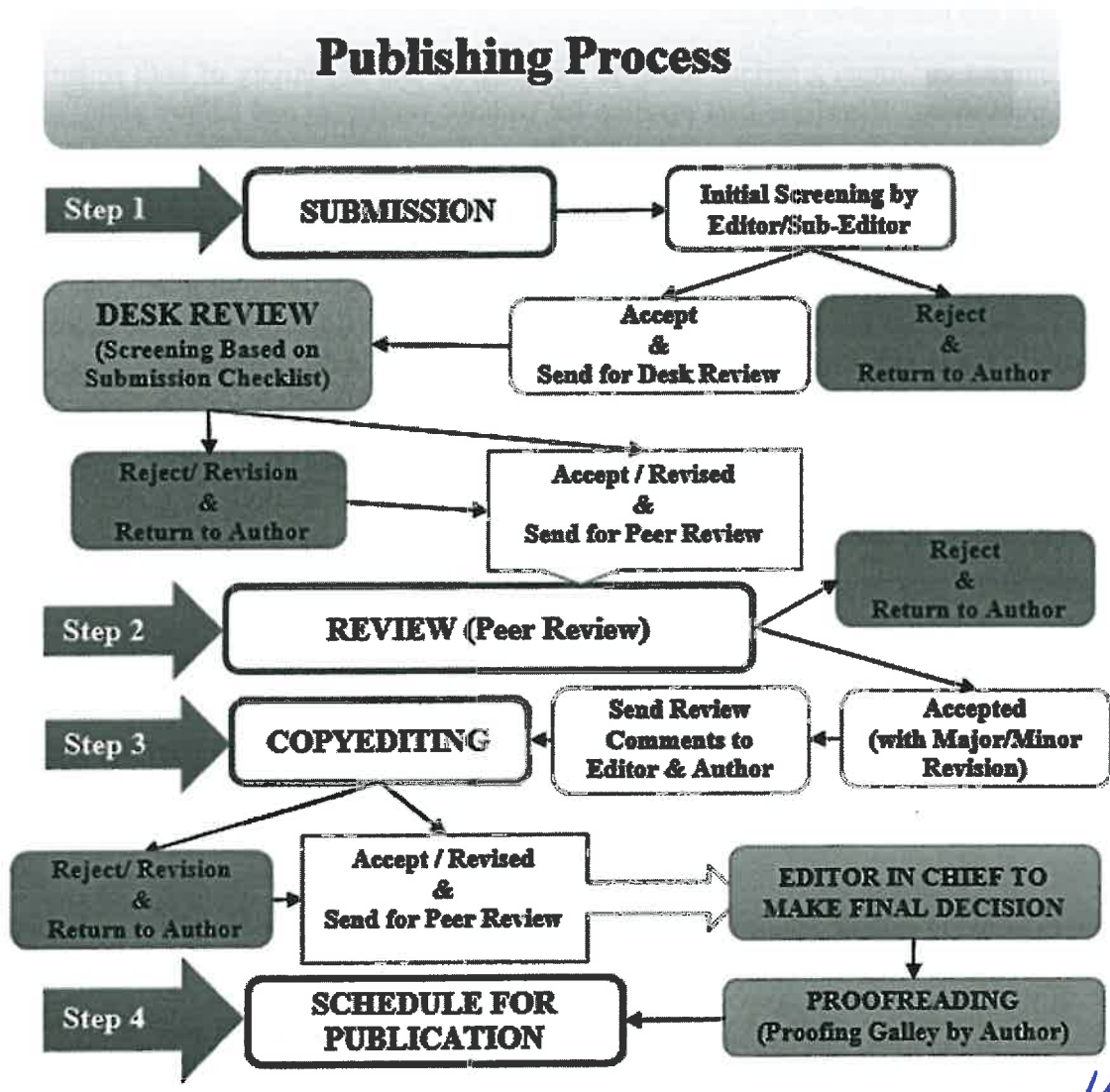
The Journal release two issues per year. The first issue release on 30<sup>th</sup> June of every year and Second issue release on 31<sup>st</sup> of every December. The Journal take at least one month/ 4 weeks to complete review process after the date of submission. The Journal publish all research article in the next issue which are being received in less than 4-week time before the release of current issue.


## **15. Steps involved from date of receipt of research article till the publication of article**

1. Authors are required to submit complete manuscript without details of authors and their institution along with separate title page carries details of authors and their affiliation.
2. The Editor/Manager of the Journal assign manuscript with anonymous author to an editor from editorial board for desk review. The Journal use open journal system for Management of the journal. The editor of the journal also has right of the journal manager.
3. The Editorial board member sent article to editor after desk review/ Initial screening.
4. The Editor sent to review all those articles which successfully clear desk review and assign two reviewers including national/international reviewers to the article.

  
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5. The review receive notification on his email and on Open Journal System.
6. The Editor take decision whether article is fine for publication or not. If the article is fine for publication. The Editor further sent article for Copy editing after receiving two positive review rom authors. Otherwise sent from revision.
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The Journal does not charge any fee for publication at the moment.

## **17. Disclosure and Conflicts of interest**

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Conflicts of interest constitute a serious threat to the integrity and objectivity of both scientific research and publishing. Therefore, best practice for authors, reviewers and editors alike, is to avoid conflicts of interest situations whenever possible.

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## **18. Correction and retraction of research articles**

The Editor of the Journal sent an email to the authors of the article for revision/correction proposed by Editorial board member and reviewers after the initial screening and the final review respectively.

## **19. Contribution and consents of each author and any other information**

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