

Instructions to Authors

Original Research

All manuscripts must be single-spaced with full-text line and page numbering. Manuscripts submitted to the journal must be original, have not been previously published, and will be verified for plagiarism. The word count includes the body of manuscript, references, notes and captions. The word count excludes the abbreviation list and acknowledgements. Authors cannot exceed this limit without prior approval of the editor-in-chief.

Ensuring a Blind Review

To ensure the integrity of the blind peer-review for submission to this press, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

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 - File > Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.
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Organization of Manuscript Sections

The following information must appear:

Title

Word Count

The number of words should not exceed the following numbers, without prior approval from the editor-in-chief.

Abstract: 500

Total: 5,000

Abstract

The abstract is a summary limited to 500 words and should state the investigation the following 4 subheadings:

Background and Objective: Brief statement of the background and purpose for the investigation.

Material and Methods: Describe the methodology applied in the investigation.

Results: State the principal results of the investigation.

Conclusion: Brief statement fulfilling the hypothesis.

Please note: References should not appear in the abstract.

Key Words: 5-6 key words should be included.

Metadata

In GlobalCE Journal submission page, in keywords section, please separate each **keyword** with the use of the Enter key.

Introduction

Brief introduction to the manuscript, outlining the background and objectives in further detail. Detailed literature review, results should be avoided in this section.

Provides detailed information on the research methodology in a written form that allows the work to be reproduced. This section may be divided into subsections and include research design, subject population/recruitment, materials, sampling, diagnostic methodology and analysis, and statistical analysis. Authors are recommended to consult with an individual with statistical expertise for analysis. Reporting results and/or discussion is inadmissible in this section.

Methods

For investigations involving human subjects, declaration that informed consent approval was obtained as well as statement of institutional or university ethical review board approval should be indicated in a separate paragraph. This statement should include whether or not the research conforms to the outlined principles in the Declaration of Helsinki.

Funding

If applicable, details of all funding sources including full agency name(s) and grant numbers should be included as a separate subsection.

Results

May be divided into subsections to clearly present the statistical findings supporting the results. The main body of the text in this section mainly encompasses numerical data.

Site tables, figures and/or graphs to illustrate the findings.

Discussion

Should explore the significance and impact of the results in relation to the research question and hypothesis. Begin with a limited background information section followed by a discussion of the investigation's results, limitations and future implications and outcomes that correspond to previously published research or how it may develop into future research. Site tables, figures and/or graphs where appropriate.

Conclusions

Should present the hypothesis and summarize the conclusive findings of the research.

Acknowledgements

Provides a statement recognizing individuals, aside from the authors, that have contributed to the scientific work being reported. Non-research contributions are not suitable.

Grant Support

The must be a declaration of any financial support for the research, listing company or organization name and the author's affiliation.

References

The list of the original references that provided essential data for the investigation.

General Instructions:

References should be numbered consecutively in the text by superscript numerals. Corresponding references should be listed at the end of the text. Unpublished sources such as personal communications should be cited within the text and not included in the reference list.

The GlobalCE Journal uses a slightly modified version of the Vancouver style for references. When there are more than 4 authors, shorten to 3 and add "et al." Journal titles should be abbreviated as in PubMed.

Journal article:

Abate M, Salini V, Rimondi E, et al. Post-traumatic myositis ossificans: sonographic findings. *J Clin Ultrasound* 2011;39(3):135–40.

Book:

Cardenosa G. *Breast Imaging Companion*, 3rd edition. Philadelphia (PA): Lippincott Williams & Wilkins; 2007.

Chapter in a book:

Galloway AC, Colvin SB, Grossi EA, et al. Acquired heart disease. In: Schwartz SI, Shires GT, Spencer FC, eds. *Principles of Surgery*, 6th edition. New York: McGraw-Hill; 1994:845–99.

Web page:

Breast Cancer Society of Canada. Breast cancer statistics. Toronto, ON: Author; 2012. Available at: <http://www.bcsc.ca/p/46/l/105/t>.

Abbreviations

Authors are encouraged to apply commonly abbreviated words within the text, figures and/or tables. All abbreviations should be spelled out at the first mention in the text and abbreviations should be listed in a key.

Plagiarism

Plagiarism is defined as the presentation of work of another in such a way as to give the reader reason to think it is the author's own work. Plagiarism is a form of academic fraud and is considered a serious academic offense. Any paper submitted to the GlobalCE Journal will be checked for originality to confirm that it has not been plagiarized from other sources.

Self-plagiarism: refers to the practice of an author using portions of their previous writings on the same topic in another of their publications, without specifically citing it formally in quotes. Authors are required to disclose information and cite references about reused content from previously published work.

Incorrect authorship: Excluding authors, wrongly presenting the same material as original in more than one publication, inclusion of authors who have not made a definite contribution to the work published; or submission of articles without the concurrence of all authors.

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Also, the author(s) must ensure that any patient identifying markers on any images is removed before submission to the journal.

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Each table should be typed on a separate page and should have a legend at the top indicating the information contained and should supplement the text. Each table should be clearly labeled with the title and figure number. Illustrations should be of the highest resolution possible and may be embedded in the text or sent separately. Please do not crop the photos as you lose resolution; instead, zoom in to get the maximum image in the frame for the photograph. Illustrations should clarify and complement the text. Each illustration should be clearly labeled with the title, figure number, and indication as of the correct position of viewing of the image. Labels or arrows may be used to point out areas of interest and should be detailed in the legend. Any patient identification MUST be removed. Videos are also accepted.

Note: Figure reproduction cannot improve on the quality of the originals

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The journal accepts only original work that has not been published elsewhere. All authors must confirm that neither the manuscript nor any part of it was written or published or is under consideration for publication elsewhere. Publication of the content as an abstract during the proceedings of meetings is not considered prior publication and can be submitted for publication.

Authorship Credit

Should be based on the contributions to any of the 3 components mentioned below:

Concept and design of study, acquisition of data, or analysis and interpretation of data;

Drafting the article or revising it critically for intellectual content;

Final approval of the version to be published.

Conflicts of Interest/ Competing Interests

All authors of must disclose any and all conflicts of interest they may have with the publication of the manuscript or any institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented.

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