

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 reviewed 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:

- The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.
- With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application:
 - File > Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.
- With PDFs, the authors' names should also be removed from Document Properties found under File on Adobe Acrobat's main menu.

Organization of Manuscript Sections

The following information must appear:

Title

Author's names and affiliations: highest level of contribution to the paper appearing as first author. Present author's affiliation addresses below the names and indicate each affiliation with a superscript number immediately after the author's name.

Title Page

Corresponding author: provide postal mailing address, phone/fax and email address of the author responsible to handle correspondence at all stages of refereeing and pre- or post-publication.

Word Count

The number of words should be indicated and should not be exceeded 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 incorporate 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 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 advised to consult with statistical experts for the performed and reported 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. Sources of financial support, if received, must be reported.

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. This is also the place to suggest further needed work.

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.

Misappropriation of the ideas of others: an important aspect of scholarly activity is the exchange of ideas among colleagues. Scholars can acquire novel ideas from others during the process of reviewing grant applications and manuscripts. However, improper use of such information can constitute fraud. Wholesale appropriation of such material constitutes misconduct.

Digital image editing ethics:

No particular feature within an image may be introduced, moved, enhanced, obscured, or removed. Adjustments of brightness, contrast, or color balance are allowed if they are applied to the whole image and do not obscure or eliminate any information present in the original image. Adjustments such as changes to settings must be disclosed in the figure legend.

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

Permissions/Copyright

It is required to obtain written confirmation from author(s) in order to acquire copyrights for manuscripts published in this journal as to index them in repositories. Therefore, Author(s) must obtain all parties consent [co-author(s), others if applicable] and submit the acceptance of Copyright Agreement with their paper. Written permission must be obtained by the author for material that has been published in copyrighted material; this includes tables, figures, and quoted text that exceeds 150 words. A copy of all permissions must accompany the manuscript when published in copyrighted material. The author(s) hereby represents and warrants that the paper is original and that he/she is the author of the paper, except for material that is clearly identified as to its original source, with permission notices from the copyright owners where required. Author(s) must clearly indicate that approval for publication has been received in cases of institutional ownership.

All submitted material remains the property of the journal and a copy will be returned to the author; however, the GlobalCE Journal reserve the right to reprint all or portions of the article and to post all or part of the article online. GlobalCE Journal reserves the right to edit manuscripts as required to publish in the journal. Before a paper is submitted for publication, one of the authors must accept the copyright form. Authors are responsible for obtaining any and all clearances as appropriate.

Tables and Illustrations

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. Short videos are also accepted.

Note: Figure reproduction deteriorate condition of the quality of the originals

Author Responsibility

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.

Institutional Ethics Review Board Approval and Informed Consent

- When paper include living subjects
- All prospective and retrospective human studies must have appropriate institutional ethics review board.

Compliance with these rules must be stated in the text, including waiver of consent by the board, if applicable. Manuscripts that do not comply with these rules will not be accepted for publication.

Author Biographies

Authors now have the option to publish a biography together with the paper, with information such as MD/PhD degree, past and present positions, research interests, awards, etc. This increases the profile of the authors and is well received by international readers. Author biographies can be added to the end of paper, in a section heading "Author Biographies" accompanied with a recent photo of each author. The biography section, if submitted, must be less than 200 words.