

A letter to the editor (sometimes abbreviated LTTE or LTE) is a letter sent to a publication about issues of concern from its readers. In academic publishing, letters to the editor of an academic journal are usually open postpublication reviews of a paper, often critical of some aspect of the original paper.

Manuscript Organization

Running Head

Characters: Up to 50

Font: Cambria (Headings)

Size: 12

Alignment: Left

Running head should be added in the Header along with the page numbers.

Type of Article

Research Article/ Case Report/ Review Article/ Opinion/ Short Communication/ Mini Review/ Letter to Editor

Title

The title of the paper should provide a concise statement of the contents of the paper. A good title is very important and will attract readers and facilitate retrieval by online searches, thereby helping to **maximize citations**. The title should include topical keywords and allude to the interesting conclusions of the paper. A title that emphasizes the main conclusions, or poses a question, has more impact than one that just describes the nature of the study.

Running title

A short 'running title', of not more than 55 characters (including spaces), for use as a headline

Words: Up to 20

Font: Cambria (Headings)

Size: 15

Alignment: Center

Title should be in Bold and in Title Case.

Authors and affiliations

✚ Author names should be given in upper- and lower-case, not in all capitals, to avoid ambiguities. The author for correspondence must be clearly indicated. It is permissible to include the names of more than one author as corresponding author, but a single author must act as the point of communication during the peer review process.

✚ The name and address of the laboratory or laboratories and university where the work was done, and present addresses of authors who have since moved.

Corresponding author details

Detailed Author's address, including telephone number, Fax number and email address for the corresponding author should be mentioned.

Abstract

Abstract should include a brief content of the article. Please minimize the use of abbreviations and do not cite references in the abstract. This should state the objectives of the work, but should not contain a detailed summary of the results.

Words: Up to 250

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Keywords

Select keywords that will make your manuscript easily searchable. Three to ten keywords representing the main content of the article

Words: Up to 10

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Abbreviations

Please include any non-standard abbreviations referred to within your paper. A list of standard abbreviations can be found here. **Font:** Cambria
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Introduction

This outlines the state of current research and the context of the research presented. Often it will cover work previously carried out by the same research team and how the new results relate to that. Because the introduction states a lot of background material and little to no original research, it usual contains the bulk of the citations - often to larger "review" papers.

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Acknowledgements

An Acknowledgements section is not compulsory but may be included. If required, Provide list of individuals who contributed in the work and grant details other than main authors. Authors may also wish to acknowledge individuals who have contributed materials, expertise or time to the study who are not named as authors.

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Conflict of Interest

Declare if any economic interest or any conflict of interest exists.

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*If there are any sub headings in the body text, sub-categorize them accordingly under the heading in which they fall. For example: 1. Heading

- I. Sub-heading
- II. Sub-sub-heading

References

Throughout the paper, any statement will be backed up with notes to additional literature. These are stated in a reference section in numbered order of citation in the text towards the end of the paper. References do not necessarily come at the end, but may appear as footnotes at the bottom of the page so can be read without flicking to the back page of the paper each time. List all authors if less than six. If more than five authors, list the first five followed by "et.al." Provide the link for the listed references **Font:** Cambria
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General style of reference

1. Journal References

Author name/s (Year) Title of article. Journal short name Volume(Issue): Full inclusive page numbers.

2. Book References

Author name/s (Year) Title of the book. (Edition), Publisher name, place, city, country, pp. full inclusive page numbers.

Author name/s (Year) Chapter/ topic name. In: Author name/s (Editors.), Book name. (Edition), Publisher name, place, city, country, pp. full inclusive page numbers.

3. Conferences

Author name/s (Year) Conference topic. Name of the conference, Country.