



Submissions

All manuscript submissions to the Scientific Proceedings shall be online. The manuscript and other documentary requirements shall be e-mailed to scientificproceedings@lcp.gov.ph. A manuscript submission checklist (Form SPLCP-2021-ASC-001) is provided to guide the submission as to the journal's requirements.

Cover Letter

A cover letter addressed to the Editor-in-Chief of the Scientific Proceedings should be prepared, stating the complete title of the work, list of all authors, and the intention to submit to the Scientific Proceedings. The corresponding author with complete contact information (institutional mailing address, work telephone, fax number [if any], and work e-mail address) should be clearly indicated. Presentation of the study findings as an abstract or poster in previous conferences should be mentioned in the letter, to include information on the title and dates of the conference, as well as awards won, if any.

Author Form

The Scientific Proceedings Author Form (SPLCP-2021AF-001) includes a certification of fulfillment of authorship criteria for all authors listed, declaration of conformity to publication ethics and ethical standards for experiments on human/animal subjects and approval by the appropriate ethics committee, disclosure of conflicts of interest where existing, and agreement to copyright transfer. Complete names of the authors, title indicating the highest educational attainment (e.g., MD, MSc, PhD), and name and location of not more than one (1) institutional affiliation, should be indicated.

Ethical Review Board Approval

For all original articles, the authors shall submit a scanned copy of the ethical review board approval of the study performed on which the manuscript is based.

Informed Consent Form

For case reports, the authors shall submit a scanned copy of the written/informed consent for publication from the involved patient/subject. The Scientific Proceedings requires the use of its standard Informed Consent Form (SPLCP-2021-CF-001), duly accomplished and submitted with the other requirements. For case series whose patient data are reported in aggregate, informed consent is not required. However, if the case series includes patient details that contain individual information which make them identifiable (e.g., individual case histories, photos, x-rays, etc.), an informed consent form for publication must be submitted. In case the involved subject/s and/or relative/guardian can no longer be contacted after all means have been undertaken by the author, the author should state so in the cover letter with a description on the efforts made to secure consent.

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The Scientific Proceedings publishes articles in the following categories:

Table with 2 columns: Article Category and Description. Categories include Original Articles, Systematic Review and Meta-Analysis, Lectures, Symposium Proceedings, or Grand Rounds, Case Reports and Case Series, and Brief Reports.

Letters and Correspondence	Scientific Proceedings welcomes feedback and comments on previously published articles in the form of Letters to the Editor. No abstract or keywords are necessary. A Letter to the Editor must not exceed 2 typewritten pages or 500 words and may include references following the Guide to Authors.
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Manuscript

Title Page

The title page should include:

- Complete title of the article which should be informative, concise, meaningful, and as brief as possible (no more than 20 words)
- Name of each author with highest academic degree(s) and complete address of one (1) institutional affiliation.
- Listing of any meeting(s)/conference(s) where the material is under consideration for presentation, has been previously presented, and/or has been awarded. Indicate title, place month and year of the meeting/conference.
- Corresponding author's name, mailing address, telephone, fax, and e-mail address. The corresponding author will be responsible for all questions about the manuscript. Only one author is to be designated as corresponding author and he/she does not need to be the first author on the manuscript.
- Appropriate footnotes for explanatory purposes or additional information may be placed with proper cross-referencing to the main text, in the following order of usage: *, **, ***
- Financial support, if any. Provide the agency name and city, company name and city, fellowship name and/or grant number.

Abstract

- Original Articles, Review Articles require a structured abstract of not more than 500 words, with the following four headings:
 - Objective/s: Briefly state the purpose/s or aim/s of the study.
 - Methodology: State the study design (e.g., randomized clinical trial, case-control study, cross-sectional study, systematic review), setting (multi-center, institutional, et

cetera), study population. Additional modifiers can be stated (consecutive, retrospective, prospective, observational, interventional, non-consecutive, etc.)

- **Results:** Briefly summarize the principal outcome measurements/data obtained. Results should be accompanied by data with confidence intervals and the exact level of statistical significance.
 - **Conclusions:** Provide brief and concise conclusion(s) directly supported by the data.
- Case Reports or Case Series do not require a structured abstract, with a maximum of 300 words.

Keywords

- At least 5 keywords listed in the Medical Subject Headings database ([MeSH] of the National Center for Biotechnology Information [NCBI] [<https://www.ncbi.nlm.nih.gov/mesh/>]) should be provided.

Body of the Text

- The manuscript should be written in IMRAD format (Introduction, Methodology, Results and Discussion, Conclusion).
- Organize and prepare the manuscript to include the following sections:
 - **Introduction:** The Introduction, without a heading, should refer only to the most pertinent past publications and should not be an extensive review of the literature. Include a brief background, the research question and/ or rationale, objectives/purposes of the study, and major hypothesis to be tested if any.
 - **Methodology:** Methods should be written with sufficient detail to permit others to duplicate the work. Study Design: State the study design using a phrase such as randomized or nonrandomized clinical trial, case-control study, cross-sectional study, cohort study, case series, case report, systematic review, meta-analysis, review, experimental study, or historical manuscript; Setting: (e.g., multicenter, institutional, clinical practice); Participants, Patients, or Study Population: Number of patients, selection procedures, inclusion/exclusion criteria, randomization procedure and masking; Intervention or observation procedure(s); Main and secondary outcome measure(s); Data and statistical analyses, to include what software was used for the computations. For original articles, statements regarding adherence to the Declaration of Helsinki, approval by the Institutional Review Board (IRB)/Ethics Committee, and description of the informed consent process should be included.
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- **Conclusion/s:** The conclusion(s) is/are should be directly supported by the results. Authors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses.
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- Restrict abbreviations to those that are widely used and understood. Avoid abbreviations that have meaning only in the context of your specific manuscript.
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Measurements

- All measurements and weights should be expressed in SI units.

Drugs, Instruments, Equipment

- Use generic names only in the text body. State the trade name of a particular drug cited in parentheses including manufacturer’s name, city, state and/or country when first mentioned in the text. With regard to instruments or equipment utilized in the study, enclose in parentheses the specific model, manufacturer’s name, city, state and/or country.

Conflicts of Interest

- There should be a statement disclosing conflicts of interest where existing, source of funding for the study and manuscript, and acknowledgements to individuals/groups of persons, or institution/s.

Funding Sources

- Funding source/s for the study on which the manuscript is based, to include the writing of the manuscript, should be stated.

Acknowledgments

- Contributors to the work who do not fulfill the authorship criteria should be acknowledged.

Tables, Figures, Illustrations and Photographs

Tables

- Tables should follow references. Each table must be titled and numbered consecutively using Arabic numbers as mentioned in the text. The title should be brief and fully understandable without reference to the text. Each table column and row must have a heading. Tables that indicate the mean should have the corresponding standard deviation. Legends must identify all symbols that appear on the tables and graphs. A maximum of five tables may be included in the manuscript.

Figures (Graphs, Illustrations, and Photographs)

- Each final figure should be submitted as individual Joint Photographic Experts Group (JPEG), Portable Network Graphics (PNG), or Tag Image File Format (TIFF) files with appropriate labels (figure number, title).
- Submit the original, raw, and unedited files in the abovementioned formats in one (1) folder with labels that shall allow comparison with the final figures. Disclose if there are modifications, such as cropping, changes in color, orientation, or placement of arrows or shapes.
- Photographs (clinical photographs, fluorescein angiograms, computed tomography [CT] scans, magnetic resonance imaging [MRI], X-ray, photomicrographs, transmission/scanning electron micrographs [TEM/SEM], graphs, etc.) should have a resolution of at least 600 dpi.
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- Up to a maximum of five items only per type may be included.

Appendix

- Appendices should be used very sparingly. However, it is appropriate to provide survey forms, to list the members of a study group, or explain complex formulas or information. In studies involving a study group, the writing group authors should be listed along with the group name on the title page. Other group members should be listed in an appendix.

References

- List only references that are pertinent to the manuscript.
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- Examples:
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Miller WT, Macgregor RR. Tuberculosis: Frequency of unusual radiographic findings. *Am J of Roentgenology* 1978; 130: 867-75.

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Libshitz HI, Mckenna RJ, Haynie TP, et al. Mediastinal evaluation in lung cancer. *Radiology* 1984; 151:295-99.

Chapter in Book

Meltzer PS, Kallioniemi A, Trent JM, Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93-113.

Book

Murray, PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*. 2nd ed. New York: McGrawHill; 2002.

Website

World Health Organization. Hospital infection control guidelines for severe acute respiratory syndrome. April 16, 2003: <http://who.int/csr/sars/infectioncontrol/en> (accessed April 24, 2003).

- For a complete sample of references, please refer to http://www.nlm.gov/bsd/uniform_requirements.html

LCP Form No. 61-006

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SPLCP-2021-ASC-001: Author Submission Checklist v.01.2021

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That the study on which the manuscript is based had conformed to ethical standards and/or had been reviewed by the appropriate ethics committee		
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