

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.

Article Categories

The Scientific Proceedings publishes articles in the following categories:

Original Articles	Original articles include clinical trials, laboratory investigations, clinical epidemiology, and evaluations of diagnostic and surgical techniques. Original articles should not exceed 25 typewritten pages (8.5 x 11 in., 1 in. margins at both sides, double spaced, excluding tables, figures, illustrations and references) or 6,000 words.
Systematic Review and Meta-Analysis	Review articles summarize and critically appraise current and relevant information on a particular topic. Reviews should not exceed 15 typewritten pages (8.5 x 11 in., 1 in. margins at both sides, double spaced, excluding tables, figures, illustrations and references) or 4,000 words.
Lectures, Symposium Proceedings, or Grand Rounds	Special articles summarizing and documenting lectures or symposium proceedings, as well as grand rounds, which include presentation of medical problems of a particular patient, evaluation and work-up, treatment and clinical course, discussion of key diagnostic and management points, and commentaries by specialty experts. A manuscript for grand rounds should not exceed 25 typewritten pages (excluding tables, figures, illustrations and references) or 6,000 words.
Case Reports and Case Series	Case reports or series focus on reportable cases encountered in practice, representing unusual or rare manifestations, presentations, or clinical course of disease. Case reports should not exceed 10 typewritten pages (8.5 x 11 in., 1 in. margins at both sides, double spaced, excluding tables, figures, illustrations and references) or 3,000 words.
Brief Reports	A brief report is an original contribution (generally an interesting case, a series case, surgical technique, or experimental study) with a concise message. Brief reports should not exceed 5 typewritten pages (8.5 x 11 in., 1 in. margins at both sides, double spaced, including tables, figures, illustrations, and references) or 1,000 words. References should be limited to 5.

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.
Invited Editorials	Guest editorials representing the scientific opinions and views of invited experts may be submitted. No abstract or key words are necessary. Invited editorials must not exceed 5 typewritten pages (8.5 x 11 in., 1 in. margins at both sides, double spaced) or 1,000 words.
Special Announcements	Special announcements may include promotional materials for upcoming conventions, seminars or conferences relevant to the scope of Scientific Proceedings, acceptance of which for publication shall be subject to the decision of the Editorial Board.

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.
 - Results: Results must be concise. Provide demographic data of the study population. Describe outcomes and measurements in an objective sequence with minimum discussion. Data should be accompanied by confidence intervals (usually at the 95% interval) and exact p-values or other indications of statistical significance.

- **Discussion:** The discussion should be restricted to the significant findings presented. Avoid excessive generalization and undue speculation. Elucidate on (but do not reiterate) the results, provide responses to other and contradictory literature, identify limitations or qualifications of the study, and state the conclusions that are directly supported by the data. Give equal emphasis to positive and negative findings, whether and what additional study is required, and conclude with the clinical applications or implications supported by the study.
- **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.
- Cite only published studies as references. Quote from the entire study, not the abstract. Authors may acknowledge “unpublished data” or submitted articles within parentheses in the text. Reference to a “personal communication” within parentheses in the text must be accompanied by a signed permission letter from the individual being cited.

Abbreviations

- Restrict abbreviations to those that are widely used and understood. Avoid abbreviations that have meaning only in the context of your specific manuscript.
- All abbreviations should be spelled out once (the first time they are mentioned in the text) followed by the abbreviation enclosed in parentheses.

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.
- Graphs may be submitted in “Power Point” or “Excel” format. Text in figures must not be smaller than 10 points when finally reproduced in the Journal. Illustrations must be professionally rendered with appropriate labels. Raw data may be requested by the Editorial Board for verification of computations.
- Each figure must be numbered consecutively in Arabic numerals by order of citation in the text. Each should have a brief explanatory legend. Legends must identify all symbols or letters that appear on the prints. Histologic figures, stains, and magnifications should be noted in the legend. Graphs that indicate the mean should include the standard deviation. Clinical photographs should be masked when possible to prevent identification of the patient. Photographs may be in black and white, or submitted in full color.
- Any figure that has been published elsewhere or adapted should have an acknowledgement to the original source. A copy of the release to publish the figure signed by the copyright holder must also be submitted.
- 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.
- References should be numbered consecutively in the text and in the reference list. In the text, reference numbers are entered as superscripts. The references must be verified by the author(s) against the original documents. PubMed offers a useful reference checker. (<http://www.ncbi.nlm.nih.gov>)
- References to journal articles should include: the author or authors (for more than four authors, list only the first three followed by "et al."), title, journal name, (as abbreviated in Index Medicus), year, volume number, and inclusive page numbers. References to books should include: the author or authors, chapter title (if any), editor or editors (if any), book title, edition (other than the first), city of publication, publisher copyright year, and inclusive pages of the chapter or section cited.
- Website references must include author (or website owner), title of article, date article was posted, publication (if applicable), complete website address and date accessed.

- Examples:

Journal Article (if four or fewer authors, list all)

Miller WT, Macgregor RR. Tuberculosis: Frequency of unusual radiographic findings. *Am J of Roentgenology* 1978; 130: 867-75.

Journal Article (if five or more authors, list only the first three and add et al.)

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, Pfaffler 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

Checklist Guide for Submission of Manuscripts to Scientific Proceedings		Check if accomplished
1. Instructions to Authors	Reviewed and understood Scientific Proceedings Guide to Authors.	
2. Cover Letter	Included cover letter as an attachment, with complete title of the work, list of all authors, clear identification of the corresponding author with complete contact information (institutional mailing address, work telephone, fax number, and work e-mail address)	
3. Author Form	- Ensured all authors have qualified as authors based on ICMJE authorship criteria - Ensured all authors have read and agreed to the Declaration - Ensured all authors have read and provided Disclosure of Conflicts of Interest where existing - Submitted a scanned copy of the fully accomplished Author Form	
4. Informed Consent Form	- For Case Report, submitted a scanned copy of the fully accomplished form. - 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. - If the subject for the case report/case series can no longer be contacted, the author/s should describe the attempts made to secure the Informed Consent.	
5. Title	- Indicated the complete title of the manuscript - Included full names of the authors (first name and last name), highest educational attainment, and name and location (region, province, country only) of not more than 1 institutional affiliation per author - Indicated if presented in a scientific forum or conference through a footnote stating the name, location and date of presentation	
6. Abstract	- Provided an abstract conforming with the Guide for Authors: structured for Original Articles, Review Articles: Objective/s, Methodology, Results, Conclusion; unstructured for Case Reports and Feature Articles - Did not place cross references within the abstract	
7. Key Words	Provided 3-6 keywords (listed in MeSH) [https://www.ncbi.nlm.nih.gov/mesh/]	
8. Content	- Provided text/content in IMRAD format (Introduction, Methodology, Results and Discussion, Conclusion) - Made sure all abbreviations are spelled out once (the first time they are mentioned in the text) followed by the abbreviation enclosed in parentheses - Made sure all measurements and weights are expressed in SI units - Provided information on institutional review board / ethics review committee approval - Included a statement of conflicts of interest where existing, source of funding for the study and manuscript, and acknowledgments to individuals/groups of persons, or institution/s	
9. Funding Sources	Disclosed funding source/s for the study on which the manuscript is based, to include the writing of the manuscript.	
10. Acknowledgments	Listed all contributors to the work who do not fulfill the authorship criteria.	
11. References	- Ensured that all references cited in the text are in numerical order using Hindu-Arabic numerals - Ensured that all references followed the prescribed format	
12. Tables, Figures, Illustrations and Photographs	- Ensured that all tables, figures, illustrations and photographs are cited in the text, in numerical order per type - Provided separate files for tables, figures and illustrations with clear file names for reference - Provided a title and legend (if appropriate) for each table - Provided a title, legend (if appropriate), and caption for each figure and illustration (caption should be no longer than 15-20 words) <i>Note: If table, figure, or illustration is adapted, state so, include the reference and permission for use of the item.</i>	

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

LCP Form No. 61-007

For submissions to the **Scientific Proceedings** of the Lung Center of the Philippines to be accepted, all authors must read and completely accomplish this Author Form consisting of: (1) the Authorship Certification, (2) the Author Declaration, (3) the Statement of Copyright Transfer, and (4) the ICMJE Form for Disclosure of Potential Conflicts of Interest. The completely accomplished Author Form shall be scanned and submitted along with the manuscript. No manuscript shall be received without the Author Form.

Complete Title of Manuscript

Authorship Certification

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In consideration of our submission to the Scientific Proceedings of the Lung Center of the Philippines, all of the undersigned author(s) of the manuscript hereby certify, that we have fulfilled the ICMJE Authorship criteria: (1) active and sufficient participation in the conception or design of the work, the acquisition, analysis and interpretation of data for the work; AND (2) drafting the work, revising it critically for important intellectual content; AND (3) responsibility for the final approval of the version to be published; AND (4) accountability for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.		

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The undersigned author(s) of the manuscript hereby declare:

	Yes	No
That the submitted manuscript represents original, exclusive and unpublished material.		
That it is not under simultaneous consideration for publication elsewhere.		
That it will not be submitted for publication in another journal, until a decision is conveyed regarding its acceptability for publication in the Scientific Proceedings .		
That the study on which the manuscript is based had conformed to ethical standards and/or had been reviewed by the appropriate ethics committee		
That the article had written/informed consent for publication from involved subjects (for case report/series only) and that in case the involved subject/s can no longer be contacted (i.e., retrospective studies, no contact information, et cetera), all means have been undertaken by the author(s) to obtain the consent.		

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The undersigned author(s) of the manuscript do not have any conflicts of interest to disclose:

No.	Author Name (Last Name, First Name, Middle Name, Suffix)	Signature	Date (mm/dd/yy)

Note: Use additional lines as necessary.

SPLCP-2021-AF-001: SPLCP Author Form v.01.2021

LCP Form No. 61-008

Date: _____

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In the interest of transparency, we ask you to disclose all relationships/activities/interests listed below that are related to the content of your manuscript. "Related" means any relation with for-profit or not-for-profit third parties whose interests may be affected by the content of the manuscript. Disclosure represents a commitment to transparency and does not necessarily indicate a bias. If you are in doubt about whether to list a relationship/activity/interest, it is preferable that you do so.

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The author's relationships/activities/interests should be **defined broadly**. For example, if your manuscript pertains to the epidemiology of hypertension, you should declare all relationships with manufacturers of antihypertensive medication, even if that medication is not mentioned in the manuscript.

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___ I certify that I have answered every question and have not altered the wording of any of the questions on this form.



LCP Form No. 61-009

For case reports and case series to be accepted by the **Scientific Proceedings**, the author/s must ensure that patients or patients' legal guardian/relative have provided informed consent to publish information about them in the journal. The completely accomplished **Scientific Proceedings** Patient Consent Form shall be scanned and submitted along with the manuscript. **No case report and image shall be received without the Scientific Proceedings Consent Form.**

Name of person described in article or shown in photograph:**Subject matter of photograph or article (brief description):**(The subject matter of the photograph or article is hereafter termed as the "**Information.**")**Complete Title of Article:****Consent:**

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