

## NOTICE TO CONTRIBUTORS

The Jurnal Kesihatan Johor welcomes original papers and research notes on all aspects of health. Articles for publication must be contributed solely to the Jurnal Kesihatan Johor and the authors are solely responsible for the views and statements expressed in their contributions. Neither the Editorial Committee nor the Publishers will accept responsibility.

All contributors shall comply to the guidelines issued by the National Institutes of Health, on conduct of medical research in the Ministry of Health (MOH) Malaysia as follows:

1. All research must obtain the approval of the MOH in accordance with prescribed procedures
2. All research conducted in the MOH must be registered online in the National Medical Research Register ([www.nmrr.gov.my](http://www.nmrr.gov.my))
3. Research that involves human subjects have to obtain prior approval from the Medical Research Ethics Committee (MREC), MOH.
4. All publications resulting from the MOH research must obtain prior approval from the Director-General of Health (**Lampiran P1**)
5. Any dissemination or communication of research findings via written, advertised, presented or to the media must obtain prior approval from the Director-General of Health

Details of the above guidelines can be downloaded or viewed at [https://www.nmrr.gov.my/doc/01\\_NIH\\_Guidelines\\_for\\_Conducting\\_Research\\_in\\_MOH\\_v2\\_2\\_03March2008.pdf](https://www.nmrr.gov.my/doc/01_NIH_Guidelines_for_Conducting_Research_in_MOH_v2_2_03March2008.pdf)

To avoid delays in publication, authors are advised to adhere closely to the instructions given below:

### 1. Type and Font Size

Authors must use default font **Arial 11** points typed single-spaced on one side of A4 paper with wide margins throughout (including in the abstract, tables, legends and references).

### 2. Acronyms

For the first mention, write in full followed by the abbreviations in a bracket eg. World Health Organisation (WHO). For subsequent mention, use only the abbreviations in the text.

### 3. Notation of Dates

Write notation of dates in full sentence as follows: 2 July 2003 or 23 July 2003 **but not** 2/7/2003 or 23.7.2003 or 02 July 2003 or 23 Jul 2003

#### 4. Footnotes and Superscripts

Words or specific terminologies should be defined or explained using the superscript notation. The definition or explanation should be given as footnote at the bottom of the same page.

The superscript must be in Arabic numerals which are <sup>1, 2, 3</sup>.

#### 5. Tables, Figures, Graphs, Maps and Pictures

Tables, figures, graphs, maps and pictures should be inserted in accordance to the text (not in separate files from the text). Pictures must be sent in JPEG format. In the preparation of tables, only horizontal lines (Academic Form) are allowed. Omit the vertical and internal horizontal lines.

Example of Academic Form of table (according to SPSS)

Table 1: The Distribution of Cases and Control Pairs According to Age, Gender, and Race

| Characteristics | Cases |      | Controls |      |
|-----------------|-------|------|----------|------|
|                 | Total | %    | Total    | %    |
| Age             |       |      |          |      |
| 15-29           | 4     | 2.5  | 4        | 2.5  |
| 30-44           | 17    | 10.5 | 17       | 10.5 |
| 45-59           | 39    | 24.1 | 39       | 24.1 |
| ≥60             | 102   | 63.0 | 102      | 63.0 |
| Gender          |       |      |          |      |
| Male            | 119   | 73.5 | 119      | 73.5 |
| Female          | 43    | 26.5 | 43       | 26.5 |
| Race            |       |      |          |      |
| Malay           | 82    | 50.6 | 82       | 50.6 |
| Chinese         | 75    | 46.3 | 75       | 46.3 |
| Indians         | 5     | 3.1  | 5        | 3.1  |

Use Arabic numerals (1, 2, 3 etc.) followed by a colon (:) when numbering the tables and figures. Use Title Case for all headings except for prepositions (by, of, for etc). Do not use the full stop at the end of the headings.

Title of the table should be placed **above** the table whereas title of the figure should be placed **below** the figure.

Examples:

Table 2: Amount of Rainfall (mm) Recorded at Johor Meteorological Stations

| Station    | Rainfall reading (mm) by dates |      |       |       |      |              |       |       |       |
|------------|--------------------------------|------|-------|-------|------|--------------|-------|-------|-------|
|            | December 2006                  |      |       |       |      | January 2007 |       |       |       |
|            | 16th                           | 17th | 18th  | 19th  | 20th | 11th         | 12th  | 13th  | 14th  |
| Senai      | 46.4                           | 94.6 | 128.0 | 236.0 | 40.0 | 264.0        | 213.0 | 9.0   | 19.0  |
| Batu Pahat | 0.8                            | 10.8 | 93.4  | 71.6  | 2.0  | 121.0        | 94.0  | 9.0   | 0.4   |
| Kluang     | 0.0                            | 53.2 | 126.8 | 266.0 | 18.0 | 171.0        | 222.0 | 42.0  | 16.0  |
| Mersing    | 0.8                            | 1.8  | 7.4   | 133.6 | 6.0  | 64.0         | 134.0 | 237.0 | 167.0 |
| Average    | 12.0                           | 40.1 | 88.9  | 176.8 | 16.5 | 155.0        | 165.8 | 74.3  | 50.6  |

Source: The Research Division, Meteorological Department, the Ministry of Science, Technology and Innovation, Malaysia

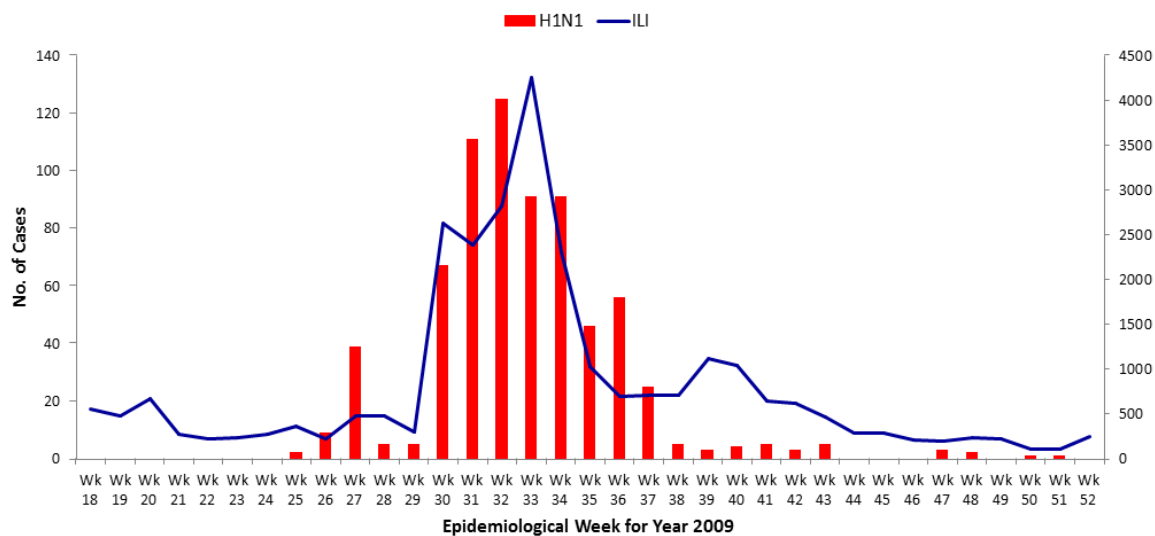


Figure 1: Notified Influenza-like Illness (ILI) and Influenza A(H1N1) Cases for Epidemiological Week 18 – 52 Year 2009, Johor, Malaysia

## 6. Format of Manuscripts

Each manuscript must be divided into the various sections using IMRaD format (<http://sokogskriv.no/en/writing/structure/the-imrad-format/>) with the following headings:

- Title
- Abstract
- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusion
- Acknowledgement
- References

## 7. Title of Manuscripts

The title should be simple, concise but complete. Use Title Case (**not bold**) for all headings except for prepositions (by, of, for etc) at the centre of the first line in the first page. Below the title, provide the initials and name(s) of the author(s) without any designation. Initials of the author(s) should follow the surname or preferred name eg. Abdul Khalid M.S., Ravindran S. or Tan B.L. The address (es) of the author(s) should be indicated using superscripts.

Example:

A Study of Medication Errors in Johor Bahru, Malaysia

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Authorship should comply to the recommendation by International Committee for Medical Journal Editors ([http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html)) which is defined in the following statement:

“Authorship credit should be based on: 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.”

## **8. Abstract**

An abstract of not more than 300 words should be provided immediately after the title. Below the abstract, provide and identify 3 to 10 keywords or short phrases that will assist indexers in cross-indexing your article. Use terms from all the medical subject headings (MESH) listed in MEDLINE.

The abstract should be written using IMRAD format subheadings **in bold: Introduction, Methods, Results & Conclusion**, which describe the background and objective of the study and procedures used including the selection of subjects, data collection and analysis as well as important findings and conclusions. It should be in **one (1)** paragraph and should not be enclosed in a box.

The abstract should be placed below the main title. Write the heading "Abstract" without bold or italic.

Example:

Abstract

**Introduction:** There has been pressing need to increase elective operating time/ list to contain complaints of long waiting time for surgery, possibly due to increased patient load not met by proportionate increase in manpower and infrastructure expansion. This study aimed to determine actual waiting time for elective surgeries (WTES) in Hospital Sultanah Aminah Johor Bahru (HSAJB), in comparison to Ministry Of Health (MOH) hospitals, and the effect of manpower, OT time and workload factors which are commonly believed to be the cause of long wait. **Methods:** A retrospective national audit was conducted to determine the actual WTES (i.e. booking date to operation date) for surgeries done in 2007. One surgical procedure was identified as the indicator surgery to represent elective surgeries of each surgical discipline. The data from HSAJB was compared to this national data as well as the standard. The correlation of WTES and the factors were examined. **Results:** 701 cases from 10 disciplines were sampled, of which 457 (65.2%) analyzed. Overall median and 90<sup>th</sup> centile WTES of HSAJB was 18.6 and 34.7 weeks (wks) respectively. This is significantly longer than the national WTES (8.9 and 30.6wks respectively),  $p=0.001$ . 2.9% of HSAJB cases waited more than a year before surgery. In HSAJB, Paediatric had the longest WTES (90<sup>th</sup> centile, 60.6wks) and Plastic Surgery had the least (16.0wks). 86% of herniotomies were done after 6 months, and 3.9% within 3 months. The odds of waiting more than 3 months among Paediatric Surgical patients is 19.4 times(CI 9.1-41.5) of non-paediatric, and that of 6 months is 36.6 (CI 23.5-56.9) times. Weak correlation found between WTES and OT time availability, manpower or workload. **Conclusion:** WTES in HSAJB was longer than the national WTES. Correlation of OT time availability, manpower and workload on WTES was weak. Manipulation of these factors may not be adequate to solve the problem of long waiting time.

Keywords: waiting time, elective surgery, public hospital

## 9. Introduction

The introduction must provide the background of the research and summarise the rationale and importance of the study. It should state the general and specific objectives of the research or the research hypothesis. Avoid reviewing the subject extensively and do not provide any data or conclusion of the study.

## 10. Materials and Methods

This section should start with a statement like this: "This research is registered on the Malaysian National Medical Research Register (ID NMRR-10-1323-7843 S4 R2) and approved by the Medical Research Ethical Committee of Ministry of Health Malaysia".

This section should contain only information that is already available when the research plan or protocol is formulated. All information obtained when the research is being carried out should be reported in the Results section.

Describe the selection criteria of your subjects or samples clearly and describe the population from which the sample is derived from. Methods used, equipment (manufacturer's name and addresses in parenthesis) and procedures must be given in detail to enable other researchers to reproduce the results. Give references to established methods used including statistical methods or provide a brief description of methods that have been published but are not well known. Describe new or substantially modified methods and give reasons for using them and evaluate their limitations.

Identify precisely all drugs and chemicals used, including generic names, dosages and the route of administration. Do not use patients' names, initials or registration numbers. Include the number of observation and statistical significance of the findings where appropriate.

## 11. Results

Present your results in a logical sequence. Research findings should be given in texts, tables and illustrations with priority given to the main or the most important finding. Avoid repeating in the text of all the data presented in the tables or illustrations. Instead, emphasise or summarise only important findings.

### Tables and Illustrations

Limit the use of tables and illustrations (eg. figures) to those required to explain and support main findings. Provide the absolute number from which derivative data such as percentages are obtained together with the statistical methods used in the analysis. Use graphs as an alternative to tables. Avoid repeating the same data in graphs and tables.

All tables, illustrations and diagrams should be fully labeled so that each is comprehensible without reference to the text. All measurements should be reported in metric system. The contents of all tables should be carefully checked to ensure all totals and subtotals are tally.

All illustrations and diagrams should be referred to as "Figure" and numbered consecutively. The size of the figure should not be more than half a page. Whenever possible, please include all data used for the construction of graphs in order to ensure clarity or reproduction.

## 12. Discussion

This section should highlight the new and important aspects of the study and the conclusion(s) that can be derived from them. Avoid repeating in detail the data or areas that have been touched under the 'Introduction' or 'Results' sections. Include in the discussion, the implications of the findings and their limitations and relate the findings to other relevant studies. Authors may refer to **CONSORT statement** in reporting clinical trial as in the following website, <http://www.consort-statement.org/consort-statement/20-22---discussion>

### **13. Conclusion**

The conclusion made should be related to the objective(s) of the study. Avoid unqualified statements and conclusion that are not completely supported by your research findings especially statements on economic benefits and costs unless the manuscript contains economic data that have been analysed. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, clearly label them as such. Recommendation(s), where appropriate, may be included.

### **14. Acknowledgement**

This section should start with a statement like this: "The author(s) would like to thank the Director General of Health Malaysia for permission to publish this paper." This requirement is stated in the MOH circular with reference number: (18)d/m KKM/NIHSEC/100-1/1/1 which can be viewed at [https://www.nmrr.gov.my/doc/circulars/SuratPekelilingKPKBil\\_1\\_2013.pdf](https://www.nmrr.gov.my/doc/circulars/SuratPekelilingKPKBil_1_2013.pdf)

### **15. References**

The references should follow the Vancouver citation style as below:

#### Personal Author(s)

Osler AG. Complement: mechanism and functions. Englewood Cliffs: Prentice-Hall, 1976.

#### Corporate Author

American Medical Association Department of Drugs. AMA drugs evaluation (3<sup>rd</sup> ed.) Littleton: Publishing Sciences Group, 1977.

#### Editor, Compiler, Chairman as author

Rhodes, AJ, Van Rooyen CE (comps). Textbook of virology: For students and practitioners of medicine and other health sciences (5<sup>th</sup> ed). Baltimore Williams & Wilkins, 1968.

#### Chapter in Book

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

Weinstein L, Swartz MN. Pathogenic properties of invading micro-organisms, In: Sodeman WA Jr, Sodeman WA (eds). Pathogenic physiology: mechanisms of disease. Philadelphia: WB Saunders, 1974: 157-72.

### Agency Publication

National Centre for Health Statistics. Acute conditions: incidence and associated disability, United States, July 1968 – June 1969. Rockville, Me: National Centre for Health Statistics, 1972. (Vital and health statistics). Series 10: data from the National Survey, No 69).(DHEW Publication No [HSM] 72-1036).

### Proceedings

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin; Springer; 2002. p 182-91.

### Websites

Abood S. Quality improvement initiative in nursing homes; the ANA acts in an advisory role. Am J Nurs [serial on the Internet]. 2002 Jun [cited 2002 Aug 12]. 102(6);[about 3 p]. Available from: <http://www.nursingworld.org/AIN/2002/june/Watch.htm>

Foley KM, Gelband H, editor. Improving palliative care for cancer [monograph on the internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9], Available from: <http://www.nap.ednibooks./0309074029/htird/>

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-vin.or2i>.

### **Other Articles**

#### Newspaper Article

Shaffer RA. Advances in chemistry are starting to unlock the mysteries of the brain: discoveries could help cure alcoholism and insomnia, explain mental illness. Wall Street journal 1977; Aug 12: 1 (col 1), 10 (col 1).

#### Magazine Article

Rouche B. Annals of Medicine: the Santa Claus culture. The New Yorkers 1971, Sep 4: 66-81



## **16. Case Reports**

Papers on case reports (one to five cases) must follow these rules:

- Maximum of 1,000 words
- Maximum of three figures/tables
- Maximum of five references quoted
- Having a unique lesson in the diagnosis, pathology or management of the case is more valuable than mere finding of a rare entity. Being able to report the outcome and length of survival of a rare problem is more valuable than merely describing what treatment was rendered at the time of diagnosis.

## **17. Submission**

Manuscript(s) may be submitted in English or Bahasa Malaysia. For the manuscript written in Bahasa Malaysia, it must have precise translation of scientific or medical terms used, accompanied by an abstract in English.

All manuscripts to be submitted in softcopy using Microsoft Word Version 1997-2003 to:

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