Pacific Group of e-Journals
Compiling Research & knowledge

Check list

- All manuscripts must be accompanied by a cover letter
- Manuscripts must be submitted in Word (.doc or .docx) file format
- Articles should be typed in 12 pt (Times New Roman), double spaced throughout with margins of 2.5 cm, and pages must be numbered
- The right margin should be unjustified (ragged)
- Define abbreviations at first mention in the text and in each table and figure
- When using acronyms, make certain the full name is spelled out on first use
- The manuscript file should including in following order:
  1. Title page
  2. Abstract
  3. Key words
  4. Main text
  5. Abbreviations and Symbols
  6. Acknowledgment
  7. Declarations
  8. References
  9. Tables
  10. Figure with Figure Legends
- The title page should be paginated as page 1 of the manuscript
- Abstract must be typed on a separate page following the title page
- Abstracts are required for all papers except Letters to the Editor and editorials and image
- Abstracts must be no longer than 250 words
- The authors should list 4 to 6 key words or phrases taken from Index Medicus Medical Subject Headings
- Separate pages should be used for the various sections of the Main text.
- Manuscripts must be written in English. Spelling should be US English or British English, but not a mixture
- Original articles should be organized in four main headings: introduction, material and method, results, and discussion/conclusion
- Case report(s) should include the following identifiable sections: introduction, case report(s), and discussion/conclusion
- Use only standard abbreviations. The full term for which an abbreviation stands should precede its first use in the text
- Declaration regarding Funding and Competing interest should be inserted in the manuscript
- Each reference should be numbered and listed according to their order in the text (do not alphabetize)

- References should be referred to Arabic numerals in superscript with square bracket after the punctuation marks (e.g. Singh et al [5])
- References cited only in tables or in legends to figures should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure
- Use complete name of the journal for non-indexed journals
- Abbreviations are not used for journals not in the Index Medicus
- All authors should be quoted for papers with up to six authors; for papers with more than six authors, the first six should be quoted followed by et al
- Each table must be typed double-spaced on a separate page following the references
- Smaller spacing and font may be used within tables, but the font style should match that of the text. Do not justify the text
- Each table should be numbered and cited in sequence using Arabic numerals (i.e. Table 1, 2, 3 etc.)
- Each table must include appropriate headings and Footnotes
- Abbreviations/acronyms used in a table must be defined in a footnote below the table
- Units of measurement must be clearly indicated
- All figures (illustrations, images, or photographs) should be numbered sequentially in the text with Arabic numbers (i.e., Fig 2, Figs 2, 4–6) and should be referred to in parentheses within the text
- During submission of an article, authors should include all figures in the main body of the manuscript in word file format
- Figures should **not** be submitted in separate files
- The resolution must be set to at least 300 DPI (dots per inch)
- Writing any text on the figures should be avoided as much as possible
- A short detailed legend should be provided for each figure
- Legends for the illustrations should be typed double spaced with each figure
- Stains and magnifications should be specified for all photomicrographs
- Abbreviations and symbols used in the figures must be denoted in the legend
- Authors should mask patients' eyes and remove patients' names from figures
- The article must also state that "informed consent" was obtained