

Instructions to the Authors

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Aim of the Journal

Journal of HIV & Human Reproduction is the official Journal of the Nigerian National Task Team on PMTCT of HIV infection. It is a platform for the dissemination of scientific information on HIV and Human Reproduction activities in Nigeria and the developing countries of the world.

Scope of the Journal

The Journal publishes contributions in English (with abstracts in French) from all fields of HIV Infection (Counselling, testing, treatment and care, prevention, support, behaviour change, impact, stigma, discrimination, adherence, faith-based approaches, evidence-based interventions, structural and environmental interventions, funding and policy issues, etc.) and the impact of HIV on Human Reproduction including elimination of MTCT strategies, method of conception, fertility issues, pregnancy outcomes and infant feeding practices.

Acceptance of Manuscripts

The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. Except where otherwise stated, manuscripts are peer reviewed by two or more anonymous reviewers and the Editors.

The Editorial Board reserves the right to refuse any material for publication and advises that authors should retain copies of submitted manuscripts and correspondence as material cannot be returned. Final acceptance or rejection rests with the Editorial Board.

Submission of Manuscripts

All manuscripts must be submitted on-line through the website <http://www.journalonweb.com/jhr>. First time users will have to register at this site. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the site using their user name and password. If you experience any problems, please contact the editorial office by e-mail at editor [AT] j-hhr . org

All articles submitted to the Journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication. Where contributions are judged as acceptable for publication on the basis of scientific content, the Editor in Chief or the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision.

Manuscripts should be submitted online or as e-mail attachment. For assistance, please contact the Editorial Office of the Journal of HIV & Human Reproduction at the address below:

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Pre-Submission English Language Editing

Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. A list of [independent suppliers of editing services](#) is available. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication.

Covering Letter



Papers are accepted for publication in the Journal on the understanding that the content has not been published or submitted for publication elsewhere. This must be stated in the covering letter.

The covering letter should include the corresponding author's full address, e-mail and telephone number and should be in an e-mail message sent to the Editor in Chief with the article file, whose subject name should begin with the first author's surname, as an attachment. The authors may also suggest two to three reviewers for the manuscript (JHHR may designate other reviewers).

The covering letter must contain an acknowledgment that all authors have contributed significantly, and that all authors are in agreement with the content of the manuscript. In keeping with the latest guidelines of the International Committee of Medical Journal Editors, each author's contribution to the paper is to be quantified.

Authors must also state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of the [Declaration of Helsinki](#) (as revised in October 2008). All investigations on human subjects must include a statement that the subject gave informed consent and patient anonymity should be preserved.

In general, submission of a case report should be accompanied by the written consent of the subject (or parent/guardian) prior to publication; this is particularly important where photographs are to be used or in cases where the unique nature of the incident reported makes it possible for the patient to be identified. While the Editorial Board recognizes that it might not always be possible or appropriate to seek such consent, the onus will be on the authors to demonstrate that this exception applies in their case. Any experiments involving animals must be demonstrated to be ethically acceptable and where relevant conform to national guidelines for animal usage in research.

Authors should declare any financial support or relationships that may pose conflict of interest.

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Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

- 1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
- 2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

Preparation of Manuscripts



The length of an article (including references, tables and appendices etc.) should not exceed 5000 words. Submissions should be printed, double-spaced, on one side only of A4 paper. The top, bottom and side margins should be 25 mm. Laser or near-letter quality print is essential. All pages should be numbered consecutively in the bottom right-hand corner, beginning with the title page.

Case reports: Case reports should provide new information that enhances our knowledge of HIV and Human Reproduction. Authors are requested to clarify in the Discussion section what readers can learn from the case. Information that can be linked to the patients' identification must be carefully masked. Case reports should not exceed 2000 words.

Letters to the Editor: Two styles of Letter to the Editor will be considered for publication: i) Letters that reference an article published in the Journal of HIV & Human Reproduction. Letters are to be submitted online or as e-mail attachment no more than 3 months after the date of the issue in which the related article appeared; ii) Discourse that sheds light on the understanding of the study of HIV and its interventions in the African region. This should be structured as a letter to the Editor-in-Chief. Letters should be brief and contain no more than 400 words and 1-4 references. All data presented in the letter must be fully citable and listed as a supporting reference. Letters should be signed by no more than three authors.

Style: Manuscripts should follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors' revised '[Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication](#)'. The Journal uses UK English spelling and all measurements must be given in SI units. Abbreviations should be used sparingly and only where they ease the reader's task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses.

Thereafter use the abbreviation. Upon its first use in the title, abstract and text, the common name of a species should be followed by the scientific name (genus, species and authority) in parentheses. However, for well-known species, the scientific name may be omitted from the article title. If no common name exists in English, the scientific name should be used only. Drugs should be referred to by their generic names, rather than brand names.

Equations: Equations should be numbered sequentially with Arabic numerals; these should be ranged right in parentheses. All variables should appear in italics. Use the simplest possible form for all mathematical symbols.

Parts of the Manuscript

Manuscripts should be presented in the following order: (i) title page, (ii) abstract and key words, (iii) text, (iv) acknowledgments, (v) references, (vi) appendices, (vii) tables (each table complete with title and footnotes) and (viii) figures. Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical matter.

Title page: As articles are reviewed single-blind, material that might identify authorship of the paper should be placed on a cover sheet which will be detached before the paper is sent to referees. The title page should contain (i) the title of the paper, (ii) the full names of the authors with e-mail address and (iii) the addresses of the institutions at which the work was carried out together with (iv) the full postal and email address, plus telephone numbers, of the author to whom correspondence about the manuscript, proofs and requests for offprints should be sent. The title should be short, informative and contain the major key words. A short running title (fewer than 40 characters, including spaces) should also be provided.

Abstract and key words: All articles except case reports must have a structured abstract that states in 300 words or fewer the purpose, basic procedures, main findings and principal conclusions of the study. Divide the abstract with the headings Aim, Methods, Results, Conclusions. Case reports should have an unstructured abstract of 150 words or fewer. The title of the article should be described on the top of the abstract. The abstract should not contain abbreviations or references. Five key words (for the purposes of indexing) should be supplied below the abstract, in alphabetical order, and should be taken from those recommended by the US National Library of Medicine's Medical Subject Headings (MeSH) browser list.

Text: Authors should use subheadings to divide the sections of their manuscript: Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References.

Acknowledgments: The source of financial grants and other funding should be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Thanks to anonymous reviewers are not allowed.

References: The Vancouver system of referencing should be used. In the text, references should be cited using superscript Arabic numerals in the order in which they appear. If cited only in tables or figure legends, number them according to the first identification of the table or figure in the text. In the reference list, the references should be numbered and listed in order of appearance in the text. Cite the names of all authors when there are six or fewer; when seven or more list the first six followed by et al. Names of journals should be abbreviated in the style used in Index Medicus. Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Smith A, 2000, unpublished data).

Journal Article

1. Ikechebelu JI, Ugboaja JO, Kalu SO, Ugochukwu EF. The Outcome of Prevention of Mother–To–Child Transmission (PMTCT) of HIV Infection Programme in Nnewi, Southeast Nigeria. *Nigerian Journal of Medicine*. 2011; 20(4); 421 – 425.

Book

2. Rock JA, Thompson JD (eds). *Telende's Operative Gynecology*, 8th edn. Philadelphia: Lippincott- Raven, 1996.

Chapter in a Book

3. Adewole IF, Odutolu O, Sagay AS. Prevention of mother-to-child transmission of HIV. In: *AIDS in Nigeria: A nation on the threshold*. Adeyi O, Kanki PJ, Odutolu O, Idoko JA (eds). Massachusetts; Harvard University Press, 2006; 349 – 384.

Appendices: These should be placed at the end of the paper, numbered in Roman numerals and referred to in the text. If written by a person other than the author of the main text, the writer's name should be included below the title.

Tables: Tables should be self-contained and complement, but not duplicate, information contained in the text. Tables should be numbered consecutively in Arabic numerals. Each table should be presented with a comprehensive but concise legend. Tables should be double-spaced and vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations should be defined in footnotes. Footnote symbols: †, ‡, §, should be used (in that order) and *, **, *** should be reserved for 'p' values. Statistical measures such as SD or SEM should be identified in the headings. The table and its legend/footnotes should be understandable without reference to the text.

Figures: All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Line figures should be supplied as sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package; lettering should be included. Individual images forming a composite figure should be of equal contrast, to facilitate printing, and should be accurately squared. Images need to be cropped sufficiently to prevent the subject being recognized, or an eye bar used. Magnifications should be indicated using a scale bar on the illustration. Images should be supplied as high resolution (at least 300 d.p.i.) files, saved as .eps or .tif format. Digital images supplied only as

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Colour figures: A charge for the first three colour figures and an additional charge for each extra colour figure thereafter will be invoiced to the author.

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proofs

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Offprints

A minimum of 20 offprints will be provided upon request, at the author's expense.

Checklist

Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

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- Numerals at the beginning of the sentence spelt out
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Tables and figures

- No repetition of data in tables and graphs and in text
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- Labels pasted on back of the photographs (no names written)
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- Write the full term for each abbreviation used in the table as a footnote

Contributors' form

(to be modified as applicable and one signed copy attached with the manuscript)

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