

## Journal of Traditional and Complementary Medicine (JTCM) <u>Manuscript Checklist</u>

The following checklist is designed to help you prepare and revise your manuscript according to journal style and format. For additional details, consult the <u>Instructions to the Authors</u> on the journal Web site.

Please make changes as needed; manuscripts not in appropriate format may be delayed in the publication process.

- 1. Cover letter: NOTE: 1. Indicate your preferred or un-preferred reviewers (full contact details; only institution email address will be considered); 2. Indicate the main area(s) (e.g., Traditional Medicine, Herbal Medicine, etc.) in which your paper better fit in.
- **2.** The size and format of manuscript:

Top & bottom margin: 2.54 cm, left & right side: 3.18 cm

Double-spaced with sample margin on all sides

Page numbers and line numbers should be added to the manuscript.

- 3. Title Page:
  - Paper title
  - Full name
  - Affiliation

Email address (only institution e-mail address will be considered)

- Full contact information
- □ 4. Abstract: limited to 250 words
- **5. Keywords**: not more than five keywords
- **6.** Main text:

Original Research Papers: Introduction, Materials and Methods, Results, Discussion and Conclusion.

Review Articles: Introduction, current Methods, current Results and Conclusion.

Short Communications: Introduction, Materials and Methods, Results and Discussion.

Perspectives: The findings, the significance, or the strategic directions of the fields of research.

- 6.1. Materials and Methods. Note: The methods used for the preparation and characterization of herbal extracts must be detailed and must follow standard procedures that ensure reliability and reproducibility.
- 6.2. Statistics: number of samples per condition and number of replicas are clearly stated; appropriate method(s) for statistic assessment is (are) described.
- **7.** Acknowledgments:

Collaborations, sources of research funds, and other acknowledgments

- 8. References: Download this style (<u>Endnote</u>). NOTE: where appropriate, refer to related articles previously published in JTCM to highlight the originality and advancement of your work.
- 9. Figures:
- 9.1 Photographs: (TIFF or JPEG) keep to a minimum of 1000 dpi. Graphics/histograms: lines and captions are clearly identifiable. Microscopic pictures contain the scale bar.

\*Submitting your figures in an electronic format, please make sure the best possible standards, ensuring accuracy, clarity and a high level of detail. The Best image will be considered for the cover of the journal.



- **9.2.** Legends are self-explanatory.
- 10. Tables

## □ 11. Graphical summary: (Very Important!)

A graphical summary is a single, concise, pictorial and visual summary of the main findings of the article. This could either be the concluding figure from the article or a figure that is specially designed for the purpose, which captures the content of the article for readers at a single glance.

\*Submitting your figures in an electronic format, please make sure the best possible standards, ensuring accuracy, clarity and a high level of detail. The Best image will be considered for the cover of the journal.

**12. Technical Terms:** 

English name (Chinese and its Pinyin transliteration). For example: Ephedra Decoction (麻黃湯 má huáng tang)

**13.** Manuscript is written in correct English:

(if necessary, consider to seek the assistance of professional editorial services)

- **14.** I understand no publication/processing fees for publication in JTCM.
- 15. Hazards and human or animal subjects: Statements of compliance are required if the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, or if it involves the use of animal or human subjects.
- □ **15.1 Ethics statement:** Clearly state that the *in vivo* animal studies as well as studies with patients or their biological specimens have been approved by the institutional ethical committee.

If you have any problems, please contact our editorial office (e-mail: jtcm.me777@gmail.com)