

# **Author Guidelines**

## **Scientific-Practical Journal "Bulletin of Postgraduate Education in Healthcare"**

These Guidelines are based on the "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" formulated by the International Committee of Medical Journal Editors (ICMJE; [www.icmje.org](http://www.icmje.org), updated in 2025).

### **1. MANUSCRIPT PREPARATION**

#### **1.1. General Formatting Requirements**

The manuscript must be submitted in Russian and/or English and prepared in MS Word. Font: Times New Roman, size 14 for the main text; size 12 for abstracts; line spacing: 1.5. Margins: top — 2.0 cm; bottom — 2.0 cm; left — 2.0 cm; right — 2.0 cm. All pages, starting from the title page, must be numbered consecutively.

#### **1.2. Article Length**

- Full-length original articles and literature reviews: no more than 18 pages (including all sections).
- Case reports: no more than 10 pages.

#### **1.3. Manuscript Structure**

The manuscript must include the following elements:

1. Title page (separate).
2. Abstract and keywords in Russian, English, and Tajik.
3. Main text must contain sections: Introduction/Background, Study Objective, Materials and Methods, Results, Discussion, Conclusion.
4. References must be formatted in Vancouver style:  
<https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/citing/>.
5. Tables and figures (if necessary).

## **2. TITLE PAGE**

The title page must contain the following information:

### **2.1. Required Elements**

- UDC (Universal Decimal Classification).

Separately in the language of submission, as well as in English and Tajik:

- Initials and surnames of all authors (e.g., I.V. Vasilyeva).
- Full title of the article.
- Official names of institutions and their location (city, country).
- Shortened title for the running head (no more than 50 characters including spaces).
- Keywords.
- Author information – full name, academic degree and academic title, position, affiliation, institutional address, contact phone number, email.
- Author identifiers (if available; ORCID is mandatory): ORCID, Researcher ID (Web of Science), Scopus Author ID, SPIN code (RSCI), Author ID (RSCI).
- Information on funding sources, conflict of interest, use of AI, number of tables, graphs, figures, and pages.
- Correspondence address: Last name, first name, patronymic (in full). Academic degree and academic title. Position and affiliation (name of institution and department). Postal code and full institutional address. Contact phone numbers and email.
- Signatures of all authors.
- For an original article, the number of authors should be 6 (except for multicenter studies).

## **3. ABSTRACT AND KEYWORDS**

### **3.1. Structured Abstract (for original articles) in Russian, English, and Tajik**

- Length: 250–300 words in each language.
- Required sections: Objective, Materials and Methods, Results (with specific data), Conclusions.

### **3.2. Unstructured Abstract**

- For reviews, case reports, and short communications.
- Length: at least 150 words.
- A brief summary of the content without division into sections.

### **3.3. Keywords**

- Number: 5–7 words.
- Selected according to Medical Subject Headings (MeSH); available at: <https://www.nlm.nih.gov/mesh/meshhome.html>
- Provided in all languages of publication.

## **4. MAIN BODY OF THE ARTICLE**

### **4.1. Introduction/Background**

- Brief literature review (publications from the last 5–7 years, with rare exceptions of 1–2 sources from earlier years).
- Relevance of the problem.
- Scientific novelty and practical significance.
- Controversial and unresolved issues.

The "Introduction/Background" section should not present the results or conclusions of the authors' own study.

### **4.2. Clear formulation of the study objective.**

### **4.3. Materials and Methods**

#### **Study Design:**

- Type of study (prospective, retrospective, randomized, cohort, cross-sectional, etc.).
- Location and time period of the study.

#### **Study Participants:**

- Inclusion and exclusion criteria.
- Sample characteristics (age, sex, ethnicity).
- Randomization (if applied).
- Representativeness of the sample.

## **Research Methods:**

- Detailed description of methods to allow for reproducibility.
- Equipment with manufacturer details.
- Pharmaceutical drugs (international nonproprietary names).
- Use of AI technologies (A detailed description of AI application is required. All AI-generated content must be thoroughly verified for authenticity and edited by human editors to ensure factual accuracy and precision).

## **Ethical Aspects:**

- Ethics committee approval number.
- Adherence to the principles of the Declaration of Helsinki.
- Informed consent of participants.
- Data confidentiality.

## **Statistical Analysis:**

- Software with version indication.
- Statistical methods for data processing.
- Level of statistical significance (usually  $p < 0.05$ ).
- Confidence intervals.

## **4.4. Results**

- Logical sequence of presentation.
- Main results first.
- Absolute numbers and percentages.
- Do not duplicate data from tables in the text.

## **4.5. Discussion**

- Brief summary of key findings.
- Comparison with literature data.
- Statistical and clinical significance.
- Study limitations.
- Avoid repeating data from the "Introduction/Background" and "Results" sections.

## **4.6. Conclusion**

- Answers to the stated research questions.
- Concise and clear recommendations for improvement.
- Avoid unsubstantiated statements.

## **5. AUTHOR CONTRIBUTION**

### **5.1. Authorship Criteria (ICMJE 2025)**

<https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html> )

An author is a person who meets the following key criteria:

1. Contribution to the conception or design of the work.
2. Contribution to data collection.
3. Analysis and interpretation of data.
4. Participation in drafting the article or critically revising its intellectual content.
5. Final approval of the version for publication.
6. Agreement to be accountable for all aspects of the work.

### **5.2. Limitations**

- Reports on incomplete or planned studies will not be accepted for publication.
- In one issue: no more than 2 works by the same author.
- Students may be authors if they meet the authorship criteria.

### **5.3. Corresponding Author**

- Bears primary responsibility for communication with the journal.
- Ensures compliance with all requirements.
- Must be available throughout the publication process.

## **6. ETHICAL REQUIREMENTS**

### **6.1. Clinical Studies**

- Mandatory registration before the enrollment of the first participant.
- Acceptable registries: [ClinicalTrials.gov](https://www.clinicaltrials.gov), WHO ICTRP, national registries. The study protocol must be available.

## **6.2. Patient Confidentiality**

- Any identifying information must be excluded.
- Patient photographs must be provided in a form that precludes identification.
- Written consent is required if complete anonymization is impossible.
- Blurring of personal data on radiographs and other images.

## **6.3. Animal Studies**

- Compliance with international standards for animal care and use.
- Approval from relevant committees.
- Minimization of animal suffering.

## **6.4. Use of Artificial Intelligence (AI)**

- Mandatory declaration of all cases of AI use.
- Detailed description in the relevant section.
- AI cannot be an author or co-author.
- Verification of the accuracy of all results obtained with AI.

## **7. REFERENCES**

### **7.1. Formatting Style**

- Vancouver style according to ICMJE.  
<https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/citing/>
- Numbering in order of citation in the text.
- References in the text are given in square brackets: [1, 2], [1–4], [3, 5–8].
- Font size 12, line spacing 1.5.

### **7.2. Number of Sources**

- Original articles: up to 15 sources from the last 5-7 years (with rare exceptions of 1-2 sources from earlier years).
- Literature reviews: no more than 30 sources.
- Case reports: no more than 10 sources.

### **7.3. Requirements for Sources**

- Surnames and initials of all authors; if there are more than 6 authors, list the first 6 followed by "et al."

- Mandatory transliteration (BGN or BSI style).
- Check for retracted articles.

### **Example of Reference Formatting:**

- In Russian (6 authors or fewer): Khakimov OA, Tilloeva ZKh, Hort R, Sharifov RN, Nabirova DA. Otsenka sistemy epidemiologicheskogo nadzora za kor'yu v g. Dushanbe, 2023 g. Vestnik Avitsenny. 2024;26(3):496-507. <https://doi.org/10.25005/2074-0581-2024-26-3-496-507>
- In Russian (more than 6 authors): Khakimov OA, Tilloeva ZKh, Hort R, Sharifov RN, Nabirova DA, Haybullozoda TZ, et al. Otsenka sistemy epidemiologicheskogo nadzora za kor'yu v g. Dushanbe, 2023 g. Vestnik Avitsenny. 2024;26(3):496-507. <https://doi.org/10.25005/2074-0581-2024-26-3-496-507>
- In English: Mirzoev A, Macklin GR, Zhang Y, Mainou BA, Sadykova U, Olsavszky VS, et al. Assessment of serological responses following vaccination campaigns with type 2 novel oral polio vaccine: a population-based study in Tajikistan in 2021. The Lancet Global Health. 2022;10(12):e1807-e1814. doi:10.1016/S2214-109X(22)00412-0.

### **7.4. Inadmissible Sources**

- Dissertation abstracts.
- Conference, congress, and plenary meeting abstracts/proceedings.
- Educational and methodological manuals and guidelines.
- References to predatory journals.
- References to oneself due to inappropriateness.

## **8. TABLES AND ILLUSTRATIONS**

### **8.1. Tables**

- Placement in the text after the first mention. Provide both within the article text and as a separate Microsoft Word file.
- Numbering in Arabic numerals.
- Titles must be self-explanatory.
- Columns and rows must be named according to the data they contain.
- Statistical data with indication of methods used.

## **8.2. Figures and Photographs**

- Quality: at least 300 dpi.
- Size: at least 80×80 mm (approximately 1000×1000 pixels).
- Format: TIFF or JPEG (separate files).
- Captions must be informative and self-explanatory.

## **8.3. Charts/Graphs**

- Provide both as a figure in the text and as an MS Excel file.
- Clarity and contrast.
- Correspondence to the text.

## **8.4. Microphotographs**

- Indicate staining method and magnification.
- Include scale bars if necessary.

# **9. MANUSCRIPT SUBMISSION PROCEDURE**

## **9.1. Submission Method**

Articles must be submitted electronically through the journal's website:  
[https://www.vestnik-ipovszrt.tj/ru/author\\_login.php](https://www.vestnik-ipovszrt.tj/ru/author_login.php).

## **9.2. Required Documents**

- Manuscript in MS Word format.
- Tables and figures in MS Word format (separate file).
- Graphs in MS Excel format (separate file).
- Submission letter (separate file), issued by the head of the department, institution, or division, mandatorily including the following information (for external authors):
  - Surnames and initials of authors;
  - Article title;
  - Whether the article has been submitted to another journal/already published;
  - Funding and remuneration received by the authors for conducting the research or publishing the manuscript;

- Transfer of copyright to the publisher;
- Information on the authors' contribution to the article and research;
- Presence of a conflict of interest.

## **10. PEER REVIEW PROCESS**

### **10.1. Type of Review**

- Transparent peer review process.
- Single-blind peer review (authors do not know the identity of reviewers).
- At least 2 independent expert reviewers in the research field for each article. Reviewers must maintain information confidentiality.
- International experts are involved when necessary.

### **10.2. Evaluation Criteria**

- Scientific novelty and relevance.
- Methodological quality.
- Compliance with ethical standards.
- Quality of presentation.
- Relevance to the journal's scope.

Reviewers must ensure objectivity and confidentiality; they should not post the authors' materials in AI. If a conflict of interest exists, the reviewer must decline to evaluate the article.

### **10.3. Possible Decisions**

- Accept without changes.
- Accept after revision.
- Reject with possibility of resubmission.
- Reject.

After receiving recommendations from reviewers or the editorial board, the author must revise the article. If the author refuses to make revisions, a written withdrawal of the material is required. If the revised version is not received within three months after sending the review, the editorial board removes the article from consideration and notifies the author.

Manuscripts that receive a negative evaluation are not published in the journal and are not returned to the respective authors. Evaluations of all manuscripts are kept in the editorial office for five years.

## **11. GUIDELINES FOR DIFFERENT TYPES OF ARTICLES**

### **11.1. Original Research**

- Adherence to CONSORT (RCT) or STROBE (observational studies) guidelines.
- Mandatory registration of clinical trials.
- Structured abstract.

### **11.2. Systematic Reviews and Meta-Analyses**

- Adherence to PRISMA guidelines.
- Protocol registration in PROSPERO.
- Detailed search strategy.

### **11.3. Case Reports**

- Adherence to CARE guidelines.
- Mandatory patient consent.
- Justification for publishing the case.

### **11.4. Diagnostic Studies**

- Adherence to STARD guidelines.
- Validation of methods.
- Analysis of sensitivity and specificity.

## **12. COPYRIGHT**

Authors publishing in this scientific journal agree to the following terms:

12.1.1. Authors retain the copyright to their scholarly work and grant the journal the right of first publication under the **Creative Commons Attribution License**, which allows others to distribute this scholarly work with mandatory references to the original authors and the first publication in this journal.

12.1.2. Authors retain the prerogative to enter into separate contractual agreements for the non-exclusive distribution of the published version of the work (e.g., archiving it in an institutional repository or including it in a monograph), provided they properly acknowledge its original publication in this journal.

12.1.3. Authors have the right to distribute their work online (e.g., in an institutional repository or on a personal website) only after the manuscript has been published.

## **13. CONTACT INFORMATION**

### **13.1. Editorial Office Address**

59 I. Somoni Ave., Dushanbe, 754026, Republic of Tajikistan

State Educational Institution "Institute of Postgraduate Education in Healthcare"

#### **Contacts:**

- Email: [vestnik@ipovszrt.tj](mailto:vestnik@ipovszrt.tj)
- Phone: (+992 372) 50-31-01, 50-31-02
- Website: <https://www.vestnik-ipovszrt.tj/ru/>
- Editor-in-Chief: Jiyonkhon Q. Muhabbatzoda, Doctor of Medical Sciences, Professor
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- Head of Editorial Office: Evgeniya N. Rubis

## **14. FINAL PROVISIONS**

### **14.1. Publication Fee**

There is no publication fee. Authors retain the rights to the research. Articles are accessible after publication. All authors are responsible for the accuracy of the data. Correspondence is conducted only via email. Electronic versions are available on the journal's website. Manuscripts that do not comply with these rules will not be accepted by the editorial office.

These rules are based on the ICMJE 2025 recommendations and may be updated in accordance with changes in international standards.

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