

# **NATIONAL CONFERENCE ON TECHNOLOGY AND INNOVATIONS IN HEALTHCARE (NCTIH)**

**4-5<sup>th</sup> Nov 2022**

## **Author Guidelines**

### **Manuscript Submission Checklist**

Before you submit your manuscript to the proceedings for review, please ensure that all the items listed below have been checked and uploaded with your submission.

- A title page which shows: (i) a concise and informative article title; (ii) the name(s) of the Author(s); (iii) the affiliation(s) and complete permanent address(es) of the Author(s) – the address at which the research was conducted must be kept as the affiliation address.
- Keywords have been included in the manuscript.
- All figures (including relevant captions).
- All tables (including title, description, footnotes).
- All figure and table citations in the text match the files provided.
- References are in accordance with the proceedings reference style.
- All references mentioned in the reference list are cited in the text and vice versa.
- Any supplementary files/materials (where applicable).
- Manuscript has been “spell checked” and “grammar checked” in the word processor tool used.
- Permission has been sought and obtained for the use of copyrighted materials from other sources (including the Internet).
- Proceedings policies detailed in these Author Guidelines have been reviewed.

### **Submission Process**

Manuscripts are submitted to the NCTIH must be in the English language and Authors are advised to ensure clarity, brevity and accuracy of the information provided.

Note that the submission of a manuscript means that the research described has not been published previously elsewhere, that it is not under consideration for publication elsewhere, that its publication is approved by all Authors – either

tacitly or explicitly – and by the responsible authorities where the work was carried out, and that upon acceptance the article will not be published elsewhere in the same form, either in English or in any other language, including in any electronic medium.

All correspondence, including notification of the Editor’s decision and requests for revision, is sent via email.

## **Manuscript Preparation**

### **Use of Microsoft Word**

It is important that your manuscript text file is saved in Microsoft Word \*.doc or \*.docx file and typed in Times New Roma Front size 12. The text should be in a single-column format and the layout should be kept as simple as possible. Most formatting codes will be removed and replaced on processing the article. However, you can use bold face, italics, subscripts, superscripts, etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs and not spaces to align columns. Note that source files of figures, tables and text graphics will be required regardless of whether you embed your figures in the text or not. To avoid unnecessary errors, you are strongly advised to use the “spell-check” and “grammar-check” functions of your word processor.

The manuscript must be prepared in a Structured Manner as follows

1. INTRODUCTION
2. MATERIALS AND METHODS
3. RESULTS
4. DISCUSSION
5. CONCLUSION

CONFLICT OF INTERESTS

FUNDING

ACKNOWLEDGEMENT

REFERENCES

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc.

## Article Structure and Organization

### Cover Letter

Including a cover letter with your submission gives you a chance to convince the Editors that your article is suitable for publication in the proceedings and of importance to its readership. A cover letter should be no more than two pages long and should include all the standard elements which are to be expected in an official letter (for example, the date and the address of the recipient, etc.). The Author(s) should confirm that the submission is original and not under consideration for publication elsewhere. Furthermore, you should briefly mention the focus of the manuscript (not more than 4-5 sentences). The cover letter should be addressed to the Chair-Scientific committee, NCTIH 22 and send mailed to: [nctih22vmrfdu@gmail.com](mailto:nctih22vmrfdu@gmail.com). The cover letter must also contain the **paper code** of your article, which was give during the conference.

### Abstract

The abstract of your article should briefly state the purpose of the research, the main results and the major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone, and it should be on bold format. It should therefore not contain any undefined abbreviations or unspecified references. If references are still deemed essential, then cite the Author(s) and year(s). Also, if non-standard or uncommon abbreviations cannot be avoided, they must be defined at their first mention in the abstract itself.

### Keywords

Immediately after the abstract, provide a maximum of 7 keywords, using American-English spelling and avoiding general and plural terms and multiple concepts (for example, avoid “and”, “of”, etc.). Also avoid using abbreviations unless they are firmly established in the field. Note that these keywords will be used for indexing purposes.

### Subdivision – Numbered Sections

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. Note that the abstract should not be included in the section numbering. Use the section numbering

also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

### **Abbreviations**

Abbreviations which are non-standard in the field should be defined at their first mention in the text and used consistently thereafter. Definitions can be placed in a footnote on the first page of the article.

### **Introduction**

An introduction should state the objectives of the work and provide an adequate background. Make sure you explain the nature of the problem and provide the context of why the work is important. Avoid a detailed literature survey or a summary of the results and make sure you include all the relevant references.

### **Materials and Methods**

This section is important to allow reproducibility of your work by an independent researcher. You should therefore provide sufficient details and a description of the techniques and equipment used. Standard techniques and methods used during the work should just be mentioned at the beginning of the section and descriptions of these are not needed. Methods that are already published should be summarized and indicated by a reference. If quoting directly from a previously published method, use quotation marks and cite the source. Any modifications to existing methods should also be described. If lengthy descriptions of experimental procedures are required, the Authors are encouraged to include them in a supplementary file. Where applicable, Authors must confirm whether all ethical approvals for a procedure have been obtained.

### **Results**

Present your results and experimental data in a clear, consistent and concise manner. Only essential results should be included in the text and only points which are important for the discussion should be highlighted. Do not attempt to hide data; any secondary data can be included in a supplementary file.

### **Discussion**

This section should contain an interpretation of what the results mean and explore their significance. Highlight the impact of your results compared with recent work and relate it back to the problem or original question in your study. Do not repeat the results in this section and avoid extensive citations or a discussion of published literature.

### **Conclusion**

The main conclusions of the study may be presented in a short Conclusions section. Recommendations or plans for future studies can be included in this section as well.

### **Conflict of Interests**

All Authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence or bias their work. Authors submitting to the proceedings are required to answer mandatory questions on potential conflicts of interest before proceeding with the manuscript. Any potential competing interests must also be mentioned in an explicit statement within the manuscript itself: this statement should describe all potential conflicts of interest (or lack thereof) for each contributing Author.

### **Role of Funding Source**

Authors are required to disclose and list any parties which have made a financial contribution to the research and/or the preparation of the article and to briefly describe the role that such party may have had in the work (if any). If the funding source(s) was not involved in the work beyond providing a financial contribution, then this should be explicitly stated as well.

### **Acknowledgements**

Where applicable, Authors can collate a list of grants, funds and/or individuals who provided help during the research or writing of the manuscript in a separate Acknowledgements section at the end of the article before the references. Names of funding organizations should be written in full. Do not include acknowledgements on the title page, as a footnote to the title or otherwise.

### **Figure Captions**

Authors must ensure that each illustration has a caption. Captions must be supplied separately and not attached to the figure itself. A caption should

comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum, but explain all symbols and abbreviations used. Note that captions should contain the figure number as cited in the text.

## Tables

Tables should be numbered consecutively in accordance with their appearance in the text and cited accordingly. They can be placed on separate pages at the end. For each table, please supply a caption consisting of the table number, a brief title and a description of the data shown in the table. Any previously published material must be identified by providing the original source in the form of a reference at the end of the table caption after ensuring that permission has been sought from the copyright owner (where required). Any footnotes to tables should be indicated by superscript lower-case letters and placed below the table body. Tables should be submitted as editable text and not as images. Avoid using vertical rules and shading in table cells and make sure that the data presented in a table does not duplicate results described elsewhere in the article.

## References

Authors are responsible for the accuracy of the references used. References should be numbered consecutively in the order in which they are first cited. References used in tables or figure captions must be numbered in sequence with those in the text.

- *Citations in text.* Please ensure that every reference cited in the text is also present in the reference list and vice versa. Any references cited in the abstract must be specified in full. Unpublished results and personal communications are not recommended in the reference list.
- *Web references.* As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if available (e.g. DOI, author names, dates, reference to a source publication, etc.) should also be mentioned. Web references can be listed separately under a different heading, if desired, or can be included in the reference list as well.
- *References in a special issue.* Please ensure that the words ‘this issue’ are added to any references in the list (and any citations in the text) to other articles in the same special issue.
- *Citing Research Data.* Datasets, program code and other methods should be recognized as original intellectual contributions and afforded

recognition through citation. The proceedings therefore encourages Authors to appropriately cite underlying or relevant datasets in their manuscript by citing them in the text and including a data reference in the reference list. Data references should include the following elements: author name(s), dataset title, data repository, version (where available) and year. References to datasets and program code should also include a persistent identifier (e.g. a DOI). Persistent identifiers ensure future access to published digital objects and are assigned to datasets by digital archives, such as institutional repositories, or by partners in various digital preservation initiatives.

## Reference Style

*In text:* Designate references by number(s) in square brackets in line with the text. The actual Author(s) can be mentioned, but the reference number(s) must always be included.

*In reference list:* Number the references (with numbers in square brackets) in the list in the order in which they appear in the text.

*Example of reference to a Journal publication:*

[1] J. Carmody, V. Traynor, A. Steele. Dementia, Decision Aids and General Practice. Australian Family Physician, 2015, Volume 44(5), 307-310.

*Example of reference to a book:*

[2] J.B. Lawhead, M.C. Baker. Introduction to Veterinary Science, 2nd edition. Cengage Learning, Boston (MA), 2008.

*Example of reference to a chapter in an edited book:*

[3] H.L. Ford, R.A. Sclafani, J. Degregori. Cell Cycle Regulatory Cascades. In: G.S. Stein, A.B. Pardee, editors. Cell Cycle and Growth Control: Biomolecular Regulation and Cancer, 2nd edition. Wiley-Liss, Hoboken (NJ), 2004, pp. 42-67.

*Example of web reference:*

[4] E.M. Abrams, A.B. Becker, T.V. Gerstner. Anaphylaxis Related to Avocado Ingestion: A Case and Review. Allergy, Asthma & Clinical Immunology [Internet], 2011, Volume 7:12, DOI: <https://doi.org/10.1186/1710-1492-7-12>. Available from: BioMed Central.

*Example of research data citation:*

[5] A. Campbell, K. Robert. American National Election Study, 1948.

ICPSR07218v3 [dataset]. Ann Arbor (MI): Inter-University Consortium for Political and Social Research [distributor], 1999. DOI: <http://doi.org/10.3886/ICPSR07218.v3>.

*Notes:* In case of more than 6 Authors, the first 6 Authors should be listed followed by “et al.”.

### **Supplementary Materials**

The proceedings accepts electronic supplementary materials – such as applications, presentations, data sheets, images and sound clips – to support and enhance the circulation and presentation of your research. Submitted supplementary items will be published exactly as they are received (Excel and PowerPoint files will appear as such online) alongside the electronic version of the article. Please submit your supplementary materials together with the article and provide a concise and descriptive caption for each supplementary file. If you wish to make changes to supplementary materials during any stage of the publication process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the ‘Track Changes’ option in Microsoft Office files as these will appear in the published version.

### **Footnotes**

Footnotes can be used to give additional information and may include citations of references included in the reference list. They should be numbered consecutively throughout the article. Many word processors can build footnotes into the text and this feature may be used. If this is not the case, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the reference list. Footnotes cannot contain a table or a figure. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and placed below the table body instead. Footnotes to the title or Authors of an article are not given reference symbols. Authors are advised to always use footnotes instead of endnotes.

### **Journal Abbreviations**

Journal names should be abbreviated according to:

- ISSN International Centre’s “LTWA” (List of Title Word Abbreviations): <https://www.issn.org/services/online-services/access-to-the-ltwa/>

## Artwork

### Image Manipulation

Authors are permitted to manipulate images for the purpose of clarity only. Manipulation for purposes of deception or fraud will be regarded as scientific ethical abuse and will be dealt with accordingly. For graphical images, we apply the following policy: no specific feature within an image may be enhanced, obscured, moved, removed or introduced. Adjustments of brightness, contrast or colour balance are acceptable if and as long as they do not obscure or eliminate any information present in the original. Nonlinear adjustments (e.g. changes to gamma settings) must be disclosed in the figure legend.

### Electronic Artwork

- Make sure you use uniform lettering and sizing of your original artwork.
- Save text in illustrations as “graphics” or embed the fonts used if your application provides that option.
- Number illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size your illustrations close to the desired dimensions in the published version.
- Submit each illustration as a separate file.

### Image Formats

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply the file “as is” in the native document format. For any application other than Microsoft Office which is used for creating artwork, once your electronic artwork is finalized, please click “Save as” or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones and line/halftone combinations):

- **TIFF (or JPEG):** Colour or grayscale photographs (halftones); keep to a minimum of 300 dpi.
- **TIFF (or JPEG):** Bitmapped (pure black & white pixels) line drawings; keep to a minimum of 1000 dpi.
- **TIFF (or JPEG):** Combinations bitmapped line/halftone (colour or grayscale); keep to a minimum of 500 dpi.

**Please do not:**

- Supply files that are optimized for screen use (e.g. GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colours;
- Supply files that are too low in resolution.
- Submit graphics that are disproportionately large for the content.

## Proceedings Editorial Standards

### Peer Review

The NCTIH applies a **double-blind peer review** process, meaning that the names of Reviewers are hidden from the Authors and vice versa. All submissions will be initially assessed by an Editor to ensure that they fall within the Aim and scope of the conference (NCTIH), are of reasonable scientific quality and meet the basic criteria for publication. Papers which are deemed suitable are then typically sent to a minimum of two independent subject experts to assess the scientific quality. These Reviewers then submit review reports with recommendations back to the assigned Editor who makes a decision on the manuscript based on the reports received. If the recommendations from Reviewers are conflicting or no final decision can be made based on the reports received, then the assigned Editor may consult another senior Reviewer and/or the Editorial Board members of the proceedings. Note that the Editor-in-Chief is ultimately responsible for the final decision regarding acceptance or rejection of articles and that the Editor-in-Chief's decision is final in this regard.

### Editorial Procedure and Timeline

After submitting an article, the Corresponding Author will receive a confirmation of receipt. Due to the many papers we are currently receiving, the peer review process may take up to 2 months, but this depends strongly on the subject and the details of the article. Our main policy is not to compromise on quality, so in some cases the review time can be longer. Once a paper has been accepted for publication, the Corresponding Author will be asked to sign a *Proceedings Publishing Agreement* (PPA) Upon receipt of the signed PPA, the accepted manuscript goes into production. Prior to publication, a set of page proofs in PDF format will be sent to the Corresponding Author via email for proofreading.

### Authorship

All Authors should have made substantial contributions to each of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; (3) final approval of the version to be submitted. The statement that all Authors have approved the final article should be true and included in the disclosure.

### **Authorship Changes**

Authors are expected to carefully consider the list and order of all the Authors of a manuscript before submitting it and to provide the definitive list of Authors at the time of the original submission. Any addition, deletion, or rearrangement of Author names in the authorship list should only be made **before** the manuscript has been accepted and only if approved by the proceedings Editor. To request such a change, the Editor must receive the following from the Corresponding Author of the manuscript: (i) the reason for the change in the authorship list; and (ii) written confirmation – via email or letter – from all Authors that they agree with the addition, removal, or rearrangement. In the case of addition or removal of Authors, this includes confirmation from the Author being added or removed. Only in exceptional circumstances will the Editor consider the addition, deletion, or rearrangement of Authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the article will be suspended. If the article has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

### **Article Proofs**

Upon receipt of the signed *Proceedings Publishing Agreement* the accepted manuscript is sent to production for typesetting in accordance with the proceedings style. A set of page proofs in PDF format is subsequently sent to the Corresponding Author via email, or a link will be provided in the email so that Authors can download the files themselves. Authors are provided with PDF proofs which can be annotated. Authors which do not wish to use the PDF annotation function, may list their corrections (including replies to questions on a query form where applicable) and return them to us in an email. Please list your corrections quoting line numbers in this case. Note that article proofs should only be used for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to an article as accepted for publication will only be considered at this stage with permission from the Editor.

The production team will do their best to get your article published quickly and accurately. To support this, Authors are requested to return all their proof corrections within 3 working days. It is the Author's responsibility to ensure that all corrections are sent back in one go: please check carefully before replying to the email, as any subsequent corrections cannot be guaranteed. Note that the Editors of the proceedings may proceed with the publication of your article if no (timely) response is received.

## **Author Inquiries**

For more information about anything that is written in these Author Guidelines or for general inquiries about an article that you have submitted for publication in the proceedings, you can contact our team at [nctih22vmrfdu@gmail.com](mailto:nctih22vmrfdu@gmail.com).