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## **About Nigerian Journal of General Practice**

The Nigerian Journal of General Practice is the official publication of the Association of General and Private Medical Practitioners of Nigeria. It is a multi-disciplinary, biannual, peer-reviewed biomedical journal that has been published since 1985. It invites scholarly manuscripts relevant to the broad discipline of Family/General Medicine education. It aims to publish evidence-based scientific research articles from a diversity of disciplines in the basic medical and clinical sciences. The Journal contents include original articles, review articles, case reports, perspective on topical health care issues, articles on the business and practice of medicine, book review and letters to the editor. The Journal is a source of continuing professional development to health care providers in the private health sector.

**Publication Ethics and Publication Malpractice Statement**

Publisher, editors, reviewers, authors and coauthors of the Nigerian Journal of General Practice are required to maintain the highest level of professional ethics and standard as contained in statements prepared by International Committee of Medical Journal Editors [Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication accessible at [www.ICMJE.org](http://www.ICMJE.org) ], World Association of Medical Editors [Publication Ethics Policies for Medical Journals-accessible at [www.wame.org](http://www.wame.org)] and Committee on Publication Ethics [ Code of Conduct and Best Practice Guidelines for Journal Editors accessible at [www.publicationethics.org](http://www.publicationethics.org) ]

## **Authorship and Contributorship**

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. Those who participated in the drafting of the manuscript or revising it critically to make it fit for publication deserve authorship credit and should be listed as coauthors.

Where there are other persons who have made substantial contributions to the work reported in a manuscript but who do not fulfill the authorship criteria stated above, such persons should be named with their specific contributions in an Acknowledgment section in the manuscript. Permission to include the names of individuals in the Acknowledgment section should be sought.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

The authors also are required to certify that the manuscript represents valid work and that neither this manuscript nor one with substantially similar content under their authorship has been published or is being considered for publication elsewhere. If requested, authors should be prepared to provide the data and must cooperate fully in obtaining and providing the data on which the manuscript is based for examination by the editors or their assignees.

## **Nigerian Journal of General Practice Authorship Form**

Each author is required to read and sign the statements on Authorship Responsibility, Criteria, and Contributions; Reporting of Conflicts of Interest and Funding; and Copyright Transfer/Publishing Agreement. The corresponding author must sign the Acknowledgment Statement.

Instructions for authors are available online at <http://www.agmpn.org>

**Your Name**  
**Address**  
**Telephone**  
**e-Mail:**

### **Corresponding Author**

#### **1. Authorship Responsibility, Criteria, and Contributions.**

Each author should meet the following criteria:

A. I certify that the manuscript represents original and valid work and that neither this manuscript nor one with substantially similar content under my authorship has been published or is being considered for publication elsewhere. If requested, I will provide the data or will cooperate fully in obtaining and providing the data on which the manuscript is based for examination by the editors or their assignees.

For papers with more than 1 author, I agree to allow the corresponding author to serve as the primary correspondent with the editorial office, to review the edited typescript and proof.

- B.  I have given final approval of the submitted manuscript.
- C.  I have participated sufficiently in the work to take public responsibility for (check either)  
 part of the content.  
 the whole content.
- D. To qualify for authorship, you must check at least 1 box for each of the 3 categories of contributions listed below.  
 I have made substantial contributions to the intellectual content of the paper as described below.
1. (check at least 1 of the 3 below)
    - conception and design
    - acquisition of data
    - analysis and interpretation of data
  2. (check at least 1 of 2 below)
    - drafting of the manuscript
    - critical revision of the manuscript for important intellectual content
  3. (check at least 1 below)
    - statistical analysis
    - obtaining funding
    - administrative, technical, or material support
    - supervision
    - no additional contributions
    - other (specify)

**Your Signature**

**Date Signed**

**2. Confirmation of Reporting of Conflicts of Interest and Funding.**

Please check A, B and C (applies to the past 3 years):

- A. I certify that all funding, other financial support, and material support for this work are clearly identified in the manuscript.
- B. I certify that all my potential conflicts of interest such as relevant financial interests, activities, relationships, and affiliations (including but not limited to employment/affiliation, grants or funding, consultancies, honoraria and payment, speakers bureaus, stock ownership or options, expert testimony, royalties, donation of medical equipment, or patents planned, pending, or issued), *are disclosed in the Acknowledgment section of the manuscript.*
- C. I have no potential conflicts of interest, and such *is indicated in the Acknowledgment section of the manuscript.*

**Your Signature**

**Date Signed**

**3. Acknowledgment Statement.** Authors should obtain written permission from all individuals named in an Acknowledgment, since readers may infer their endorsement of data and conclusions. The corresponding author must sign the following statement:

- I certify that all persons who have made substantial contributions to the work reported in this manuscript (eg, data collection, analysis, or writing or editing assistance) but who do not fulfill the authorship criteria are named with their specific contributions in an Acknowledgment in the manuscript.
- I certify that all persons named in the Acknowledgment have provided me with written permission to be named.

**Corresponding Author Signature**

**Date Signed**

**4. Copyright Transfer/Publishing Agreement.**

In consideration of the action of the Nigerian Association of General and Private Medical Practitioners of Nigeria (AGPMPN) in reviewing and editing this manuscript for publication, I hereby transfer, assign, or otherwise

convey all copyright ownership, including any and all rights incidental thereto, exclusively to the Association of General and Private Medical Practitioners of Nigeria in the event that such work is published by the AGPMPN.

**Your Signature**

**Date Signed**

## **Duties of Editors of the Nigerian Journal of General Practice [NJGP]**

*The NJGP policy for editors is adapted from Committee on Publication Ethics [COPE] Best Practice Guidelines for Journal Editors.*

The editor of Nigerian Journal of General Practice is responsible for deciding which of the articles submitted to the journal should be published, often working in conjunction with other members of the editorial board. The validation of the work under consideration and its importance to researchers and readers must always drive such decisions. The editor works within the confines of the law regarding libel, copyright infringement and plagiarism.

The editor evaluates manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### **Disclosure and conflicts of interest**

- Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.
- Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.
- Editors should rescue themselves (i.e. should ask a co-editor, associate editor or other member of the editorial board instead to review and consider) from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers.
- Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interest are revealed after publication. If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern.
- It should be ensured that the peer-review process for sponsored supplements is the same as that used for the main journal. Items in sponsored supplement should be accepted solely on the basis of academic merit and interest to readers and not be influenced by commercial considerations.
- Non-peer reviewed sections of their journal should be clearly identified.

### **Involvement and cooperation in Investigations**

An editor should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper, in conjunction with the publisher (or society). Such measures will generally include contacting the author of the manuscript or paper and giving due consideration of the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies, and if the complaint is upheld, the publication of a correction, retraction, expression of concern, or other note, as may be relevant. Every reported act of unethical publishing behaviour must be looked into, even if it is discovered years after publication.

**Editorial Process.** All submitted manuscripts are reviewed initially by a Nigerian Journal of General Practice editor. Manuscripts are evaluated according to the following criteria: material is original and timely, writing is clear, study methods are appropriate, data are valid, conclusions are reasonable and supported by the data, information is important, and topic has general medical interest. From these basic criteria, the editors assess a paper's eligibility for publication. Manuscripts with insufficient priority for publication are rejected promptly. Other manuscripts are sent to expert consultants for peer review. Peer reviewer and author identities are kept confidential. The existence of a manuscript under review is not revealed to anyone other than peer reviewers and editorial staff. Peer reviewers are required to maintain confidentiality about the manuscripts they review and must not divulge any information about a specific manuscript or its content to any third party without prior permission from the journal editors. Information from submitted manuscripts may be systematically collected and analyzed as part of research to improve the quality of the editorial or peer review process.

Accepted manuscripts are edited in accordance with the Nigerian Journal of General Practice tradition and returned to the corresponding author (or his/her designee) for approval. Authors are responsible for all statements made in their work, including changes made during editing and production of the article.

**Corrections.** Requests to publish corrections should be sent to the editorial office. Corrections are reviewed by editors and authors, published promptly, and linked online to the original article.

### **Our Peer Review System**

We practice a double blind peer review system whereby peer reviewers and authors are not known to each other. Manuscripts received by the Editor are read and sent by post to preselected Reviewers according to the specialty of the study theme. Every article to a Reviewer is accompanied by a copy of The Nigerian Journal of General Practice Instructions for Manuscript Reviewers. Articles sent to reviewers are expected back within six weeks. The Reviewer's impression may range from publish the paper as it is, or publish it after minor revisions, or publish it after major revisions as suggested [the Reviewer may be asked if he/she would want to review the revised paper], The Reviewer may advise that the paper is more suitable for publication in another journal or advise that the paper be rejected. The Reviewer is free to offer specific suggestions to improve the manuscript. The authors of articles that were accepted are written letters of acceptance of their manuscripts and are told when their articles would be published. Those with articles requiring corrections have their articles mailed back to them with the Reviewer's comments. Such articles are accepted after the required corrections have been effected. The Editor-in Chief determines the number of articles published in each edition of the Journal.

## **Instructions for Peer Reviewers**

The Nigerian Journal of General Practice requires that manuscripts submitted for review be evaluated under the following headlines:

### **1. PRESENTATIONS**

- a. Is the writing clear, concise and in good English?
- b. Is the title specific and in consonance with the content of the manuscript?
- c. Is the paper presented logically ( e.g. correct information in each section, logical flow of arguments)?
- d. Does the abstract reflect brevity; does it reveal the purpose of the work and how it was done; does it reveal what was found and the significance?
- e. Are the figures and tables illustrative enough?

### **2. SCIENTIFIC QUALITY**

- a. Is the title relevant for the journal and does it reflect the contents of the article?
- b. Is the study rationale adequately described in the Introduction/Background?
- c. Are the study objectives clearly stated?

- d. Were the methods appropriate for the objectives and presented in a format that make the results reproducible?
- e. Is the sample size appropriate and adequately justified?
- f. Is the sampling technique appropriate and adequately described?
- g. Are the methods and instruments of data collection described?
- h. Were techniques to minimize bias/errors documented?
- i. Are the methods of data analysis appropriate?
- j. Is statistical significance well documented ( e.g. as confidence intervals or P-value)
- k. Are the findings presented logically with appropriate displays and explanations?
- l. How well are the key findings stated in discussion?
- m. To what extent have differences or similarities with other studies been discussed and reasons for these given?
- n. Are the implications of these findings clearly articulated?
- o. Do the results justify the conclusion(s)?

**3. REFERENCES**

- a. Are they appropriate and relevant?
- b. Are they up to date?
- c. Do they follow the recommended style?
- d. Are there any errors?

**4. ETHICAL CONSIDERATIONS**

- a. Were the Guiding Principles in the Care and Use of Laboratory Animals followed?
- b. For research involving human subjects, were the studies performed in accordance with the Helsinki Declaration?

**5. RATING**

How would you rate this article? How would you rank this article relative to other works in the same field?

**6. CONFIDENTIAL COMMENTS**

- a. Comment on the novelty and significance of the manuscript
- b. Comment about the suitability of the manuscript for the journal. Comments by reviewer will not be transmitted to the author.

**7. COMMENTS FOR AUTHORS**

- a. On the reviewer form, provide specific comments preferably numbered on the design, presentation of data, results, and discussion. Do not include recommendations for publication on this page. Let your comments to the author tally with your rating of the article.

**8. PRIVILEGED DOCUMENT**

- a. This manuscript is a privileged communication: the data and findings are the exclusive property of the author[s] and should not be disclosed to others who might use this information in their research.
- b. The manuscript, illustrations, and tables should be destroyed upon completing the review or ,if anticipating a revision, kept confidential until the review process is complete>
- c. If you have shared responsibility for the review of this manuscript with a colleague, please provide that person's name and institutional affiliation.

**9. RECOMMENDATIONS**

- 1. The paper can be published as it is
- 2. The paper can be published with minor revisions as suggested?
- 3. The paper can be published with major revisions as suggested?  
If you choose this option, do you want to review the revised paper? Yes or No
- 4. The paper is more suitable for publication in another journal
- 5. The paper is not acceptable to be published in this journal
- 6. Other impression(s)-----

Do you want your name revealed to the author? Yes or No

Please state any relevant competing interests

Please offer specific suggestions to improve the manuscript

## **Advertising Policy**

We carry adverts which generate income for the Journal; however editorial decisions are not influenced by such adverts. We carry advertisements on products that are germane to the practice of medicine, medical education and healthcare delivery. Advertisements that are indecent or offensive in either text or artwork or contain negative content of a personal, racial, ethnic, sexual orientation or religious character would not be accepted.

Our Journal does not carry advertisements of products such as tobacco and alcohol that are injurious to health.

All advertisements must clearly identify the advertiser and the product or service being advertised. For all drug advertisements, the generic name of each active ingredients should appear.

Commercial advertisements are not allowed adjacent to any editorial matter that discusses the product being advertised, nor adjacent to any article reporting research on the advertised product nor should they refer to an article in the same issue in which they appear.

## **Ethical Approval of Studies and Informed Consent**

For all manuscripts reporting data from studies involving human participants or animals, formal review and approval, or formal review and waiver, by an appropriate institutional review board or ethics committee is required and should be described in the Methods section. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki of 1975 should be followed. For investigations of humans, state in the Methods section the manner in which informed consent was obtained from the study participants (ie, oral or written). Editors may request that authors provide documentation of the formal review and recommendation from the institutional review board or ethics committee responsible for oversight of the study. For studies involving human participants where data were analyzed anonymously, consent may not be required.

## **Scientific and Editorial Misconduct**

Scientific misconduct is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, or reporting research. In cases where there is a suspicion or allegation of scientific misconduct or fraudulent research in manuscripts submitted for publication, the Nigerian Journal of General Practice reserves the right to pass along the manuscript to another appropriate authority for thorough investigation. We subscribe to the Committee on Publication Ethics [COPE] position on such issues.

## **Checklist for Manuscript Submission**

1. Review manuscript submission requirements in these instructions and in our web page at [www.agmpn.org](http://www.agmpn.org)
2. Include a cover letter as an attachment.

- 3.** Designate a corresponding author and provide a complete postal/mail address, telephone and fax numbers, and e-mail address.
- 4.** Provide first (given) and last (family) names, e-mail addresses, and institutional affiliations for any coauthors.
- 5.** On the title page, include a word count for text only, exclusive of title, abstract, references, tables, and figure legends.
- 6.** Provide an abstract that conforms to the required abstract format.
- 7.** Double-space manuscript and leave right margins unjustified (ragged).
- 8.** Check all references for accuracy and completeness. Put references in proper format in numerical order, making sure each is cited in sequence in the text.
- 9.** Have each author read, complete, and sign the [Authorship Form](#) with statements of Authorship Responsibility, Criteria, and Contributions; Confirmation of Reporting Conflicts of Interest and Funding; and Copyright Transfer/Publishing Agreement.
- 10.** Include all authors' potential conflicts of interest, including relevant financial interests, activities, relationships, and affiliations in the Acknowledgment section of the manuscript..
- 11.** Include all sources of financial and material support and assistance along with detailed information on the roles of each sponsor or funder in each of the following: "design and conduct of the study; collection, management, analysis, and interpretation of the data; and preparation, review, or approval of the manuscript" in the Acknowledgment section of the manuscript.
- 16.** In the Acknowledgment section of the manuscript, include the names, academic degrees, affiliations, and specific contributions of all persons who have contributed to the work reported in the manuscript (eg, data collection, analysis, writing or editing assistance, review of manuscript) but who do not fulfill authorship criteria, and also indicate whether any compensation was received for such contributions.
- 17.** If appropriate, include information on institutional review board/ethics committee approval or waiver and informed consent.
- 18.** The reproduction of material (including tables and figures) that was previously published is discouraged. Original material should be provided, except under extraordinary circumstances.
- 19.** Include consent for publication forms for identifiable patient descriptions, photographs, video, and pedigrees.