Covering Letter

https://www.slideserve.com/jescie-hansen/family-centered-careTo,

The Editor-in-Chief

Sub: Submission of Manuscript for publication

Dear Editor-in-Chief

We intend to publish an article entitled “ ” in Atlas Care Science: Healthcare Research Journal as a Original Article.

On behalf of all the authors, I will act as a guarantor and will correspond with the Journal from this point onward.

Prior publication

Support

Conflicts of interest

Permissions

We hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the journal, in the event that such work is published by the Journal.

We would like to suggest following referees for the article.

Name	Address	E-mail

Regards,

Signature

Corresponding author:

E-mail:

Commented [GR1]: Page: 1
Title of the manuscript

Commented [GR2]: Give information about prior publication or presentation in a conference/seminar. If none, please state the same.

Commented [GR3]: State the name of the funding agency. If none, please state the same.

Commented [GR4]: State perceived or otherwise conflicts of interest. If none, please state the same.

Commented [GR5]: Give information about permission for reproducing pre-published information/material. If none, please state the same.

Commented [GR6]: Optional to provide names of two or three particularly qualified reviewers who have had experience in the subject of the submitted manuscript, but who are not affiliated with the same institutes as the contributor/s. Kindly include complete address as well as e-mail.

Commented [GR7]: Complete address of the corresponding author.

Encl :

Contributor’s form signed by all the contributors

Checklist

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

Manuscript Title:

_____

—

This paper has been prepared as a collaborative effort by multiple authors who all had equal participation in conceiving and designing the experiments (when applicable). We all participated equally in analysing and interpreting the results and in drafting the final version of this paper. The data used in this paper was acquired through our own research effort and we believe that the results are valid. Neither this manuscript nor manuscripts with similar content have been published or submitted for publication elsewhere, other than as referenced in the cover letter. I/We confirm that all data related to the findings presented in this manuscript have been included here and none of them have been published or will be published anywhere else. We also confirm that, if required by the editorial board, we will make available all data used in this research paper either to the editorial board or its designated representatives for their review. Financial interests (direct or indirect) existing or possibly existing for any of the individual authors, which may influence the content of the article have been declared in the cover letter. Any sources of external financial support for this work have been declared in the cover letter.

I/We hereby assign all copyright ownership rights therein, as well as any and all incidental rights thereof, exclusively to the journal, in the event that such work is accepted for publication in the journal. The journal will own the rights to the work, including 1) copyright; 2) the right to authorize reproduction and republish the article as a separate entity either in print, electronic or any other form in the same or different language, and as an integral part of a collection of other works in the same or different language; 3) the right to create adaptations; and 4) the right to license others to do so.

We hereby authorize the corresponding author to make all the necessary changes as requested by the journal, handle any other correspondences related to this matter, and serve as guarantor of this manuscript on our behalf.

All individuals who have contributed significantly to the work reported in the manuscript but who are not listed as authors have been acknowledged and have consented in writing to being acknowledged. The absence of an Acknowledgment section indicates that no significant contributions were made by non-authors, and all contributing authors are included.

Name	Signature	Date signed

Checklist (to be tick marked, as applicable and one copy attached with the manuscript)

Manuscript Title

_____

Covering letter

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

Authors

- ❑ Middle name initials provided
- ❑ Author for correspondence, with e-mail address provided
- ❑ Number of contributors restricted as per the instructions
- ❑ Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- ❑ Double spacing
- ❑ Margins 2.5 cm from all four sides
- ❑ Title page contains all the desired information (vide supra)
- ❑ Running title provided (not more than 50 characters)
- ❑ Headings in title case (not ALL CAPITALS, not underlined)
- ❑ References cited in superscript in the text without brackets
- ❑ References according to the journal's instructions.

Language and grammar

- ❑ Uniform American English
- ❑ Abbreviations spelt out in full for the first time
- ❑ Numerals from 1 to 10 spelt out
- ❑ Numerals at the beginning of the sentence spelt out

Tables and figures

- ❑ No repetition of data in tables/graphs and in text
- ❑ Actual numbers from which graphs drawn, provided
- ❑ Figures necessary and of good quality (colour)
- ❑ Table and figure numbers in Arabic letters (not Roman)
- ❑ Labels pasted on back of the photographs (no names written)
- ❑ Figure legends provided (not more than 40 words)
- ❑ Patients' privacy maintained (if not, written permission enclosed)
- ❑ Credit note for borrowed figures/tables provided

Title Page

Type of article: Letter

Title of the article:

Running title

Contributors

1.
2.
3.
4.

Department(s) and institution(s)

Corresponding Author:

Name:

Address:

Phone numbers:

Facsimile numbers:

E-mail address:

Total number of pages:

Total number of photographs:

Word counts

for the text:

Presentation at a meeting:

Organisation:

Place:

Date:

Commented [GR8]: Not more than 50 characters

Commented [GR9]: Last name First name initials of middle name, with highest academic degree and institutional affiliation

Commented [GR10]: Specify the number of contributors

Title of the article

ABSTRACT:

Background:

Objectives:

Methods:

Results:

Conclusions:

Keywords:

INTRODUCTION

Commented [GR11]: Approximately 250 words

Commented [GR12]: Should highlight the problem, indicate the gaps in knowledge and the rationale for the study. Finally, state the aims and objectives of the study

METHODS

RESULTS

Commented [GR13]: Please place the Figure and Tables after the References section and with appropriate legends.

DISCUSSION

Commented [GR14]: Please compare & contrast the current study findings against knowledge available in the literature, and accordingly state the key inferences/takeaway points from the study.
Please state the limitations of the study and future perspectives/recommendations at the end of the Discussion section

CONCLUSION

Commented [GR15]: Should state the primary findings of the study/takeaway points and any immediate recommendation emanating from the same.

Ethical Considerations

Commented [GR16]: For studies involving humans, a documented submission and approval is required from a formally constituted review board (Institutional Review Board or Ethics committee), irrespective of the study design.

Please state the name of the name and address of the ethics committee responsible, the protocol/reference number assigned by the ethics committee for this study, and the date of approval (exemption) by the ethics committee.
In addition, please state details regarding the consent for participation and indicate if the study was conducted in accordance with the latest version of the Declaration of Helsinki (for more details, please refer to the Instruction For Authors).

Data availability statement

Commented [GR17]: The journal requires a data availability statement. Please see the Instruction For Authors section for templates.

Author contributions

Conceptualization: ; Methodology: ; Data analysis: ; Writing–original draft preparation: ; Writing – review and editing: ; Supervision: .

Commented [GR18]: Please include author contribution details.

REFERENCES

Commented [GR19]: To provide a more current knowledge, the Journal prefers larger proportion of recent publication citations (i.e., published in the past 5-7 years). Please carefully follow the punctuation marks, and do not include unnecessary bibliographic elements such as issue number, month of publication, etc.
Names of the first 6 authors should be listed, followed by "*et al.*" if there are more authors.

Acknowledgements:

Name	Role

Commented [GR20]: List non-author contributors individually or collectively with their role. It is the responsibility of the corresponding author to ensure that the non- author contributors agree to have their name included in "Acknowledgments"

Source(s) of support:

Commented [GR21]: Provide details about the funding agency/ sponsors, grant number and the role of funders. If the funders have no role or the study did not receive funding, a statement declaring the same to be mentioned.

Conflicting Interest (If present, give more details):

Reporting guidelines:

Commented [GR22]: Add a statement that manuscript adheres to the STROBE reporting guidelines (for observational studies) or the relevant guideline as per the article type. Kindly check the Information for Authors for reporting guidelines

Fill the checklist given below :

Reporting guidelines for Original Research Articles (Case–control, Cohort and Cross-sectional studies): STROBE (2007).

	Item No	Recommendation	Yes/ No
Title and abstract	1	(*a*) Indicate the study's design with a commonly used term in the title or the abstract	
		(*b*) Provide in the abstract an informative and balanced summary of what was done and what was found. Structured abstract: Aims & Objectives, Materials & Methods, Results, Conclusion Format to be consistent	
Introduction			
Background/rationale	2	Explain the scientific background and rationale for the investigation being reported	
Objectives	3a	State specific objectives, including any prespecified hypotheses. The research objective should not be biased.	
	3b	Statements to be appropriately cited	
Methods – Structured methods section (with subheadings) is preferred			
Study design	4a	Present key elements of study design early in the paper (cross sectional/ cohort/ case-control)	
	4b	Is the study design robust and well-justified?	
Setting	5a	Describe the setting, locations, and relevant dates, including periods of recruitment, exposure, follow-up, and data collection	
	5b #	Mention the details of the Supplier/manufacturer of the equipment/ materials (E.g. Chemicals) used in the study	

	5c #	Mention the details of the drugs (manufacturer, dosage, dilution, frequency and route of administration, monitoring equipment) used in the study	
	5d #	Mention the details about the cell lines (names and where it was obtained from)	
	5e #	Mention the details of plant sample collection (Location, time period, validation of the specimen, Institution where the specimen is submitted and the voucher specimen number)	
Participants	6	(*a*) *Cohort study*—Give the eligibility criteria (Inclusion/ exclusion), and the sources and methods of selection of participants. Describe methods of follow-up	
		Case-control study—Give the eligibility criteria (Inclusion/ exclusion), and the sources and methods of case ascertainment and control selection. Give the rationale for the choice of cases and controls	
		Cross-sectional study—Give the eligibility criteria (Inclusion/ exclusion), and the sources and methods of selection of participants	
		(*b*) *Cohort study*—For matched studies, give matching criteria and number of exposed and unexposed	
		Case-control study—For matched studies, give matching criteria and the number of controls per case	
Variables	7a	Clearly define all outcomes (primary and secondary), exposures, predictors, potential confounders, and effect modifiers.	
	7b	Give diagnostic criteria, if applicable	
Data sources/ measurement	8*	For each variable of interest, give sources of data and details of methods of assessment (measurement). Describe comparability of assessment methods if there is more than one group	
Bias	9	Describe any efforts to address potential sources of bias	
Study size	10	Explain how the study size (sample size) was arrived at	
Quantitative variables	11	Explain how quantitative variables were handled in the analyses. If applicable, describe which groupings were chosen and why	
Statistical methods (a separate heading needed)	12	(*a*) Describe all statistical methods, including those used to control for confounding	
		(*b*) Describe any methods used to examine subgroups and interactions	
		(*c*) Explain how missing data were addressed	
		(*d*) *Cohort study*—If applicable, explain how loss to follow-up was addressed *Case-control study*—If applicable, explain how matching of cases and controls was addressed	

		Cross-sectional study—If applicable, describe analytical methods taking account of sampling strategy	
		(*e*) Describe any sensitivity analyses	
Results			
Participants	13*	(a) Report numbers of individuals at each stage of study—eg numbers potentially eligible, examined for eligibility, confirmed eligible, included in the study, completing follow-up, and analysed	
		(b) Give reasons for non-participation at each stage	
		(c) Consider use of a flow diagram	
Descriptive data	14*	(a) Give characteristics of study participants (eg demographic, clinical, social) and information on exposures and potential confounders	
		(b) Indicate number of participants with missing data for each variable of interest	
		(c) *Cohort study*—Summarise follow-up time (eg, average and total amount)	
Outcome data	15*	*Cohort study*—Report numbers of outcome events or summary measures over time	
		Case-control study—Report numbers in each exposure category, or summary measures of exposure	
		Cross-sectional study—Report numbers of outcome events or summary measures	
Main results	16	(*a*) Give unadjusted estimates and, if applicable, confounder-adjusted estimates and their precision (eg, 95% confidence interval). Make clear which confounders were adjusted for and why they were included	
		(*b*) Report category boundaries when continuous variables were categorized	
		(*c*) If relevant, consider translating estimates of relative risk into absolute risk for a meaningful time period	
Other analyses	17	Report other analyses done—eg analyses of subgroups and interactions, and sensitivity analyses	
Presentation	18a	Tables and graphs properly depicted with no repetition of the data in the text	
	18b	Annotation/ footnotes to be mentioned appropriately	
	18c	Abbreviations to be defined in the footnotes	
Discussion			
Key results	19	Summarise key results with reference to study objectives	
Limitations	20	Discuss limitations of the study, taking into account sources of potential bias or imprecision. Discuss both direction and magnitude of any potential bias	
Interpretation	21	Give a cautious overall interpretation of results considering objectives, limitations, multiplicity of	

		analyses, results from similar studies, and other relevant evidence	
Generalisability	22	Discuss the generalisability (external validity) of the study results	
Citations	23a	The statements should be adequately cited	
	23b	Recent citations (last 5 years) to be cited in a greater proportion	
Other information			
Funding	24a	Give the source of funding and the role of the funders for the present study and, if applicable, for the original study on which the present article is based	
	24b	Mention the Grant Number	
Ethical approval and Patient Consent	25a	Mention the IRB approval and the approval number (For animal and human subjects)	
	25b	Mention if the study has been conducted in accordance with the ethical principles mentioned in the Declaration of Helsinski (2013)	
	25c	Mention if the patients have consented to participate in the study. To mention if consent has been waived/ exempted by IRB	
Conflict of Interest	26	Mention the financial, commercial, legal, or professional relationship of the author (or the author's employer) with sponsors/ organizations that could potentially influence the research.	
Language	27	The language should be understandable without grammatical errors that hinders the readability	

*Give information separately for cases and controls in case-control studies and, if applicable, for exposed and unexposed groups in cohort and cross-sectional studies.
Give information depending on the study sample

Reporting guidelines for Clinical trial studies: CONSORT

Checklist **Yes/No**			
Title and abstract			
	1a	Identification as a randomised trial in the title	
	1b	Structured summary of trial design, methods, results, and conclusions (for specific guidance see CONSORT for abstracts)	
Introduction			
	2a	Scientific background and explanation of rationale	

Background and objectives	2b	Specific objectives or hypotheses	
Methods			
Trial design	3a	Description of trial design (such as parallel, factorial) including allocation ratio	
	3b	Important changes to methods after trial commencement (such as eligibility criteria), with reasons	
Participants	4a	Eligibility criteria for participants	
	4b	Settings and locations where the data were collected	
Interventions	5	The interventions for each group with sufficient details to allow replication, including how and when they were actually administered	
Outcomes	6a	Completely defined pre-specified primary and secondary outcome measures, including how and when they were assessed	
	6b	Any changes to trial outcomes after the trial commenced, with reasons	
Sample size	7a	How sample size was determined	
	7b	When applicable, explanation of any interim analyses and stopping guidelines	
Randomisation:			
Sequence generation	8a	Method used to generate the random allocation sequence	
	8b	Type of randomisation; details of any restriction (such as blocking and block size)	
Allocation concealment mechanism	9	Mechanism used to implement the random allocation sequence (such as sequentially numbered containers), describing any steps taken to conceal the sequence until interventions were assigned	
Implementation	10	Who generated the random allocation sequence, who enrolled participants, and who assigned participants to interventions	
Blinding	11a	If done, who was blinded after assignment to interventions (for example, participants, care providers, those assessing outcomes) and how	
	11b	If relevant, description of the similarity of interventions	
Statistical methods	12a	Statistical methods used to compare groups for primary and secondary outcomes	
	12b	Methods for additional analyses, such as subgroup analyses and adjusted analyses	
Results			

Participant flow (a diagram is strongly recommended)	13a	For each group, the numbers of participants who were randomly assigned, received intended treatment, and were analysed for the primary outcome	
	13b	For each group, losses and exclusions after randomisation, together with reasons	
Recruitment	14a	Dates defining the periods of recruitment and follow-up	
	14b	Why the trial ended or was stopped	
Baseline data	15	A table showing baseline demographic and clinical characteristics for each group	
Numbers analysed	16	For each group, number of participants (denominator) included in each analysis and whether the analysis was by original assigned groups	
Outcomes and estimation	17a	For each primary and secondary outcome, results for each group, and the estimated effect size and its precision (such as 95% confidence interval)	
	17b	For binary outcomes, presentation of both absolute and relative effect sizes is recommended	
Ancillary analyses	18	Results of any other analyses performed, including subgroup analyses and adjusted analyses, distinguishing pre-specified from exploratory	
Harms	19	All important harms or unintended effects in each group (for specific guidance see CONSORT for harms)	
Discussion			
Limitations	20	Trial limitations, addressing sources of potential bias, imprecision, and, if relevant, multiplicity of analyses	
Generalisability	21	Generalisability (external validity, applicability) of the trial findings	
Interpretation	22	Interpretation consistent with results, balancing benefits and harms, and considering other relevant evidence	
Other information			
Registration	23	Registration number and name of trial registry	
Protocol	24	Where the full trial protocol can be accessed, if available	
Funding	25	Sources of funding and other support (such as supply of drugs), role of funders	