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**The Insight**  
(A Peer-review Journal)  
*A Journal dedicated to medical science*

<b>Volume - 09</b>	<b>Number - 02</b>	<b>April – June 2026</b>
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## The Insight

(A Peer-review Journal)

*A Journal dedicated to medical science*

<b>Volume - 09</b>	<b>Number - 02</b>	<b>April – June 2026</b>
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# INSTRUCTION TO AUTHORS

## **A. Introduction:**

The Insight is the official journal of Gopalganj Medical College, Gopalganj and accepts articles for publication from home and abroad. This is a quarterly journal and aims to publish work of the highest quality from all branches of medical science. The aim of the publication is to promote research in Bangladesh and serves as a media for dissemination of scientific information and recent knowledge among the readers.

## **B. Categories of Articles:**

The journal accepts original research, review articles and case reports for publication.

## **Original Research:**

Original, in-depth research article that represents new and significant contributions to medical science will be accepted. Each manuscript should be accompanied by a structured abstract of up to 250 words using the following headings: Objective, Methods and Materials, Results, Conclusions and Key words. Three to five keywords to facilitate indexing should be provided in alphabetical order below the abstract. The text should be arranged in sections on INTRODUCTION, METHODS and MATERIALS, RESULTS and DISCUSSION. The typical text length for such contributions is up to 4000 words (including title page, abstract, tables, figures, acknowledgments and key messages). Number of references should be limited to 30.

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Only case reports of exceptional quality will be published in the case report format. A case report should have a brief abstract of about 150 words. The text should not exceed 1500 words and is arranged as introduction, case report and discussion. Number of tables/figures should be limited to 3. Reference should include up to 10 most recent references of 3 years including current year. The written consent of patient or of the legal guardian for publication must be obtained.

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All manuscripts should meet the following criteria: the material is original, study methods are appropriate, data are sound, conclusions are reasonable and supported by the data, and the information is important; the topic has general medical interest; and that the article is written in reasonably good English. Manuscripts which do not follow the guidelines of

Journal "The Insight" are likely to be sent back to authors. All accepted manuscripts are subject to editorial modifications to suit the language and style of "The Insight" Journal and suggestions may be made to the authors by the Editorial Board to improve the scientific value of the journal.

## **D. Editorial Process:**

The Insight Journal commits to high ethical and scientific standards. Submitted manuscripts are considered with the understanding that they have not been published previously in print or electronic format (except in abstract or poster form) and are not under consideration by another publication or electronic medium. Statements and opinions expressed in the articles published in the Journal are those of the authors and not necessarily of the Editor. Neither the Editor nor the Publisher guarantees, warrants, or endorses any product or service advertised in the Journal. All manuscripts appropriately submitted to the editor in chief of "The insight" Journal are first reviewed by the Editors. Manuscripts are evaluated according to their scientific merit, originality, validity of the material presented and readability. Some manuscripts are returned back to the authors at this stage if the paper is deemed inappropriate for publication in the "The Insight" Journal, if the paper does not meet the submission requirements, or if the paper is not deemed to have a sufficiently high priority. All papers considered suitable by the Editors for progress further in the review process, undergo peer review by at least two reviewers. If there is any gross discrepancy between the comments of two reviewers, it is sent to a third reviewer. Peer reviewers' identities are kept confidential; authors' identities are also not disclosed to the reviewers. Accepted articles are edited, without altering the meaning, to improve clarity and understanding. Decision about provisional or final acceptance is communicated within 8 weeks.

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The cover letter should outline the importance and uniqueness of the work. It should include the signed declaration from all authors on:

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#### **e. Acknowledgements:**

Collate acknowledgements in a separate section at the end of the article before the references. List here those individuals who provided help during the research (e.g. providing language help, writing assistance or proof reading the article, etc.).

#### **f. Units:**

Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI. Generic rather than trade names of drugs should be used.

#### **g. Figures and graphics:**

- For graphics, a digital picture of 300 dpi or higher resolution in JPEG format should be submitted.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text, if there is more than 1 figure. Each figure should be cited in the text in Hindu-Arabic numerals.
- Each figure/illustration should be provided with a suitable legend below the figure that includes enough information to permit its interpretation without reference to the text.
- All photomicrographs should indicate the magnification of the prints.
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- In general: All authors/editors should be listed unless the number exceeds six, when you should give six followed by "et al."

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More than six authors: Rose ME, Huerbin MB, Melick J, Marion OW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 2002; 935(1-2):40-6.

**G. Policy regarding use of AI: Author must follow**

AI usage scenario	Disclosure	Ethically	Remarks
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- Organization as author  
Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension*. 2002; 40(5):679-86.
- Both personal authors and organization as author (List all as they appear in the byline.) Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alfa-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol*. 2003; 169(6):2257-61.

**Books and Other Monographs:**

- Personal author(s) Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.
- Editor(s), compiler(s) as author Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*. 2nd ed. New York: McGrawHill; 2002.
- Organization(s) as author Advanced Life Support Group. *Acute medical emergencies: the practical approach*. London: BMJ Books; 2001. 454 p.
- Chapter in a book Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93-113.

**Monograph on the Internet:**

Foley KM, Gelband H, editors. *Improving palliative care for cancer* [Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.  
Homepage/Web site: [www.cancer-pain.org](http://www.cancer-pain.org) [Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

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As part of the submission process, authors are required to check submission's compliance with all of the following requirements and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published elsewhere, is original and has been written by the stated authors.
2. The article is not currently being considered for publication by any other journal and will not be submitted for such review while under review by "The Insight" Journal.
3. The submission file is in Microsoft Word file format, and the figures are in JPEG format.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

5. The text adheres to the stylistic and bibliographic requirements outlined in the Instruction to Authors. Make sure that the references have been written according to the ICMJE Recommendations Style.
6. Spell and grammar checks have been performed.
7. All authors have read the manuscript and agree to publish it.

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Papers should be submitted to the Editor in chief. Three copies of manuscript should be submitted duly signed by all authors with a copy of CD, to:

#### **Prof. Dr. H. N. Sarker**

The Editor in chief, The Insight Journal  
Professor and Head of the department of Medicine  
Gopalganj Medical College, Gopalganj, Bangladesh.

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