Overview

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Manuscript submission checklist necessary during the final process of an article prior to sending it to the journal for peer-review process.

- One author should be designated as the Corresponding author with complete contact details.
- The author should check the Aims and Scope of the journal.
- Use the MS-Word template to prepare your manuscript.
- An author should ensure about Authorship Criteria, Research and Publication Ethics, Manuscript Preparation, Authorship, Copyright, Formats, Figure, Data, and reference format have been appropriately considered.
- The author has approved the content of the submitted manuscript.
- All necessary files have been uploaded, and contain Keywords, figures, and captions, all tables (including title, description, and footnotes).
- The manuscript has been spell-checked and grammar checked.
- The author has obtained copyright material permission.

Aims And Scope

The aim and commitment of the journal are to publish a research-oriented manuscript address significant issues in all the subjects and areas of Anatomy and Surgery of Head, Neck, and Brain. Journal is committed itself to improve Education and Research on Surgical Oncology, Reconstruction, Endocrine Surgery, Radiotherapy, Vascular surgery, Facial Cosmetic Surgery, Maxillofacial, Trauma, Salivary gland disorders, Implants, Ear, Nose, Throat, Skull base surgery, Cochlear Implant/BAHA, Spinal cord disorders, Congenital malformations, Brain stem lesions, Cerebellar & cerebral areas, Ventricles, and meninges, Sleep disorders, Autonomic reflexes, Memory disorders, Apnea & Snoring, Limbic system, Ultrasonography, CT studies, MRI Studies, Angiography, Radiography, Tumors of brain, Oral cancers, Thyroid cancers, Vascular Malformations, Salivary gland cancers, etc.

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1. **Title Page Information**: Manuscripts must be prepared in accordance with Manuscript Title, Author list, affiliations, abstract, and Keywords.
2. **Original Research Manuscript**: Introduction, Materials and Methods, Results, Discussion, Figures, Tables, Conclusions, etc.
3. **Author Ethical Responsibilities**: The author should provide Supplementary Materials, Acknowledgements, Author Contributions, Conflicts of Interest, Funding, Data Availability Statement, and Citations.
4. **Presentation and Format**: Spacing, Margins, Page Numbering, Words limit, etc.

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All manuscripts must be submitted online at [https://innovpub.org/](https://innovpub.org/) The submitting author, who is generally the corresponding author, is responsible for the manuscript during the submission and peer-review process. The submitting author must ensure that all eligible co-authors have been included in the author list read the **authorship qualify criteria** and that they have all read and approved the submitted version of the manuscript. To submit your manuscript, first-time users click the register button from the submission portal. On successful registration, you will receive an email verification mail and after confirmation, the submitting author is required to provide an **ORCID iD** when submitting their manuscript. While submission, the author is required to provide information on payment and possible funder agreements. During submission of the funder, details ensure you meet all your funder requirements. After successful registration, log in as author and post your manuscript for further peer-review process.

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2. Types of Manuscript
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know more about Authorship Criteria.

Article Type And Formatting

Original Research Article

Structured Abstracts: Abstract, Background, Methods, Results, Conclusion, and Keywords

Abstract: The abstract should be provided with a maximum of 150 -250 maximum words limit. The abstract should be a single paragraph and should follow the style of structured abstract without subheadings.

Background: background for the study and should state the study’s purpose, basic procedures, main findings and principal conclusions. It should emphasize new and important aspects of the study and observation.

Methods: Methods describe briefly the main methods or treatments applied and include relevant preregistration numbers and species and strains of any animals used.
**Results:** Results are present in logical sequence in table, text, and figures, giving the main and most important findings. Emphasize or summarise only the most important observations, do not use replicate all the data, tables, figures, and text. Summarize the article’s main findings only.

**Conclusion:** Conclusion indicates the interpretations with the goal of the study but avoids unqualified statements and the abstract should be an objective representation of the article. It must not consider results that are not presented and substantiated in the main text and should not exaggerate the main conclusions.

**Keywords:** Keywords need to be added after the abstract and we recommended that the keywords are specific to the article and within the subject discipline. Keywords are used for indexing purposes and abbreviations established in the field may be eligible.

**Acknowledgements:** Acknowledgement of grants, funds, person, and support in a separate section at the end of the article before the reference and include them on the title page as a footnote to the title or otherwise.

**Introduction:** The introduction should be briefly placed in a broad context and highlight why it is important. It should define the purpose of the work and its significance including specific and previous studies in the area. The current state of the research clearly described the purpose of the study, the tested hypothesis, and its aim and scope. Finally, briefly mention the main aim of the work and highlight the main conclusions. Keep the introduction comprehensible to scientists working outside the topic of the research paper.

**Materials and Methods:** The Methods section should only include information that was available at the time the study was planned or protocol written; all information obtained during the conduct of the study belongs to the results section. New methods and protocols should be described in detail while well-established methods can be briefly described and appropriately cited. Give the name and version of any software used and make clear where computer code used is available. A statement indicating that the research was approved by an independent local, regional and national level.

**Results:** Provide a concise and precise description of the experiment results and data on all primary and secondary outcomes, identified in the materials and method part and do not include methods, discussion and conclusions. All Charts, figures, and Tables are cited in text in numerical order and include a brief description, consider using supplement material to use and major findings.

**Discussion:** The author should discuss the results and how they can be interpreted from the perspective of previous studies and of the working hypotheses. The finding and their implications should be discussed in the broadest context possible and limitations of the work highlighted and further research directions may be mentioned. Explore the implications of findings for further research and policy and combined them with
Conclusions: This section is not necessary but can be added to the manuscript with the goal of the study and avoid unqualified statements and conclusions supported by the data.

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Manuscripts submitted to the IP Indian Journal of Anatomy and Surgery of Head, Neck and Brain that is not original articles must come into one of the following categories.

1. Review Articles
2. Case Report/Case Series
3. Letter-to-Editor
4. Short Communication/Commentary
5. Editorial/Guest Editorial/Others

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<th>Article Types</th>
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<td>Review Article</td>
<td><strong>Words limit:</strong> 2500-4500, Excluding references</td>
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<td><strong>Headings:</strong> Abstract, Keywords, Introduction, Discussion,</td>
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<td>References Maximum: 70</td>
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Editorial Process And Peer-Review

Primary Scrutiny

All submitted manuscripts received by the manuscript submission portal will be scrutinised by the Editorial office by a professional in-house editorial team to determine whether they are properly prepared and where they follow the editorial policies of the journal, taking care of human, animal and plants experimentation. The manuscript that does not suitable with the journals ethics policy or does not meet the standards of the journal will be rejected before peer-review. The manuscript that is not properly prepared will be returned to the authors for revision and resubmission. After these checks, the Managing Editor will consult the journals, Editor-in-Chief or Associate Editors to identify where the manuscript is suitable for the scope of the journal and whether it is scientifically acceptable. There is no judgement on the potential impact of the work that will be made at this stage.

Peer-Review

When submitted manuscript cross primary scrutiny, editorial office team assigned to at least two independent experts for peer-review. In the case of regular submissions, in-house assistant editors will
invite experts, including recommendations by an academic editor. These experts may also include Editorial Board Members or guest editors of the journal. Potential reviewers suggested by the authors may also be considered. Reviewers should not be published with any of the co-authors during the past three years and should not currently work or collaborate with any of the institutions of the co-authors of the submitted manuscript.

All the submitted manuscripts, reviews and communication are managed by the Pre-Publication Portal of the journal/peer-review system. The manuscript peer-review process receives at least two reviews. The editorial office team will communicate the decision to editors and inform the author.

All review comments should be responded to via the pre-publication portal. When the author disagrees with a reviewer, they must provide a clear response.

**Author Appeals**

The author has the right to send an appeal to the editorial office of the journal by sending an e-mail. The appeal must provide a detailed justification, including all point by point responses to the reviewers and or Editors comments. Expert advisory recommendations on the manuscript may recommend acceptance, for further peer-review, or uphold the original rejection decision. A reject decision at this stage is final and cannot be reserved.

Once the manuscript get accepted, will process for professional copy-editing team, English editing, proofreading by the authors, final correction, pagination and publication on the journal website www.ijashnb.org

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