Aims and scope: The "Medical Journal of Tabriz University of Medical Sciences and Health Services" is a peer–review quarterly publication. It is the official scientific journal of the Tabriz University of Medical Sciences and accepts original research papers, review articles, short communications, case reports and letters to the editor in the field of medical sciences including basic and clinical sciences. The journal is in Persian but abstracts are published both in Persian and English.

Submission: Manuscript or the essence of its content must be previously unpublished and should not be under consideration by another journal, and author should declare if the manuscript had previously been rejected by another journal. By virtue of submission the corresponding author acknowledges that all co-authors have approved the manuscript. Five copies of manuscript (three without names and affiliations of authors and two with name and affiliation of the authors) with photographs and illustration must be submitted to the journal's office. Illustrates should be typed and drawn on separate papers. Manuscripts can be submitted electronically via journals' website [http://majalleh.tbzmed.ac.ir]. Text must be submitted in Microsoft word and figures in JPG or GIF format.

Original research articles should include: Title page, abstract, introduction, materials & methods, results, discussion, acknowledgment and references.

Title page: The title page must contain the complete title of manuscript, the name and surname of all authors and their affiliations in both English and Persian. Mail address, phone number, mobile number and fax number of corresponding author are needed.

Abstracts: Original article must include an abstract up to 250 words; it should be structured as background and objective, methods, results and conclusion, followed by three to five key words. Use terms from the Medical Subject Headings (MeSH) list of index medicus (http://www.nlm.nih.gov/mesh/MBrowser.html). English abstract should be the exact English translation of the Persian abstract.

Introduction: Introduction should summarize the purpose and the rationale for the study. It should neither review the subject extensively nor should it have data or conclusions of the study.

Materials & methods: Materials & methods should include exact method or observation or experiment. If an apparatus is used, its manufacturer’s name and address should be given in parenthesis. If the method is established, give reference but if the method is new, give enough information so that another researcher is able to perform it. If a drug is used, its generic name, dose and route of administration must be given. For patients, age, sex with mean age ± standard deviation must be given. Statistical method must be mentioned and specify any general computer programme used. The Info system used should be clearly mentioned.

Results: It must be presented in the form of text, tables and illustrations. The contents of the tables should not be all repeated in the text. Instead, a reference to the table number may be given. Long articles may need sub-headings within some sections (especially the Results) to clarify their contents.

Discussion: Discussion must emphasize the present findings and the variations or similarities with other work done in the field by other workers. The detailed data should not be repeated in the discussion again. Emphasize the new and important aspects of the study and the conclusions that follow from them. It must be mentioned whether the hypothesis mentioned in the article is true, false or no conclusions can be derived. The final conclusion of the study should be appeared as a paragraph at the end of discussion.

Acknowledgement: All contributors who do not meet the criteria for authorship should be covered in the acknowledgement section. It should include persons who provided technical help, writing assistance and departmental head who only provided general support. Financial and material support should also be acknowledged.
Tables, Figures and Diagrams: All tables, Figures and Diagrams Come at the Local paint of manuscript exactly. All of them should be in limited 4. Do not submit tables as photograph and place explanatory matters on foot notes, not in heading. Tables date should not be repeated in the text. Fingers Legends should be appointed at the below of Diagrams should be submitted in Microsoft Word and should be used in Persian.

References: References should be numbered in parenthesis and listed in order of appearance in the text. Cite the number of all authors when there are six or fewer, when seven or more, list the six, followed by et al. use the Vancouver style as described in the uniform requirements for manuscripts submitted to biomedical journals (www.icmje.org). Listed below are examples of reference citation.

1. Standard journal article

2. Organization as author

3. No author given

4. Article in a foreign language:


5. Volume with supplement:

6. Book:

7. Chapter of a book:

8. Electronic reference:

9. Electronic reference (an organization as author):

Review article: Reviews are written at the invitation of editorial board, but authors could also send the suggestion to the editor-in-chief. Review articles must be up to date and review an area or sub area in the field of clinical medicine or basic sciences. The length of review should not be greater than 3000 word and should be structured as: introduction, main body, conclusion and references.

Case reports: Case reports should be arranged as following: Title page, abstract (non-structured and not exceeding 150 words), introduction, case presentation, discussion and up to 13 references.

Brief communication: Original research paper can be published in a brief format. An unstructured abstract should not be longer than 150 words, with the body of the manuscript not exceeds 1500 words.
It should comprise: introduction, material and methods, results and discussion with no more than two tables or figures and up to 15 references.

**Letter to editor:** Letter to the editor will be considered if they contain significant comments or contains criticism on previously published articles in the “Medical Journal of Tabriz University of Medical Sciences”. Reports of limited researches or clinical experiences can be submitted in the form of a letter. Letters need no abstract and should have no more than 400 words and no more than five references.

**Proof Reading:** The editorial office will send proofs of the manuscript to the corresponding author for proof reading, corrections and return within the stipulated time. After the corresponding author has signed the galley proof, they will bear the burden of responsibility for any publication errors.

**Ethical consents:** All manuscript reporting experimental investigation involving human subjects should include a statement confirming the informed consent and that the study was approved by the local ethical committee. For those investigators who do not have formal ethics review committee, the principles outlined in the declaration of Helsinki should be followed. Was obtained from each participant or from the parents or legal guardians of minors. If the work involves experimentation on living animals, the author(s) must provide evidences that the study was performed in accordance with local ethical committee guidelines or National Institutes of Health guidelines for the humane use of laboratory animals.

**Conflicts of interest:** Authors must acknowledge and declare any sources of funding and potential conflicting interest, such as receiving funds or fees by, or holding stocks and shares in, an organization that may profit or lose through publication of your paper. Declaring a competing interest will not lead to automatic rejection of the paper, but we would like to be made aware of it.

**Copyright:** The Medical Journal of Tabriz University of Medical Sciences & Health Services is the owner of the published material and are protected under international copyrights. However, all published works are open access and are available at the journal’s website. No part of this publication should be translated, transmitted or reproduced without permission from the publisher.

**Abbreviations and symbols:** Use only standard abbreviations. Avoid using them in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

**Peer review process:** All manuscripts are first internally peer reviewed by the editorial board to decided whether the manuscript is the type of article to be appeared in the journal and if so it has an adequate standard to be sent for external review. Approved papers will be sent to two or three external peer-reviewers. If the comments from two reviewers differ markedly the editor may ask for comments from an arbiter reviewer. Authors are notified as soon as possible about the editors’ decision to accept, reject or revision. Authors could follow the final status of their manuscript on the journals website.

**Page charges:** There are no charges for publication in this Journal.

**Disposal of material:** Once the manuscript was published, all hard copies of the manuscript, correspondences and artwork will be held for 6 months before disposal.

**Address:**
Central Library of Tabriz University of Medical Sciences and Health Services,Tabriz University, Tabriz, I.R.IRAN

**Zip Code:** 51656 - 87386, Tabriz, I.R.IRAN
**Tel & Fax:** + 98 411 3366579
**E-Mail:** Tbzmedmag@yahoo.com
**Web:** [Http://Majalleh.tbzmed.ac.ir](Http://Majalleh.tbzmed.ac.ir)