

## Quick Author Checklist – Before Submitting Your Manuscript to TIJ

Authors must ensure that the manuscript complies with the following requirements before submission:

### 1. General Requirements

- File format is Word (.doc / .docx), font Times New Roman.
- Manuscript length is 15–25 pages and at least 3000 words.
- Article type is one of: Original Research, Review Article, Case Report.
- Similarity index < 20% (uniqueness above 80%).
- Manuscript follows the Author Template.

### 2. Title and Author Information

- Title in Title Case, 10–20 words, bold, centered, no Enter key.
- Author format: *Author A<sup>1</sup>*, *Author B<sup>2</sup>*, *Author C<sup>3\*</sup>*.
- Affiliations numbered as: *<sup>1</sup>Department, University, City, Country.*
- No degrees or roles (PhD, MD, Professor, Scholar, etc.) in names/affiliations.
- Max 2 corresponding authors (Primary marked \*, Secondary marked \*\*).
- Email ID provided for corresponding author.
- Same author appears in max 2 articles per issue.

### 3. Abstract and Keywords

- Abstract is 150–250 words, unstructured, single paragraph.
- No references, figures, or tables in abstract.
- 3–6 keywords provided, listed alphabetically.

### 4. Structure and Headings

- Sections included: Introduction, Materials and Methods, Results, Discussion, Conclusion, Conflict of Interest, Ethical Approval, Author Contributions, Acknowledgements.
- First-level headings: 13 pt bold, Title Case.
- Second-level headings: 12 pt bold.
- Third-level headings: 11 pt bold.

### 5. Figures and Tables

- Figures and tables are cited sequentially and placed near citations.
- Figures are complete images, captioned as: *Figure 1. Caption text.*
- Tables created in editable format, captioned as: *Table 1. Caption text.*
- No sub-figures (e.g., 1a, 1b); each figure must be submitted as a single complete image
- Multiple citations: *Figures 1, 2*; sequential: *Figures 2–5.*

## 6. Equations

- All formulas inserted using MS Word Equation Tool.
- No equations are formatted as images; all equations are prepared in editable equation format.

## 7. References

- In-text citations in numbered format: [1], [3]; sequential as [4–9].
- Reference list contains 20–40 references.
- References numbered in order of appearance.
- Example format:  
[1]. Author, Initial., Year, Article Title. *Journal Name*, Volume(Issue), pages, link.

## 8. Final Checks

- Methods, Results, Discussion included with statistical data.
- Conflict of Interest and Ethical Approval statements included.
- Acknowledgements brief and placed before References section.
- No Appendix, TOC, Abbreviations list, or Cover Page included.
- Author Contribution, Data Availability statement included (as per journal requirement).
- Abbreviations written in full at first occurrence (e.g., World Health Organization (WHO)).