To,

Covering Letter

The Editor

**Sub:** Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled **“ ”** in your esteemed journal as an Letter to the Editor.

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

Prior publication

Support

Conflicts of interest

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Thanking you,

Yours’ sincerely,

Signature

**Corresponding contributor:**

E-mail -

Encl: Contributor’s form signed by all the contributors

Checklist

Contributors’ form

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

**Manuscript Title:** ­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Checklist

**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**

* Uniformly British 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
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* Table and figure numbers in Arabic letters (not Roman)
* Labels pasted on back of the photographs (no names written)
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* Patients’ privacy maintained (if not, written permission enclosed)
* Credit note for borrowed figures/tables provided

**Type of article:** Letter to Editor

**Title Page**

**Title of the article:**

**Running title**

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Total number of pages:

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Presentation at a meeting:

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**Mandatory Sections for Title Page**

1. **Acknowledgements:**
2. **Conflicting Interest**
3. **Source(s) of support:**
4. **Patient declaration of consent statement:**
5. **Authors’ Contribution:** Enter the role of contributors in the first column and names of the contributors in the columns 2, 3, and so on.

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1. **Data Availability statement:**

**Below section is needed in final manuscript after conclusion and before reference section:**

**Future Scope / Clinical Significance**

**List of Abbreviations:**

|  |  |
| --- | --- |
| **Abbreviation** | **Definition** |
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