

### Checklist for *Althea Medical Journal* Manuscript Submission

A	M	J	2	0	1	8			
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Year      Manuscript Number (filled by editor)

Author (brief name)	:	Ade Nea
	:	Rudi Wisaksana
	:	Enny Rohmawaty
Declaration of anti plagiarism from the author	:	Yes
Copy of Ethical Approval	:	Yes
Manuscript in softcopy (format .doc or .docx/Microsoft Word 97-2003 and 2010)	:	Yes
Day, date, and time of manuscript submission from the Author	:	Thursday, November 29, 2018 Time: 14.15 WIB
	:	

No	Topics	Yes	No
<b>I</b>	<b>Printed Manuscript Display</b>		
1	Manuscript should be typed double-spaced on A4 size paper	√	
2	Margins: Left= 4cm, Top= 3cm, Bottom=3 cm, Right=3cm	√	
3	Font: Times New Roman, 12pt	√	
4	The length of the article should not exceed 20 pages (3500 words)	√	
5	All pages are numbered in the center below of every page	√	
<b>II</b>	<b>Title page</b>		
1	Title does not exceed more than 18 words and not begin with an article (The....., A.....)/preposition (In, on, at, above, etc)	√	
2	Title includes full title and the variables that are measured/observed in the study	√	
3	Title includes author's name with complete title/s, affiliation, name, and complete address for correspondence, telephone number, fax number, and email address	√	
4	Title is brief and clear	√	
5	Title does not include abbreviation	√	
6	Title does not contain too many "of"	√	
7	In descriptive study the title may include place and period of study. It depends on the essential factors, especially for result that may not be generalizable to other location.	√	

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No	Topics	Yes	No
<b>III</b>	<b>Abstrak</b>		
1	Title article, author(s) and affiliation	√	
2	Headings: Background, Methods, Results, Conclusions	√	
3	Abstract is concise, does not exceed 250 words	√	
4	All acronyms or abbreviations in the abstract are defined when first mentioned and the acronyms or abbreviations are written in parentheses afterwards. If the acronym is in Indonesian, the english version should come first, followed by the indonesian version in italic, comma, and the acronym in parentheses. Example: Public health center ( <i>Pusat Kesehatan Masyarakat</i> , Puskesmas)	√	
5	Background must include objectives of the study	√	
6	Methods must include:		
	1) Design of the study	√	
	2) Number of samples	√	
	3) Sampling methods	√	
	4) Subject/object used in the study	√	
	5) Location of study	√	
	6) Periode of the study	√	
	7) Variable observed/measured	√	
	8) Dataanalysis	√	
6	Abstract contains 3–5 keywords in an alphabetical order	√	
<b>IV</b>	<b>Text</b>		
1	<b>Main headings:</b>		
	<b>Introduction</b>		
	1) Introduction describes the problem in general terms (including relevant facts/figures to establish the significance of the problem)	√	
	2) Should have references citation	√	
	3) Introduction identifies the objectives of the study	√	
	4) All sentences are written in a direct and precise manner in present tense	√	
	5) The maximum paragraph is 3 paragraph.	√	
	<b>Methods</b>		
	1) Research design is described	√	
	2) Subject/object/materials used in the study are described	√	
	3) Methods for preparing the materials in the study are described	√	
	4) Research protocol is described	√	
	5) Sampling method used is described (including the sample size)	√	
	6) Place and time of study is described	√	
	7) Questionnaire development and testing are described	√	
	8) Measurement criteria (scoring, category, etc) is described	√	
	9) Statistical method used is described	√	
	10) Should have references citation if needed	√	
	11) All sentences are written in a direct and precise manner in past tense	√	
	12) Approval from Ethical Committee is mentioned.	√	

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	<b>Results</b>		
	1) Results correlates with the purpose of the study (research question/s)	√	
	2) Tables/figures in the results are important and relevant with the results	√	
	3) All sentences are written in a direct and precise manner in past tense	√	
	4) Text does not repeat the results in the tables/figures	√	
	5) Text provides clarifying information for the results in the tables/figures and placed before the tables/figures	√	
	<b>Discussion</b>		
	1) Discussion contains information whether the results answer the proposed hypotheses/objectives of the study not a repetition of the results	√	
	2) Discussion contains interpretation of the findings in the result	√	
	3) Discussion contains information whether the findings agree with other research/studies conducted.	√	
	4) If a disagreement is found, discussion should suggest alternative explanation or weakness in the design of the experiment (including the weakness of the experiment in this article or the experiments of others)	√	
	5) Should have references citation	√	
	6) Conclusion fits the objective of the study	√	
	7) Conclusion does not include completely new ideas	√	
	8) Sentences in conclusions are written in present tense	√	
	9) Discussion includes next study/research/steps/ recommendation related to the topic (if necessary)	√	
	10) Other than conclusions, all sentences are written in a direct and precise manner in present or past tense according to the context of the sentence.	√	
<b>V</b>	<b>Tables and Figures</b>		
<b>1</b>	Table is numbered using Arabic number followed by brief title	√	
<b>2</b>	Table includes brief headings for each column	√	
<b>3</b>	The table's title should be put above the table (Times New Roman 11pt)	√	
<b>4</b>	Footnotes in the table are indicated in the order of *, **, X	√	
<b>5</b>	No vertical lines are used between column	√	
<b>6</b>	Horizontal lines are used above and below the column headings and at the bottom of the table.	√	
<b>7</b>	Abbreviations used in the table are defined in the table footnotes	√	
<b>8</b>	The figure's title should be put below the figure(Times New Roman 11pt)	√	
<b>9</b>	Photos of people who may be recognizable are accompanied with written permission	√	
<b>10</b>	Figures that have been published previously are displayed with reference	√	
<b>11</b>	Figures are numbered according to the appearance in the text	√	
<b>12</b>	The total number of tables and figures is not more than 6 (six)	√	
<b>VI</b>	<b>Reference</b>		
<b>1</b>	The references citation is in numeric order according to the first mention in the text and to the Vancouver rules	√	

2	The number of references should not exceed 20 and minimum 10.	√																					
3	Eighty (80) percent of the references should come from journals from the past 10 years	√																					
<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>A</td> <td>M</td> <td>J</td> <td>2</td> <td>0</td> <td>1</td> <td>8</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6"></td> <td colspan="4" style="text-align: center;">           Year      Manuscript Number         </td> </tr> </table>				A	M	J	2	0	1	8										Year      Manuscript Number			
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No	Topics	Yes	No
4	Only 20% of the references comes from textbooks or journals from the past more than 10 years or website	√	
5	References should be typed in accordance with <i>Author Guidelines</i> Journal: 1. Name of the author is written using the last <i>name</i> . <i>First and middle name</i> abbreviated, except the Indonesian author, the full name is used. 2. The title of article is typed using <i>sentence case</i> 3. Name of journal abbreviated according to index mediscus 4. Year, volume, number (issue), and page is describe Textbooks ( <i>Chapter of book</i> ) 1. Name of the author, editor using the <i>last name</i> . <i>First and middle name</i> abbreviated, except the Indonesian author, the full name is used 2. The title of book or <i>chapter</i> is typed using <i>sentence case</i> 3. City, publisher and publication year are describe	√	
<b>VII Coherence</b>			
	a. Main ideas are outlined in the introduction, stated in the body, and summarized in the conclusion	√	
	b. Each paragraph have a topic sentence containing the main idea of the paragraph and the explanation of it	√	
	c. Paragraph are ordered according to a logical order	√	
<b>VIII Cohesion</b>			
	a. Logical connecting words are used	√	
	b. Article 'a' is used to write about a single countable subject for the first time, and 'the' to write about the same subject in the later part of the writing	√	
	c. 'It', 'They', 'This', 'These', etc. are used to refer back to a subject in the previous sentence or paragraph	√	
<b>IX Grammar and vocabulary</b>			
	1. Each sentence has a subject and a verb	√	
	2. Tenses style: a. Abstract: Background uses present tenses except for the aim of the study in past tense, methods and results use past tenses, conclusions uses present tenses. b. Text: Introduction uses present tenses, methods and results use past tenses, discussions uses mixed tenses.	√	
	3. All compound and complex sentences have proper and logical clauses	√	
	4. Each noun is already checked to see if it is countable, uncountable, or abstract, and correct article ( a / an / the / no article) is used	√	
	5. All subjects are followed with appropriate verb (such as verb + s/es for present third singular person, V2 for past tense, have/has + V3 for present perfect, to be + V3 for passive, etc)	√	
	6. Present simple tense is used to describe things that are true all the time/facts.	√	

	7. Present perfect tense/continuous is used to describe experience or the results of experience that includes a duration or duration and effect	√	
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No	Topics	Yes	No
	8. Simple past tense is used to describe things that finished in the past.	√	
	9. Future tense is used to described things that will happen in the future/plan	√	
	10. All words are already checked for spelling	√	
	11. All words used American English spelling	√	
	12. Correct punctuations are used	√	
	13. Correct capitalizations are used	√	
<b>X</b>	<b>Style and tone</b>		
	1. No phrasal verb is used in the article (e.g. “discover” instead of “find out”)	√	
	2. No contraction is used in the article (e.g. “did not” instead of “didn’t)	√	
	3. The writing is polite (e.g. “It is questionable whether...” instead of “It is foolish to believe that...”)	√	
	4. Academic English is used in the article		
	a. Tentative language is used (using may, might, appears to, seems, etc.)	√	
	b. Over generalization is avoided ( <i>do not</i> use “always” and “every”)	√	
	c. Formal grammar is used	√	
	d. Minimum used of personal pronouns (I, you, we, they, etc.)	√	
	e. No short, disconnected sentences are included	√	
	f. No rhetorical question is included	√	