

Checklist for *Althea Medical Journal* Manuscript Submission

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Year

Manuscript Number (filled by editor)

Author (brief name)	:	Rizki
	:	Nia Kania
	:	Gita Tiara
Declaration of anti plagiarism from the author	:	V
Copy of Ethical Approval	:	V
Manuscript in softcopy (format .doc or .docx/Microsoft Word 97-2003 and 2010)	:	V
Day, date, and time of manuscript submission from the Author	:	February 1 st , 2021
	:	

No	Topics	Yes	No
I	Printed Manuscript Display		
1	Manuscript should be typed double-spaced on A4 size paper	Yes	
2	Margins: Left= 4cm, Top= 3cm, Bottom=3 cm, Right= 3cm	Yes	
3	Font: Times New Roman, 12pt	Yes	
4	The length of the article should not exceed 20 pages (3500 words)	Yes	
5	All pages are numbered in the center below of every page	Yes	
II	Title page		
1	Title does not exceed more than 18 words and not begin with an article (The....., A.....)/preposition (In, on, at, above, etc)	Yes	
2	Title includes full title and the variables that are measured/observed in the study	Yes	
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	Yes	
5	Title does not include abbreviation	Yes	
6	Title does not contain too many "of"	Yes	
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.	Yes	

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No	Topics	Yes	No
III	Abstrak		
1	Title article, author(s) and affiliation	Yes	
2	Headings: Background, Methods, Results, Conclusions	Yes	
3	Abstract is concise, does not exceed 250 words	Yes	
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)	Yes	
5	Background must include objectives of the study	Yes	
6	Methods must include:		
	1) Design of the study	Yes	
	2) Number of samples	Yes	
	3) Sampling methods	Yes	
	4) Subject/object used in the study	Yes	
	5) Location of study	Yes	
	6) Periode of the study	Yes	
	7) Variable observed/measured	Yes	
	8) Data analysis	Yes	
6	Abstract contains 3–5 keywords in an alphabetical order	Yes	
IV	Text		
1	Main headings:		
	Introduction		
	1) Introduction describes the problem in general terms (including relevant facts/figures to establish the significance of the problem)	Yes	
	2) Should have references citation	Yes	
	3) Introduction identifies the objectives of the study	Yes	
	4) All sentences are written in a direct and precise manner in present tense	Yes	
	5) The maximum paragraph is 3 paragraph.	Yes	
	Methods		
	1) Research design is described	Yes	
	2) Subject/object/materials used in the study are described	Yes	
	3) Methods for preparing the materials in the study are described	Yes	
	4) Research protocol is described	Yes	
	5) Sampling method used is described (including the sample size)	Yes	
	6) Place and time of study is described	Yes	
	7) Questionnaire development and testing are described		
	8) Measurement criteria (scoring, category, etc) is described		
	9) Statistical method used is described	Yes	
	10) Should have references citation if needed	Yes	
	11) All sentences are written in a direct and precise manner in past tense	Yes	
	12) Approval from Ethical Committee is mentioned.	Yes	

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

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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	Yes	
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</i> and <i>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 dan 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	Yes	
VII Coherence			
	a. Main ideas are outlined in the introduction, stated in the body, and summarized in the conclusion	Yes	
	b. Each paragraph have a topic sentence containing the main idea of the paragraph and the explanation of it	Yes	
	c. Paragraph are ordered according to a logical order	Yes	
VIII Cohesion			
	a. Logical connecting words are used	Yes	
	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	Yes	
	c. 'It', 'They', 'This', 'These', etc. are used to refer back to a subject in the previous sentence or paragraph	Yes	
IX Grammar and vocabulary			
	1. Each sentence has a subject and a verb	Yes	
	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.	Yes	
	3. All compound and complex sentences have proper and logical clauses	Yes	
	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	Yes	
	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)	Yes	
	6. Present simple tense is used to describe things that are true all the time/facts.	Yes	
	7. Present perfect tense/continuous is used to describe experience or the results of experience that includes a duration or duration and effect	Yes	

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