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 a Letter to the Editor.

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

Prior publication

Support

Conflicts of interest

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We would like to suggest following referees for the article.

Yours’ sincerely,

Signature

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Title of the article:

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Checklist (to be tick marked, as applicable)

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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
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**Presentation and format**

* Double spacing
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* Abstract provided (not more than 150 words for case reports and 250 words for original articles)
* Structured abstract provided for an original article
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* Headings in title case (not ALL CAPITALS, not underlined)
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* References according to the journal’s instructions.

**Language and grammar**

* Uniformly British English
* Abbreviations spelt out in full for the first time
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* No repetition of data in tables/graphs and in text
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