

The **Journal of the ASEAN Federation of Endocrine Societies (JAFES)** is an open-access, peer-reviewed, English language, medical and health science journal that is published two times a year by the ASEAN Federation of Endocrine Societies (AFES). **Authors may include members and non-members of the AFES.**

Manuscripts, correspondences and other editorial matters should be sent via electronic mail to [JAFES@asia.com](mailto:JAFES@asia.com) or [JAFES.editor@gmail.com](mailto:JAFES.editor@gmail.com).

Manuscripts are received with the understanding that the submitted manuscript represents original, exclusive and unpublished material, that it is not under simultaneous consideration for publication elsewhere, and that it will not be submitted for publication in another journal, until a decision is conveyed regarding its acceptability for publication in the JAFES. Furthermore, the submitted manuscript and supplemental materials do not infringe any copyright, violate any other intellectual property, data privacy rights of any person or entity, and have written permissions from copyright or intellectual property right owners for all copyrighted/patented works that are included in the manuscript; the study on which the manuscript is based had conformed to ethical standards and/or had been reviewed by the appropriate ethics committee; that no references or citations have been made to predatory/suspected predatory journals; and that the article had written/informed consent for publication from involved subjects.

## ARTICLE TYPES

JAFES welcomes manuscripts on all aspects of endocrinology and metabolism in the form of original articles, review articles, case reports, feature articles (clinical practice guidelines, clinical case seminars, book reviews, et cetera), editorials, letters to the Editor, brief communications, images in endocrinology and special announcements. See Inset Box for descriptions and specific requirements per article type.

## COVER LETTER

A cover letter must accompany each manuscript which should cite the title of the manuscript, the list of authors (complete names and affiliations and their specific role/s in writing the manuscript), with one (1) author clearly designated as correspondent, providing his/her complete postal/mailling address, telephone number, e-mail and fax number. The **JAFES cover letter template** must be used.

\*All authors are required to obtain an ORCID iD. To register, kindly follow this link: <https://orcid.org/register>.

## AUTHOR FORM

UPDATE

For submissions to the JAFES to be accepted, all authors must read and accomplish the **JAFES Author Forms** consisting of: (1) the Authorship Certification, (2) the Author Declarations, (3) the Author Contribution Disclosure, (4) the Author Publishing Agreement and (5) the Conversion

to Visual Abstract (optional for original articles only) to improve dissemination to practitioners and lay readers. The completely accomplished JAFES Author Forms shall be scanned and submitted along with the manuscript. No manuscript shall be received without the completely accomplished JAFES Author Forms.

## ADHERENCE TO EQUATOR NETWORK GUIDELINES

To improve and standardize reporting of findings depending on the study type, authors should ensure compliance with and submit the appropriate accomplished EQUATOR (Enhancing the QUALity and Transparency of Research) Network Guidelines. These guidelines are freely available at: <http://equator-network.org>.

1. CONSORT (2010) Checklist for Reporting Clinical Trials
2. CARE (2013) Checklist for Reporting Case Reports
3. COREQ (2007) Checklist for Reporting Qualitative Research
4. PRISMA (2009) Checklist for Reporting Systematic Reviews and Meta-Analyses
5. STROBE (2007) Checklist for Reporting Observational Studies
6. STARD (2015) Checklist for Reporting Diagnostic Accuracy Studies
7. CHEERS (2013) Checklist for Reporting Economic Evaluation of Health Interventions
8. SQUIRE (2015) Checklist for Quality Improvement Reporting in Healthcare
9. ARRIVE (2013) Guidelines for Reporting Animal Research

## ICMJE FORM FOR DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

In order to ensure scientific objectivity and independence, the JAFES requires all authors to make a full disclosure of areas of potential conflict of interest. Such disclosure will indicate whether the person and/or his/her immediate family has any financial relationship with pharmaceutical companies, medical equipment manufacturers, biomedical device manufacturers, or any companies with significant involvement in the field of health care.

Examples of disclosures include but not limited to: ownership, employment, research support (including provision of equipment or materials), involvement as speaker, consultant, or any other financial relationship or arrangement with manufacturers, companies or suppliers. With respect to any relationships identified, author(s) must provide sufficiently detailed information to permit assessment of the significance of the potential conflict of interest (for example, the amount of money involved and/or the identification of any value of goods and services).

The form is also downloadable at <http://www.icmje.org/conflicts-of-interest/>.

## ETHICS REVIEW APPROVAL

For Original Articles, authors are required to submit a scanned soft copy of the Ethics Review Approval of their research. For manuscripts reporting data from studies involving animals, authors are required to submit a scanned copy of the Institutional Animal Care and Use Committee approval.

## INFORMED CONSENT

For Case Reports, Images in Endocrinology and Clinical Case Seminars, authors are required to submit scanned soft copy of signed informed consent for publication from the involved subject/s ("Patient Consent Form"). In case the involved subject/s can no longer be contacted (i.e., retrospective studies, no contact information, et cetera) to obtain consent, the author must seek ethical clearance from the institutional board to publish the information about the subject/s.

## GENERAL GUIDELINES

1. The manuscript should be encoded using Microsoft Word, double-spaced throughout with 1¼ cm (½ inch) paragraph indentation, with 3-cm margins (1¼ inch) all around on A4 size paper. The preferred font style and size is Times New Roman 12.
2. The manuscript should be arranged in sequence as follows: (1) Title Page, (2) Abstract, (3) Text, (4) References, (5) Tables, and (6) Figures & Illustrations.
3. References should pertain directly to the work being reported.
4. All the sheets of the manuscript should be labelled with the family name of the main author (all in capital letters) and page number (in Arabic Numerals) printed on the upper right corner.
5. All manuscripts not complying with the above shall be promptly returned for correction and resubmission.

### Title Page

1. The title should be as concise as possible.
2. Only the full names of the authors directly affiliated with the work should be included (First name, Middle initial and Last name). There are 4 criteria for authorship (ICMJE recommendations):
  - 2.1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
  - 2.2. Drafting the work or revising it critically for important intellectual content; AND
  - 2.3. Final approval of the version to be published; AND
  - 2.4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
3. The highest educational attainment or title of the authors should be included as an attachment whenever appropriate.
4. Name and location of no more than one (1) institutional affiliation per author may be included.
5. If the paper has been presented in a scientific forum or convention, a note should be provided indicating the name, location and date of its presentation.

## Abstract

For original articles, the abstract should contain no more than 200 words with a structured format consisting of the objective/s, methodology, results and conclusion. For feature articles, case reports, interhospital grand rounds, and brief communications, the abstract should be from 50 to 75 words and need not be structured.

## Keywords

At least 3 keywords but no more than 6, preferably using terms from the Medical Subject Headings (MeSH) list of Index Medicus, should be listed horizontally under the abstract for cross-indexing of the article.

## Text

1. Generally, the text should be organized consecutively as follows: Introduction, Methodology, Results and Discussion, and Conclusion (IMRAD format).
2. All references, tables, figures and illustrations should be cited in the text, in numerical order.
3. All abbreviations should be spelled out once (the first time they are mentioned in the text) followed by the abbreviation enclosed in parentheses. The same abbreviation may then be used subsequently instead of the long names.
4. All measurements and weights should preferably be in System International (SI) units.
5. If appropriate, information should be provided on institutional review board/ethics committee approval.
6. Acknowledgments to individuals/groups of persons, or institution/s should be included at the end of the text just before the references. Grants and subsidies from government or private institutions should also be acknowledged.

## References

1. References in the text should be identified by Arabic Numerals in superscript on the same line as the preceding sentence.
2. References should be typed double-spaced on a separate sheet. They should be numbered consecutively in the order by which they are mentioned in the text. They should not be alphabetized.
3. All references should provide inclusive page numbers.
4. Journal abbreviations should conform to those used in PubMed. Include PMID, PMCID and DOI of the references.
5. A maximum of six authors per article can be cited; beyond that, name the first three and add "et al."
6. The style/punctuation approved by JAFES conforms to that recommended by the International Committee of Medical Journal Editors (ICMJE) available at <http://www.icmje.org>. Follow the format of the examples shown below:

### Journal Article

Padua FR, Paspe MG. Antinuclear antibody in the rheumatic and non-rheumatic diseases among Filipinos. *Acta Med Philipp*. 1990; 26(2):81-5.

### One to Six Authors (Commentary, Online)

Krause RM. The origin of plagues: Old and new. *Science*. 1992;257:1073-8. PMID: 1509258. <https://doi.org/10.1126/science.257.5073.1073>.

Barry JM. The site of origin of the 1918 influenza pandemic and its public health implications. [Commentary]. *J Translational Med.* January 20, 2004;2(3):1-4. <http://www.translational-medicine.com/content/2/1/3>. Accessed November 18, 2005.

Mokdad AH, Bowman BA, Ford ES, Vinicor F, Marks JS, Koplan JP. The continuing epidemics of obesity and diabetes in the US. *JAMA.* 2001;286(10):1195-200. PMID: 11559264. <https://doi.org/10.1001/jama.286.10.1195>.

#### **More than Six Authors**

McGlynn EA, M. Asch S, Adams J, et al. The quality of health care delivered to adults in the United States. *N Engl J Med.* 2003;348(26):2635-45. PMID: 12826639. <https://doi.org/10.1056/NEJMsa022615>.

Jasul Jr. GV, Paz-Pacheco E, Jimeno CA, et al. AFES A.S.-O.N.E.: ASEAN Survey Of Needs in Endocrinology in the time of the COVID-19 pandemic. *J AFES Fed Endocr Soc.* 2020;35(1):5-13. PMID:33790494. PMCID: PMC7992306. <https://doi.org/10.15605/jafes.035.01.10>.

#### **Authors Representing a Group**

Moher D, Schulz KF, Altman D; for the CONSORT Group. The CONSORT statement: Revised recommendations for improving the quality of reports of parallel-group randomized trials. *JAMA.* 2001;285(15):1987-91. PMID: 11308435. <https://doi.org/jama.285.15.1987>.

#### **Book**

Byrne, DW. Publishing your medical research paper: What they don't teach in medical school. Baltimore: Williams & Wilkins, 1998.

#### **World Wide Web**

The key and critical objectives of JAMA. <http://jama.ama-assn.org/misc/aboutjama.dtl>. Accessed April 4, 2007.

### **Tables**

1. Cite all tables consecutively in the text and number them accordingly.
2. Create tables preferably using Microsoft Excel with one table per worksheet.
3. Tables should not be saved as image files.
4. The content of tables should include a table number (Arabic) and title in capital letters above the table, and explanatory notes and legends as well as definitions of abbreviations used below.
5. Font should be Arial Narrow size 8.
6. Each table must be self-explanatory, being a supplement rather than a duplicate of information in the text.
5. Up to a maximum of five (5) tables are allowed.

### **Figures and Graphs**

1. Figures or graphs should be identified by Arabic Numeral/s with titles and explanations underneath.
2. The numbers should correspond to the order in which the figures/graphs occur in the text. It is recommended that figures/graphs also be submitted as image files (preferably as .tif, .jpeg, or .png files) of high resolution (at least 300 dpi).
3. Editable figures or graphs can also be created using Microsoft Word.

4. Provide a title and brief caption for each figure or graph. Caption should not be longer than 15-20 words.
5. All identifying data of the subject/s or patient/s under study such as name or case numbers should be removed.
6. Up to a maximum of five (5) figures and graphs are allowed.

### **Illustrations and Photographs**

UPDATE

1. Where appropriate, all illustrations/photographic images should be at least 600 dpi and submitted as image files (preferably as .tif, .jpeg, or .png files). All images should be checked for resolution. Right click on the image and click properties to see the resolution.
  - 1.1 There should be minimal processing of digital images submitted with a manuscript for review to the JAFES. A certain degree of image processing (lighting, color, contrast, size, orientation, cropping, placement of identifying markers and labels) is deemed acceptable only if the final image correctly and accurately represents the original information or data. Thus, JAFES requires all unprocessed, unaltered, and raw image files to be submitted with the manuscript to facilitate evaluation and review. These shall serve also as JAFES' records for issues that may arise after publication of the manuscript.
  - 1.2 Adjustments in brightness, color balance, or contrast should be applied equally to the whole image and should not result in the exclusion, hiding, obscuring, or deletion of any information that is present in the original image, enhancement of any particular portion of the image. Manipulations such as grouping of images for comparison should be indicated with image margins or clear demarcations, and must be described in the caption. Other types of manipulation such as copying and pasting of images and passing them off as multiple figures is not acceptable. Appropriate re-orientation of the whole image, as well as superimposition of arrows, markers, or other figures and labels is acceptable.
2. For photomicrographs, the stain used and the resolution at which the image was acquired (e.g., H&E, 100X) should be included in the description.
  - 2.1 All image adjustment and processing tools/software used should be disclosed in the methodology section of original articles or described in the caption or description if in article types without a separate section on methods.
3. Computer-generated illustrations which are not suited for reproduction should be professionally redrawn and digitized (preferably as .tif, .jpeg, or .png files) at least 600 dpi. All letterings for illustrations should be done professionally and be of adequate size to remain readable even after size reduction during layout.
4. All letterings for illustration should be done professionally and should be of adequate size to retain even after size reduction.
5. Figure legends should be numbered sequentially, typed double-spaced on a separate sheet of paper. Give the meaning of all symbols and abbreviations used in the figure.
6. Up to a maximum of five (5) illustrations/photographs are allowed.

**N.B.:** For tables, figures, graphs, illustrations, and photographs that have been previously published in another journal or book, a note must be placed on the specific item stating that such has been adapted or lifted from the original publication and referenced in the **References** portion. Appropriate copyrights and permissions should be secured from the original author/publisher.

## PROCESS

1. Upon receipt of the manuscript, the Editor shall review the submission, check if it has met aforementioned criteria and consult with members of the Editorial Board to decide whether it shall be considered for publication or not.
2. Within one (1) week of submission, authors shall be notified through e-mail that their manuscript either (a) has been sent to referees for peer-review or (b) has been declined without review.
3. The JAFES implements a strict double blind peer review policy. Each manuscript is referred to two (2) peer reviewers who are deemed as subject experts. A third reviewer may be needed in case there is discordance in the peer reviewer recommendation. The manuscript is routinely referred to the JAFES in-house statistician to check appropriateness and validity of data analysis and conclusions. In addition, the manuscript is also referred to the JAFES in-house radiologist or pathologist for review if there are diagnostic imaging studies or microscopic images, respectively. The JAFES Editor-in-Chief makes the final decision.
4. For manuscripts that are reviewed, authors can expect an initial decision within forty five (45) days after submission. There may be instances when decisions can take longer than 45 days, in such cases, the editorial assistant shall inform the authors. The editorial decision for such manuscripts shall be one of the following: (a) acceptance without further revision, (b) acceptance with minor revisions, (c) major manuscript revision and resubmission, or (d) not accepted for publication.
5. Accepted manuscripts are subject to editorial modifications to bring them in conformity with the style of the journal.

## EDITORIAL OFFICE CONTACT INFORMATION:

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 Website: <https://www.asean-endocrinejournal.org>

## ARTICLE TYPES

### **Original Articles**

The abstract should contain no more than 200 words with a structured format consisting of the objective/s, methodology, results and conclusion. A manuscript for original articles should not exceed 25 typewritten pages (including tables, figures, illustrations and references) or 6000 words.

### **Reviews**

Review articles provide information on the “state of the art.” JAFES encourages that reviews not only summarize current understanding of a particular topic but also describe significant gaps in the research, and current debates. The abstract should be from 50 to 75 words and should not be structured. A manuscript for reviews should not exceed 15 typewritten pages (including tables, figures, illustrations and references) or 4000 words.

### **Case Reports / Case Series**

The abstract should be from 50 to 75 words and should not be structured. A manuscript for case reports or case series should not exceed 10 typewritten pages (including tables, figures, illustrations and references) or 3000 words.

### **Feature Articles**

JAFES may feature articles, either as part of an issue theme, such as Summary Clinical Practice Guidelines on endocrinology from each AFES country society, or a special topic on endocrinology by an international expert or authority. The abstract should be from 50 to 75 words and should not be structured. A manuscript for feature articles should not exceed 25 typewritten pages (including tables, figures, illustrations and references) or 6000 words.

### **Endocrine Perspectives**

JAFES may invite topic experts to publish viewpoints, opinions, and commentaries on relevant topics. A manuscript for endocrine perspectives should not exceed 10 typewritten pages (including tables, figures, illustrations and references) or 3000 words. \*Not peer reviewed.

### **Interhospital Grand Rounds**

JAFES encourages submission of special articles that summarize and document the proceedings of endocrinology grand rounds, which includes presentation of medical problems of a particular patient, evaluation and work-up, treatment and clinical course, discussion of key diagnostic and management points, and commentaries by specialty experts. JAFES recognizes the importance of this type of article as an educational tool for physicians and health practitioners. The abstract should be from 50 to 75 words and should not be structured. A manuscript for grand rounds should not exceed 25 typewritten pages (including tables, figures, illustrations and references) or 6000 words.

### **Brief Communications**

Brief Communications are short reports intended to either extend or expound on previously published research OR present new and significant findings which may have a major impact in current practice. If the former, authors must acknowledge and cite the research which they are building upon. The abstract should be from 50 to 75 words and should not be structured. A manuscript for brief communications should not exceed 5 typewritten pages (including tables, figures, illustrations and references) or 1500 words.

### **Images in Endocrinology**

Images may include photographs of clinical cases encountered and documented during practice. They may also include diagnostic images (e.g., photomicrographs of histopathologic diagnosis, radiographs) or special studies performed (e.g., spectral karyotype imaging, fluorescent microscope images, immunostains) that aided in diagnosis. A 250-word text should accompany the images. Submissions to this category should comply with the journal's image integrity guidelines.

### **Editorials**

Articles that represent the scientific opinion and views of an author. Every issue of JAFES includes an Editorial by the Editor-in-Chief and may include one or two additional editorials from experts from the scientific community commenting on a particular field or issue on endocrinology. No abstract or keywords necessary.

### **Letters to the Editor**

JAFES welcomes feedback and comments on previously published articles in the form of Letters to the Editor. No abstract or keywords necessary. A Letter to the Editor must not exceed 2 typewritten pages or 500 words.

### **Special Announcements**

Special announcements may include upcoming conventions, seminars or conferences relevant to endocrinology and metabolism. The Editors shall deliberate and decide on acceptance and publication of special announcements. Please coordinate with the Editorial Coordinator for any request for special announcements.

Checklist Guide for Submission of Manuscripts to JAFES	
<b>Instructions to Authors</b>	<input type="checkbox"/> Review manuscript submission guidelines
<b>Cover Letter</b>	<input type="checkbox"/> Include cover letter as an attachment <input type="checkbox"/> Indicate in the letter the title of the work <input type="checkbox"/> Indicate all the authors (complete names, affiliations, ORCID iD, specific role/s in writing the manuscript and e-mail address) <input type="checkbox"/> Indicate in the letter the Corresponding author: and provide complete contact information (post address, telephone, fax number, e-mail address)
<b>EQUATOR Network Guidelines</b>	<input type="checkbox"/> Review manuscript if compliant with appropriate EQUATOR Network Guidelines and submit checklist (e.g., CONSORT for clinical trials, CARE for case reports)
<b>Author Form</b>	<input type="checkbox"/> Ensure all authors have read and agreed to the following: (1) the Authorship Certification, (2) the Author Declarations, (3) the Author Contribution Disclosure, and (4) the Author Publishing Agreement, and (5) the Conversion to Visual Abstract (*optional for original articles) <input type="checkbox"/> Submit a scanned copy of the fully accomplished form
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<b>Ethics Review Approval</b>	<input type="checkbox"/> For Original articles, submit a scanned copy of the Ethics Review Approval of research <input type="checkbox"/> For manuscripts reporting data from studies involving animals, submit a scanned copy of the Institutional Animal Care and Use Committee approval
<b>Patient Consent Form (if applicable)</b>	<input type="checkbox"/> For Case Reports, Images in Endocrinology and Clinical Case Seminars, submit a scanned copy of the fully accomplished form; otherwise, obtain appropriate ethical clearance from the institutional review board.
<b>Title Page</b>	<input type="checkbox"/> Full names of the authors directly affiliated with the work (First name and Last name), highest educational attainment <input type="checkbox"/> Name and location of 1 institutional affiliation per author <input type="checkbox"/> If presented in a scientific forum or conference, provide a footnote should be provided indicating the name, location and date of presentation
<b>Abstract</b>	<input type="checkbox"/> Provide an abstract conforming with the format <input type="checkbox"/> Structured for Original Articles: Objective/s, Methodology, Results, Conclusion <input type="checkbox"/> Unstructured for Case Reports and Feature Articles
<b>Keywords</b>	<input type="checkbox"/> Provide 3-5 keywords (listed in MeSH)
<b>Content</b>	<input type="checkbox"/> Provide text/content in IMRAD format (Introduction, Methodology, Results and Discussion, Conclusion) <input type="checkbox"/> Make sure all abbreviations are spelled out once (the first time they are mentioned in the text) followed by the abbreviation enclosed in parentheses; the same abbreviation may then be used subsequently <input type="checkbox"/> Make sure all measurements and weights are in SI units <input type="checkbox"/> If appropriate, provide information on institutional review board/ethics review committee approval <input type="checkbox"/> Acknowledgments to individuals/groups of persons, or institution/s should be included at the end of the text just before the references; grants and subsidies from government or private institutions should also be acknowledged
<b>References</b>	<input type="checkbox"/> All references should be cited in the text, in numerical order. Use Arabic numerals <input type="checkbox"/> Ensure all references follow the prescribed format
<b>Tables, Figures, Illustrations and Photographs</b>	<input type="checkbox"/> All tables, figures, illustrations and photographs should be cited in the text, in numerical order per type <input type="checkbox"/> Provide separate files for tables, figures and illustrations <input type="checkbox"/> Provide a title and legend (if appropriate) for each table <input type="checkbox"/> Provide a title, legend (if appropriate), and caption for each figure and illustration (caption should be no longer than 15-20 words) <input type="checkbox"/> If table, figure, or illustration is adapted, state so and include the reference.