



INSTRUCTIONS TO AUTHORS

10 March 2024

1. SUBMISSION SYSTEM

The **Philippine Journal of Allergy, Asthma and Immunology** shall only accept submissions through its official Open Journal Systems platform (<https://pjaai.org>). No hard copies or submissions through e-mail shall be accepted.

2. REQUIREMENTS

A submission to PJAAI is deemed “complete” if all of the following are submitted:

<ul style="list-style-type: none">● Cover letter	<p>A cover letter addressed to the Editor-in-Chief stating the authors' intention to submit to the PJAAI, the complete title of the manuscript, and a complete listing of all authors. A Cover Letter template is available (INSERT LINK).</p> <p>The Corresponding Author, who shall act as the focal point for correspondence with the Editors and Coordinator of the PJAAI, shall be indicated in the letter.</p> <p>If the findings of a study have already been included in previous conferences, conventions, or scientific meetings as oral presentations, posters, or abstracts, the full manuscript can still be submitted to the PJAAI. Authors are asked to include information on the title and dates of the meeting, as well as awards or distinctions, if any. This information shall be placed as a footnote in the accepted article's final layout.</p>
<ul style="list-style-type: none">● PJAAI Author form	<p>The PJAAI Author Form is a comprehensive form accomplished by all the listed authors and includes:</p> <ul style="list-style-type: none">● A certification that all authors have fulfilled all ICMJE authorship criteria● A list of declarations of conformity to publication ethics and ethical standards for experiments on human/animal subjects and approval by the appropriate ethics committee● Retention of copyright by the authors and publishing agreement.● Data Availability Statement● Complete listing of names of all authors with their signatures
<ul style="list-style-type: none">● Individual declarations of conflicts of interest	<p>Each author is required to submit individual declarations of conflict of interest using the ICMJE Disclosure of Interest form (Downloadable at https://www.icmje.org/disclosure-of-interest/)</p>
<ul style="list-style-type: none">● Manuscript	<p>The actual manuscript should be submitted in Microsoft Word format; double-spaced in A4 page layout with 1/2-inch margins. The preferred font style and size is Times New Roman 12. All figures and tables shall be placed at the end of the text after the references.</p>
<ul style="list-style-type: none">● Other forms relevant to the submission	<p>For Original Articles, authors are required to submit a scanned soft copy of the Ethics Review Board (IRB) Approval of their research.</p> <p>For manuscripts reporting data from studies involving animals, authors are required to submit a scanned copy of the Institutional Animal Care and Use Committee (IACUC) approval.</p> <p>For case reports/case series, the authors shall be required to submit a scanned copy of the written/informed consent for publication from the involved patient/subject. The Philippine Journal of Allergy, Asthma and Immunology has made available a standard informed consent form (INSERT LINK), however, the journal <i>may</i> accept a different informed consent form aside from the PJAAI ICF. However, the journal shall If the involved subject/s and/or relative/guardian no longer be available to provide Informed Consent, the Author/s shall state so in the cover letter with a description of the due diligence exerted to secure Informed Consent.</p> <p>Written approval or permission from the originator and/or publication source for figures that have been previously published and which are used or adapted in the manuscript submitted.</p> <p>Reporting guidelines checklist based on study design (e.g., CONSORT for Clinical Trials, PRISMA for systematic reviews, CARE for case reports, STROBE for observational studies, etc.)</p>



3. MANUSCRIPT

The submitted manuscript should include the following elements:

Title	<ul style="list-style-type: none">Title of the article shall be as informative and as brief as possible (no more than 20 words).
Author/s	<ul style="list-style-type: none">Complete names of each author with highest academic degree(s) and complete address of a maximum of one (1) institutional affiliation (institution where author was affiliated during time of study/where study was conducted)One (1) Corresponding author shall be clearly identified with complete contact information which includes official mailing address, telephone, and e-mail address. Personal contact information is discouraged. The corresponding author will be responsible for all questions about the manuscript.
Footnotes (if any)	<ul style="list-style-type: none">Listing of any meeting(s)/conference(s) where the work has been previously presented as oral report or poster, and/or any awards/distinctions. The title, venue, month, and year of the meeting/conference shall be included.
Abstract	<ul style="list-style-type: none">Original Articles, Review Articles require a <u>structured abstract</u> of not more than 500 words, with the following four headings:<ul style="list-style-type: none"><u>Objective/s</u>: Briefly state the purpose/s or aim/s of the study.<u>Methodology</u>: State the study design (e.g., randomized clinical trial, case-control study, cross-sectional study, systematic review), setting (multi-center, institutional, et cetera), study population.<u>Results</u>: Briefly summarize the data obtained. Results shall be accompanied by data with confidence intervals and the exact level of statistical significance.<u>Conclusions</u>: Provide brief and concise conclusion(s) directly supported by the data.<p>NOTE: Do not place crosslinks to references in the abstract.</p>Case Reports or Case Series do not require a structured abstract, with a maximum of 300 words.
Keywords	<ul style="list-style-type: none">At least 5 keywords should be provided. These terms are relevant to the article that readers or researchers may use to facilitate online searches in journal databases. <p>NOTE: Medical Subject Headings database ([MeSH] of the National Center for Biotechnology Information [NCBI] [https://www.ncbi.nlm.nih.gov/mesh/]) may be used to check if keywords provided are likely to yield search results.</p>
Body of the Text	<ul style="list-style-type: none">The manuscript shall be written following the IMRAD format (Introduction, Methodology, Results and Discussion, Conclusion).<ul style="list-style-type: none"><u>Introduction</u>: The Introduction shall provide a brief background for the study, to include the research question, rationale, objectives of the study, and hypothesis to be tested if any. Cite only the most pertinent past publications and shall not be an extensive review of the literature.<u>Methodology</u>: Methods shall be written with sufficient detail to permit reproducibility.<ul style="list-style-type: none">Study Design: State the study design using a phrase such as randomized or nonrandomized clinical trial, case-control study, cross-sectional study, cohort study, case series, case report, systematic review, meta-analysis;Setting: (e.g. multicenter, institutional, clinical practice);Study Population: Number of participants, inclusion/exclusion criteria, selection and randomization procedures undertakenIntervention, to include main and secondary outcome measure(s);Data and statistical analyses, to include what specific software was used for the computations.For original articles, statements regarding adherence to the Declaration of Helsinki, approval by the Institutional Review Board (IRB)/Ethics Committee, and description of the informed consent process shall be included.<u>Results</u>: Results must be concise. This may include demographic data of the study population, outcomes, and measurements. Data shall be accompanied by confidence intervals (usually at the 95% interval) and exact <i>p-values</i> or other indicators of statistical significance. Negative results should also be reported.



	<ul style="list-style-type: none">○ <u>Discussion</u>: The discussion shall be restricted to the significant findings presented. Results should not be repeated in this section. Limitations should be stated, to include whether additional studies are required, and the implications of the results.○ <u>Conclusion/s</u>: The conclusion(s) shall be directly supported by the results and shall state how the study addresses the objectives. Overgeneralization and speculation are discouraged.
Acknowledgments	<ul style="list-style-type: none">● Contributors to the work who do not fulfill all of the ICMJE-prescribed authorship criteria shall be acknowledged in this section.
Funding Source	<ul style="list-style-type: none">● Information on financial support, if any, shall also be listed. This shall include at least the funding agency name and grant number.
Declarations of Conflicts of Interest	<ul style="list-style-type: none">● All authors shall declare potential conflicts of interest in this portion of the manuscript.
References	<p><i>Authors are responsible for the accuracy and completeness of their references and correct text citations.</i></p> <ul style="list-style-type: none">● All references should be identified at the appropriate parts of the text using Arabic numerals as superscripts, cross-referenced in consecutive order in the list of references.● For the names of authors, start with the author's family name followed by abbreviated first/second names (e.g. Dela Cruz JR). No marks should be placed between the family name and the abbreviated first name. A comma separates between author names till the last author. Do not place "and" before the last author.● Journal article references must contain, in order, the following:<ul style="list-style-type: none">○ Authors - List all when there are six authors. In the case of more than six authors, list the first three authors followed by "et al."○ Title of the article - sentence case, no quotation marks○ Publication source – the journal name should be italicized and abbreviated according to Index Medicus.○ Year of publication○ Volume number○ Issue number○ Page number (inclusive) <p><i>NOTE: Personal communications, unpublished data or manuscripts in preparation should not be included in the references. Instead, these may be cited in the text in parentheses or as a footnote on the page where they are mentioned. Authors assume responsibility for verifying the accuracy of their cited references.</i></p>

4. OTHER GUIDELINES

4.1. Explanatory Notes

- Appropriate footnotes for explanatory purposes or additional information may be placed with proper cross-referencing to the main text, using symbols in the following order: *, **, ***, †, ‡

4.2. Abbreviations

- Abbreviations shall be restricted to those that are widely used, accepted, and understood.
- All abbreviations shall be spelled out once (i.e., the first time they are mentioned in the text), followed by the abbreviation enclosed in parentheses.

4.3. Measurements

- All measurements and weights shall be expressed in SI units.

4.4. Mention of Drugs and Medications

- Use generic names only in the text body. State the trade name of a particular drug cited in parentheses including the manufacturer's name, city, state and/or country when first mentioned in the text.

4.5. Mention of Instruments, Equipment, and other technologies



- With regard to instruments or equipment utilized in the study, enclose in parentheses the specific model, manufacturer's name, city, state and/or country.

4.6. Tables

- All tables shall be placed after the references and not embedded within the body of the text.
- Only tables cited in the text should be included. All tables should be numbered consecutively in Hindu-Arabic numerals depending on the sequence they were referred to in the text.
- Legends and/or additional explanatory notes at the bottom of the table may be placed with proper cross-referencing to the item in the table, using symbols in the following order: *, **, ***, †, ‡.
- Table titles must be placed on top of the table. Headings within the table must be bold-faced. Columns should be clearly labeled, including units of measure.
- Explanatory notes or legends should be written at the bottom of the table or figure. All abbreviations should also be explained.
- Vertical rules shall not be used.
- Up to a maximum of five (5) tables are allowed.

4.7. Figures (Graphs, Illustrations, and Photographs)

- Acceptable file formats include JPEG, TIFF, PNG
- All figures shall be placed after the references and not embedded within the body of the text.
- Each figure must be numbered consecutively in Hindu-Arabic numerals by order of citation in the text.
- Titles must be placed below the figure. Legends and/or additional explanatory notes at the bottom of the figure may be placed with proper cross-referencing to the item in the figure, using symbols in the following order: *, **, ***, †, ‡.
- Modifications, such as cropping, changes in color, orientation, or placement of arrows or shapes, should be disclosed.
- For figures that have been previously published in another journal or book, it is the responsibility of the author to secure expressed written approval from the originator/author and/or publication source. A note must be placed after the figure description stating that such figure has been reproduced or adapted with permission, followed by the source.
 - REMINDER: The written approval shall also be submitted with the other documentary requirements.
- Up to a maximum of five (5) figures are allowed.
- **For Graphs**
 - Raw data may be requested by the Editorial Board for verification of computations (See Data Availability in the Editorial Policies).
- **For Photographs**
 - Photographs (clinical photographs, fluorescein angiograms, computed tomography [CT] scans, magnetic resonance imaging [MRI], X-ray, photomicrographs, transmission/scanning electron micrographs [TEM/ SEM], graphs, etc.) shall have a resolution of at least 600 dpi. Clinical photographs shall be masked, when possible, to prevent identification of the patient. Photographs may be in black and white, or submitted in full color.
 - Photomicrographs shall include stains used and magnification (e.g., H&E, 400X).
- **For Illustrations**
 - Illustrations must be professionally rendered with appropriate labels. The resolution shall be at least 600 dpi.