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Official Journal of Pabna Medical College, Bangladesh

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Journal article with organization as author:

Name of organization full stop title of the article full stop abbreviated journal title comma year and month of publication semicolon volume colon page number.

American diabetes Association. diabetes update. Nursing, 2003 Nov; Suppl:19-20

Journal article with multiple organization as author:

Name of the 1st organization semicolon Name of the 2nd organization semicolon Name of the 3rd organization full stop title of the article full stop abbreviated journal title full stop year and month of publication semicolon volume colon page number.

American Dietetic association; Dietitians of Canada. Position of Dietetic association and Dietitians of Canada: nutrition and women's health. J Am Diet Assoc. 2004 Jun; 104(6):984-1001.

Journal article with Governmental body as author:

Name of the bodies with intervening semicolon end with full stop topic colon title of article full stop Abbreviated journal title full stop year and month of publication semicolon volume colon page number.

National Institute on Drug Abuse (US); Caribbean Epidemiology Centre; Pan American Health Organization; World Health Organization. Building a collaborative research agenda: drug abuse and HIV/AIDS in the Caribbean 2002-2004. West Indian Med J. 2004 Nov; 53 Suppl 4:1-78

Standard book with initials for authors:

Name of the authors full stop title of the book full stop edition full stop place of publication colon name of publisher semicolon copy right year full stop page number p full stop

Eyre HJ,LangeDP,MorrisLB.Informed decisions: the complete book of cancer diagnosis,treatment and recovery.2nd ed. Atlanta: American Cancer Society; 2002.768p.

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Name of the authors of chapter full stop title of the chapter full stop In colon name of editors/editor coma editors/ edito full stop title of the book full stop place of publication colon name of publisher semicolon copy right year full stop page ranges.

Rojko JL, Hardy WD. Feline leukemia virus and other retroviruses. In:SherdingRG,editor.Thecat: diseases and clinical management.New York: Churchill Livingstone;1989.p.229-332.

Conference Proceedings:

Pacak K, Aguilera G, Sabban, E, Kvetnansky R, editors. Stress: current neuroendocrine and genetic approaches. 8th symposium on Catecholamines and Other Neurotransmitters in Stress: 2003 Jun 28-July 3; SmoleniceCastle(place of conference), Slovakia. New York(place of publication): New York Academy of Sciences(publisher); 2004 Jun. 590 p.

Scientific and Technical Reports:

Page E, Harney JM. Health hazard evaluation report. Cincinnati(OH)(Place of publication: Natonal Institute for Occupational Safety and Health (US)(Publisher); 2001 Feb.24 p(Total number of pages). Report No.: HETA2000-0139-2824

Dissertation &Thesis:**Entire Reference**

Kempner JL. Aching heads,making medicine: gender and legitimacy in headache [dissertation]. [Philadelphia]: University of Pennsylvania; 2004.271p.

Alam M. Study of Heart Rate Variability in Adolescent Athletes[M Phil thesis].[Dhaka]: Bangabandhu Sheikh Mujib Medical University; 2008. 178p.

Part of Dissertation &Thesis:

Mackowski MP. Human factors: aerospace medicine and the origins of manned space flight in

the United States[dissertation].[Tempe(AZ)]: Arizona State University;2002 May.Part 2,Space medicine;p.188-377.

Alam M. Heart Rate Variability in Adolescent Athletes[M Phil thesis].Dhaka(Bangladesh): Bangabandhu Sheikh Mujib Medical University; 2008 July.Appendix(Name of the part) 4(Number of the part),Classification of Physical Activity Intensity(Title of the part). p.7(Location of the part).

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Kaul S, Diamond GA. Good enough: a primer on the analysis and interpretation of noninferiority-trials. Ann Intern Med [Internet]. 2006Jul4 [cited 2007 Jan 4];145(1):662-9.Available from:<http://www.annals.org/cgi/reprint/145/1/62.pdf>

Journal article on the Internet with organization (s) as author:

National Osteoporosis Foundation of South Africa. Use of generic alendronate in treatment of osteroporosis. S Afr Med J [Internet].2006 Aug[cited 2007 Jan 9];9(8):696-7. Available from: <http://blues.sabinet.co.za/WebZ/Authorize?>

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Centers for Disease Control and Prevention(US), National center for HIV/AIDS,Hepatitis,STD, and TB Prevention and control of tuberculosis in correctional and detention facilities: recommendations from CDC. Endorsed by the Advisory Council for the elimination of tuberculosis, the national Commission of Correctional Health Care and the American correctional Association. MMWR R Rep[Internet].2006Jul7[cited2007Jan 9];55(RR-9):1-44.Availablefrom:<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5509a1.htm>

Journal article on the Internet with no author:

Prevention strategies for asthma-secondary prevention.CMAJ[Internet].2005 Sept[cited 2007 Jan 5];173(6Suppl):S25-7.Available from:http://www.cmaj.ca/cgi/content/full/173_6_suppl/S25

Journal article on the Internet without standard volume, issue or article number:

Jacobs JL, Lee MT, Lindberg M, Kamin C. Problem based learning,multimedia paucity of behavioral issue learning.MedEduc Online[Internet].2005 [cited 2005]: [5p].Available from:<http://www.med-ed-online.org/pdf/10000006.pdf>

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3. When registering as a reviewer

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- To become a reviewer you must first register as a user on the website, and set your preference that you would like to be considered as a reviewer. No new personal data is collected when a registered user elects to become a reviewer.
- When registering an account we ask you to log in and provide certain personal information (such as your name and email address), and there is the option to register using an ORCID which will pre-fill the registration form.
- Reviewers can also be registered by editors who invite them to review a specific article. This requires the editor to provide the reviewer's First Name, Last Name, and Email address. Normally this will be done as part of the process of inviting you to review the article or book.
- On submitting a review, the reviewer includes a competing interest statement, they may answer questions about the quality of the article, and they will submit their recommendation.

3.2 why we collect the data

- The data entered is used to invite the reviewer to peer review the article or book, and to contact the reviewer during and the review process.
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3.3 what we do (and don't do) with the data

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- For journals or presses that publish the peer reviews, you will be asked to give consent to your review being published, and a subset of the data you have submitted will become part of the published record.

3.4 what to do if you want to get a copy of your data, or want your data to be removed

- If you would no longer like to be registered as a reviewer you can edit your profile and tick the box 'stop being a reviewer'. This will remove you from the reviewer database, however any existing reviews you may have carried out will remain.
- If you have been contacted by an editor to peer review an article this means that you have been registered in the system. If you would not like to be contacted for peer review you can reply to the email requesting that your data be deleted.

4. When being registered as a co-author

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- Co-author data is entered by the submitting author. The submitting author will already have a user account. According to standard publishing practice, the submitting author is responsible for obtaining the consent of their co-authors to be included (including having their personal data included) in the article/book being submitted to the journal/press.
- The requested personal data for co-authors are at the bare minimum; first name, last name, institution, country, email address. This can

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