



General format and Instructions for contribution to CAPE NEWS

(Official newsletter of ISPAAE) *

www.ispaae.org.in

We would all like an interesting, informative newsletter, which is free of plagiarism and related ethical issues. Here are some general rules and ethical principles to be followed for submission of material for CAPE NEWS:

- Issues are theme based, hence members are encouraged to submit contributions pertaining to the theme
- Complete articles (original research, systematic reviews) may be submitted in preference to Journal of Pediatric Endocrinology and Diabetes [<https://ispaae-jped.com/>], the official Journal of ISPAAE
- Activities done by ISPAAE members/ Awards/ Recognition may be reported in the nearest issue (irrespective of the theme of that issue).
- The Google form may be filled for reporting events/ awards/ honors at <https://forms.gle/Y5yn8U7Br4nrXHub7>

The headings under which the contribution could be made include the following categories:

Category	Word count	Tables and figures	References [AMA format]
Summary of recent guidelines: Salient top 8-10 points to be covered	1000	1 table and/or figure	Maximum of 5
Mini reviews	800-1000	1 table and/or figure	Maximum of 5
Drug information	700-800	Nil	Maximum of 3
Biochemistry aspect of hormones	700-800	1 table and figure	Maximum of 3
Patient corner	250-300	1 figure	Maximum of 3
Learning Pearls- ACES/ CME	700-800 words	1 table	None
Trainees section- Case challenge- Interesting case workup/ diagnosis	500 words	1 figure	Maximum of 3

Please note:

- It is suggested **to contact the editorial team before** planning to write on minireviews/ guidelines to avoid overlap.
- All tables/ figures need to be self-drawn/ self-produced to avoid copyright from the main source
- If the submission is a case report/ image, the authors have to submit an author declaration form (attached). If the submission contains any patient information/ images, prior permission is necessary from the patient/ parent/ legal guardian.
- If the submission is a summary of a previous report/ publication, the source should be acknowledged and adequately cited. Plagiarism in all form should be strictly avoided. The editorial board will ascertain the suitability of its inclusion and may modify to the suitability of the readers.
- Submissions which are partly or wholly submitted to a Journal for publication cannot be included in CAPENEWS.

ACTIVITIES/ ANNOUNCEMENTS

- Events can be reported in the Google form (link mentioned) or in the template given below adhering to the specifications.
- Any upcoming events can be announced that are of interest to ISPAE members (kindly avoid announcements of patient related activities)