

CHECK LIST - III

Check list for scientific papers to be sent for Publication.

Tick (✓) if submitted

1	Requisition letter to the Principal and forwarded by HOD	
	Title:	
	Tick –Case Report/Case Series	
2	List of authors, name/ designation/ department/ contribution with signature enclosed (If more than one department is involved in Publication, acknowledgement from concerned departmental HOD is mandatory)	
3	To mention the Corresponding Author Name	
4	Records: (a) OP/IP details for case reports (Not to Include photograph of the Patient and Hospital Name) (b) (Not to reveal)	
5	Complete article enclosed	
6	Declaration by all investigators that study is not duplicated to avoid plagiarism (Enclosed Declaration)	

Signature of the applicant
(1st Author/Corresponding author)

Signature of the HOD

<i>Office use only</i>		
1	Office Dispatch No. with date:	
2	Scientific Committee Invoice No. with date:	
3	Comments by Scientific Committee	
4	Paper approved on:	
5	Scientifically approved Yes/ No. with date:	