Manuscript preparation for the Green Valley Journal of Health and Biomedical Sciences(GVJHBMS) directs authors to follow the following manuscript preparation checklists and formats.

Manuscript structure

Content of a manuscript

Make sure that your manuscript includes the following contents in a structured way.

A complete manuscript should contain

- Title
- Authors information
- Abstract
- Introduction
- Methods
- Result and discussion
- Conclusion
- Acknowledgments (if any)
- References
- Appendices (optional)
- Supplementary materials (optional)

Title page

The title page of the article for consideration in our journal should contain the following elements.

Title

Your manuscript title should a concise and informative title.

The title should be capitalized except for function words

Author information

- The name(s) of the author(s)

- The affiliation(s) of the author(s), i.e. institution, department, city, (state), country
- A clear indication and an active e-mail address of the corresponding author
- If available, the 16-digit ORCID of the author(s)

If address information is provided with the affiliation(s) it will also be published.

For authors that are temporarily affiliated, we will only capture their city and country of residence, not their e-mail address unless specifically requested.

Abstract

The abstract should be structured and contain a maximum of 250 words and not contain any undefined abbreviations or unspecified references.

An abstract is a comprehensive summary of the content of the **paper**. It has the heading "**abstract**" Align text to the left, bold with Times New Roman font type and 12 font size.

The abstract should be structured such as an **I**ntroduction **O**bjectives, **M**ethods, **R**esults, **C**onclusion, and Recommendation, unless you are forced to make it more. Your abstract should be in Times New Roman; 11 font size, *italics,* and justified. Indicate methods in past tense and current findings in present tense.

Your abstract should summarize the following aspects of your work.

- ✓ The problem or central statement of your research work.
- ✓ A brief description of research design, methods, and procedures.
- ✓ A summary of your findings
- ✓ A summary of the implication of the research's practical application and/or theory
- ✓ Avoid abbreviations, formulas, citations, notations

Keywords

- ✓ provide 4 to 6 keywords which can be used for indexing purposes.

For trial studies (when applicable), provide the following evidence

- Trial registration number and date of registration for prospectively registered trials

- Trial registration number and date of registration, followed by “retrospectively registered”, for retrospectively registered trials

Main text

Introduction

Your introduction should clearly state background information, research problem and objectives.

Methods; your manuscript should clearly describe the research design, research methodology sampling methods, data collection and analysis methods.

Result; - your result should be emetically justified and rigorous. All research questions raised in your introduction part should be answered.

Discussion; - Discuss your results part with a statistically sound and practically logical manner. Emphasize concisely the important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or Results. Include the implications of the findings and their limitations and relate the observations to other relevant studies. Link conclusions with the goals of the study and avoid unqualified statements and conclusions that are not completely supported by the data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses and recommendations when warranted by the results and label them clearly as such.

Conclusion; use your conclusion to summarize the main points of your result and the central argument of your findings. And also, suggest further implications, potential for future research, or practical applications based on your findings.

Word Limit

The total length of Original Articles, including figures, tables, and references should not exceed 10,000 words. The number of figures and tables should not exceed 10 in total.

For Review Papers, the number of words should not exceed 10,000 words, not including the references.

The word limit for Short Communications is 2000 words. The result and discussion sections can be written separately or as a unique section. The number of figures and tables should not exceed 2 in total.

Please indicate at the end of your manuscript the number of words as follows:

- Total number of words (including references):
- Total number of words (excluding references):
- An abstract number of words:
- Some words in Supplementary Information:

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font 12-point and Times New romance font 1.5 spacing.
- Use italics for emphasis and longer in-text citations.
- Use the automatic page numbering.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor function or Math-Type for equations.
- Save your file in the latest Microsoft Word format not older than the Microsoft Office 2010 version.

Headings

1. Please use no more than three levels of displayed headings. If it was mandatory to include more than three level headings use bulletins.

Abbreviations

Abbreviations should be defined in alphabetical order.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Scientific style

- Please always use internationally accepted signs and symbols for units (SI units).
- Genus and species names should be in italics.

References

Citation

Use one of the reference manager software and Vancouver-style citation

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

Tables

- All tables are to be numbered using Arabic numerals and embeded.
- Tables should always be cited in the text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Figures

A **figure** may be a chart, a graph, a photograph, a drawing, a diagram, or any other illustration and artwork or non-textual depiction. In this Journal, any type of illustration or image other than a table is referred to as a figure.

Contents of a Figure

Your figure should be embedded in the manuscript containing the following information.

Labeling: -All figures should have labeling numbered with Arabic numerals consecutively like "Fig 1, Fig 2, Fig 3,……"

Title of the figure: - Your figure should have a title just next to the number. Example "*Fig 1. Daily rainfall data of the area*". Use italics for the title of your figure and make it 10 font sizes. Do not use bold font type. Put the title of your figure just below the figure.

The figure; - your figure should be readable

Figure Placement and Size

- Figures should be submitted within the body of the text. Only if the file size of the manuscript causes problems in uploading it, the large figures should be submitted separately from the text.
- When preparing your figures, size figures to fit in the column width.
- For large-sized figures should be 84 mm (for double-column text areas), or 174 mm (for single-column text areas) wide and not higher than 234 mm.
- For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures,"A1, A2, A3, etc." Figures in online appendices [Supplementary Information (SI)] should, however, be numbered separately.

Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig in bold type, followed by the figure number, also in bold type.

- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.

Figure Submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig 1. eps.