

Journal Policies

Publication Ethics

JAPA adheres to the Committee on Publication Ethics (COPE) standards on publications ethics. Submission of an article implies that:

- The work described has not been published previously except in the form of an abstract or as part of a published lecture or academic thesis.
- That it is not under consideration for publication elsewhere.
- That its submission and publication in the journal is known and approved by all authors.
- The work is the Author's own and there are no falsifications or fabrication of data, plagiarism including duplicate publication of the authors' own work without proper citation and misappropriation

Any cases of ethical misconduct are treated very seriously and will be dealt with using the guidelines issued by the COPE.

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Upon acceptance of an article, Authors will be asked to transfer copyright. This transfer will ensure the widest possible dissemination of information. A letter will be sent to the corresponding Author confirming receipt of the manuscript.

If excerpts from other copyrighted works are included, the Author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.

Authorship Policies

Corresponding author is responsible for communication with the journal and between co-authors. Ensure that all authors are included in the list in an agreed order, and that all authors are aware that the paper was submitted. Any changes to the author list after submission needs to be approved by a letter signed by every author.

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Conflict of Interest

Authors are requested to disclose any conflict of interest, either financial or personal, that could affect or influence their work.

Originality

Articles must be originally written by the author. Work/words of others must be appropriately cited or quoted.

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EMS Publication publishes fully open access journals. All articles are freely available to read, share and download. In accordance with publication ethics and best practices of scholarly publishing, authors and journals must be properly credited. All articles are accessible via the journal's website and selected indexing databases.

Publication Charges

The Article Processing Charges (APC) will be paid by the corresponding author when the manuscript has been accepted unto publication. The fee charge is RM500/USD120 per submission.

Submission

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all Authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the EMS Publication.

Manuscripts should be submitted through the online submission and refereeing system. New authors must first register with JAPA e-portal. This online submission system will facilitate the submission of manuscripts and streamline the review process as well as publisher's decision.

Review

This Journal practices a double-blind peer review policy. The Editorial Board may exercise their prerogative to reject a manuscript without peer review if that article is judged to be outside the scope of the Journal, poorly written or formatted or lacking in significance.

As a peer-reviewed international e-journal the evaluation process is often lengthy, therefore allow a conservative estimate of between three to five months before a formal result is announced.

Publication

- Preprints

Manuscripts that have been accepted for publication will be uploaded on the journal's website. This will occur in advance of the cover date of the published issue. Authors should take this into account when planning their intellectual and patent activities related to a manuscript.

- **Proof**

Proof will be sent to corresponding authors via email as a PDF file. It is therefore essential that all submissions contain the e-mail address of the corresponding author. To avoid delays in publication, proof should be checked carefully and immediately for typographical errors and returned within 48 hours.

- **Offprint**

Author can retrieve their published article from the journal's website.

Editorial Policies & Ethical Requirements

Authorship

Our journal adopts the authorship criteria as stated by the International Committee of Medical Journal Editors, in which only those with substantial contributions in the research and in manuscript preparation are considered authors. Authors are required to sign the Authorship Agreement Form when submitting a manuscript to JAPA. In addition, authors are required to identify their contributions to the work described in the manuscript. If requested to see the original data, authors must provide the data and must cooperate in obtaining and providing the data on which the manuscript is based.

Conflicts of interest and financial disclosure

A conflict of interest may arise when an author (or the author's institution or employer) has financial or personal relationships that could influence the author's decisions, work, or manuscript. All authors are required to disclose all potential conflicts of interest, including specific financial interests and relationships and affiliations (other than those affiliations listed in the title page of the manuscript) relevant to the subject of their manuscript. Please refer to the Authorship Agreement Form for more information.

Authors are expected to provide detailed information about all relevant financial interests and relationships or financial conflicts within the past 5 years and for the foreseeable future, particularly those present at the time the research was conducted and through publication, as well as other financial interests (such as patent applications in preparation), that represent potential future financial gain. Authors may do so in the cover letter submitted with the manuscripts.

Funding/support and role of sponsor

All financial and material support for the research and the work should be clearly and completely identified in an Acknowledgment section of the manuscript. The specific role of the funding organization or sponsor in each of the following should be specified: design and

conduct of the study; collection, management, analysis, and interpretation of the data; and preparation, review, or approval of the manuscript.

Copyright transfer

Upon acceptance of an article, authors will be asked to transfer copyright by signing the Copyright Transfer Form. This transfer will ensure the widest possible dissemination of information. If excerpts from other copyrighted works are included, the Author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.

Ethical Requirements

In experiments on human subjects, authors should mention whether the methods were in agreement with the ethical standards of the responsible committee (institutional and national) and the Declaration of Helsinki (October 2008 revision). Similarly, the use of animals in research must conform to the institutional and national guidelines.

Author Guidelines

Types of Manuscripts

Original Articles

Original Articles are reports on findings from original unpublished research. Preference for publications will be given to high quality original research that make significant contribution to medicine. The articles should not exceed 6000 words, tables/illustrations up to five (8) and references up to 50. Manuscript describing original research should conform to the IMRAD format, more details are given below.

Review Articles:

Review Articles are solicited articles or systematic reviews. JAPA solicits review articles from Malaysian experts to provide a clear, up-to-date account of a topic of interest to medical practice in Malaysia or on topics related to their area of expertise. Unsolicited reviews will also be considered; however, authors are encouraged to submit systematic reviews rather than narrative reviews. Systematic Review are papers that presents exhaustive, critical assessments of the published literature on relevant topics in medicine. Systematic reviews should be prepared in strict compliance with MOOSE or PRISMA guidelines, or other relevant guidelines for systematic reviews.

Case Reports:

Papers on case reports (one to five cases) must follow these rules: Case reports should not exceed 1,000 words; with only maximum of one (1) table; two (2) photographs; and up to five (5) to ten (10) references. It shall consist of a Summary and the Main Text. The summary should be limited to 100 words and provided immediately after the title page. Having a unique lesson in the diagnosis, pathology or management of the case is more valuable than

mere finding of a rare entity. Being able to report the outcome and length of survival of a rare problem is more valuable than merely describing what treatment was rendered at the time of diagnosis.

Commentaries:

Commentaries will usually be invited articles that comment on articles published in the same issue of the JAPA. However, unsolicited commentaries on issues relevant to medicine in Malaysia are welcomed. They should not exceed 1,200 words. It may be unstructured but should be concise. When presenting a point of view, it should be supported with the relevant references where necessary.

Letters to Editors:

Letters to Editors are responses to items published in JAPA or to communicate a very important message that is time sensitive and cannot wait for the full process of peer review. Letters that include statements of statistics, facts, research, or theories should include only up to three (3) references. Letters that are personal attacks on an author will not be considered for publication. Such correspondence must not exceed 450 words. Instruction for proceeding.

[TITLE PAGE]

Type of manuscript: Case Report

[TITLE] HYPERSENSITIVITY REACTION TO HYALURONIC ACID DERMAL FILLER

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ACKNOWLEDGEMENTS

Structure of Manuscripts:

Abstract: The Abstract should be no more than 275 words and one paragraph only. Avoid quotation and citing references in your abstract. Font size for abstract is 9 pt.

Keywords: Minimum 4 keywords

Introduction

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed. Papers should clearly describe the background of the subject, the authors' contribution, including the methods used, results and concluding discussion on the importance of the work from both scholarly and managerial perspectives. [Paragraph]

The Full Paper must be written in English within 11 pt Times New Roman. The text should be justified. The Full Paper including figures, tables and references must have a minimum length of 6 pages and cannot exceed 15 pages.

All accepted papers will be published in the online proceedings which will have an ISSN number and be made accessible from the conference website after the conference. We aim to produce conference proceedings of a professional and consistent quality, and appreciate you carefully following the instructions outlined in this guide.

Text format

A uniform appearance will assist the reader to read paper of the proceedings. It is therefore suggested to authors to use the example of this file to construct their papers.

If you are copying and pasting text from another document in which the formatting is different, it's highly recommended to use the paste special function in MS Word and choosing the "Keep Text Only" option

Language

When writing the paper please remember to use either British, or US, spelling but not a mix of the two, i.e., if you choose British spelling it would be colour not color; behaviour (behavioural) not behavior; [school] programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.

Page Numbers

Please **don't** add any page numbers as those will be added.

Acronyms

All acronyms should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'The work for the Ministry of Health (MOH)...'. Subsequently, 'The MOH studies on...', in a reference ... (Ministry of Health [MOH] 1999).

Bullet list

- Using bullets [Bullet list]

Numbering

1. Accept; [Number]
2. Revise;
3. Reject.

Equations, tables and figures

Equations must be written preferably with the same word processor used for the rest of the text, without handwritten symbols in order to aid legibility. Equations must be numbered sequentially with their numbers in parenthesis and right justified.

Tables and figures must be embedded in the paper text, close to the location of their first appearance. All tables and figures must be referred to in text as follows: Figure 1, Table 1, i.e. 'As seen in Table [or Figure] 1 ...' (not tab., fig. or Fig). All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). Please ensure that tables do not split over the page.

Titles of tables and figures

Each table should have a descriptive title (using the current style) and each column an appropriate heading. Each table and/or figure must have a title that explains its purpose without reference to the text. Do not type the caption to a figure on that figure; the legends to any illustrations must be typed separately following the main text and should be grouped together. Table legends must be placed above the table; diagram or figure legends below the diagram or figure.

Tables should be formatted as Table 1 (below): left justified text for first column and centred columns thereafter, if possible. Only horizontal table grid lines should be used. Add one empty paragraph of the [Paragraph] style following a table.

Table 1 Table layout. Captions for Tables are placed above. [Table title].

Table Rows [Table content]	Cell one	Cell two
Second Row	1	2
Third Row	2	3
Fourth Row	4	5

Short quotations within the text should be marked with double quotation marks: Lawson also has a broad understanding of design when he mentions: "Professional designers such as architects, fashion designers and engineers" (Lawson, 2004, p.5). Longer quotations of more than one line should be formatted as below, again within double quotation marks:

“More of the goods and services produced for consumer across a range of sectors can be conceived of as ‘cultural’ goods, in that way they are deliberately inscribed with to generate desire for then amongst the end uses sold to consumers in terms of particular clusters of meaning indicates the increased importance of ‘culture’ to production circulation of a multitude of goods and services.” (Du Gay, et al, 1997, p.24) [Long quotation]

Use of Visual Material

Please think carefully about the presentation of any visual material. As the proceedings will be published in digital form you have the opportunity to include good quality colour images or other media files that help to present your research and its context.

Where possible please make images:

- Large enough to see clearly;
- Of good resolution (200dpi);
- Optimised to be less than 350Kb;
- Cropped appropriately.

If you are using diagrams, info graphics, or other schematics please ensure that:

- You present information clearly;
- You use the Times new Roman font;
- All text is legible;

After you insert an image into your document, select it and use the style named [Picture]. Images are followed by a caption with figures numbered sequentially – Figure 1, Figure 2, etc.



Figure 1 Captions are placed under the pictures. Ensure that your caption adequately describes what you want your reader to see in the picture, highlighting any areas that they should focus on or relationships that you might want them to see. [Caption].

Acknowledgements

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references.

Citations

Journal of Asia Pacific Aesthetic Sciences follows the **Vancouver numbered referencing** style. Citation to someone else's work in the text, should be indicated by the use of a number. In citing more than one article in the same sentence, you will need to include the citation number for each article.

Reference in text, table and legends should be numbered in parenthesis (e.g. [1], [1,4], [1,3-5]) and cited consecutively in the order of appearance in the manuscript. A hyphen should be used to link numbers which are inclusive, and comma used where numbers are not consecutive.

A reference list should appear at the end of the paper under the heading "References". All the references should be arranged in numerical order. References in tables, figures and panels should be in numerical order according to where the item is cited in the text. The Journals names should be abbreviated according to the style used in the Index Medicus. All authors when six or less should be listed, when seven or more list only the first six and add et al.

Example reference Journals:

[Standard Journal Article]

Author A. Article title. Journal Title. Publication Year; Volume (Issue): Page numbers.

Nevin A. The changing of teacher education special education. *Teacher Education and Special Education*. 1990 Jul;13(3-4):147-8.

Abdullah M, Chai PS, Chong MY, Tohit ERM, Ramasamy R, Pei CP, et al. Gender effect on in vitro lymphocyte subset levels of healthy individuals. *Cellular Immunology*. 2012;272(2):214-9.

NCD Risk Factor Collaboration (NCD-RisC). Worldwide trends in hypertension prevalence and progress in treatment and control from 1990 to 2019: a pooled analysis of 1201 population-representative studies with 104 million participants. *Lancet* 2021; 11; 398(10304): 957-80.

[Book]

Author A. Title of book. Edition (if not the first). Place of publication: Publisher; Year.

Coyer M. *Literature and Medicine in the Nineteenth-Century Periodical Press*: Blackwood's Edinburgh Magazine, 1817–1858. Edinburgh University Press; 2017.

Fauci AS, Braunwald E, Kasper DL, Hauser SL, Longo DL, Jameson JL, et al. *Harrison's Principles of Internal Medicine*. 17th ed. New York: McGraw Hill; 2008.

World Health Organization. Novel Coronavirus (2019-nCoV) Situation Report 85, April 14, 2020. [cited April 2020] Accessed from:

<https://www.who.int/docs/defaultsource/coronaviruse/situationreports/20200414-sitrep-85-covid-19>.

[Magazine and Newspaper]

Author A. Title. Magazine/ Newspaper Title. Year; month of Publication: Issue: Page Number.

Newspaper

Rampal L. World No Tobacco Day 2021 -Tobacco Control in Malaysia. Berita MMA. 2021; May: 21-22.

Rosenberg G. Electronic discovery proves an effective legal weapon. The New York Times. 1997; March 31: 1-2

Magazine (print or online)

Bullow C. The school magazine: A quality digital resource. Scan: The Journal for Educators. 2021 Nov 1;40(10):19-21.

Tumulty, K. Should they stay or should they go?. Time. 2006; April: 167(15). Available from: <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

Appendix

Include other supplementary details here

Manuscript Submission Guidelines

Submission of Manuscript

Overview

Manuscripts are to be reached the Editorial by uploading the related documents (in certain format) for publication to the JAPA manuscript submission platform.

Authors are welcomed to submit any of these manuscripts:

- Original Articles
- Review Articles (SCOPING/systematic and/or meta-analysis)
- Commentaries
- Case Report
- Letters to the Editor

Checklist and Preparation of Documents before Manuscript Submission:

- Read and understand **Journal Policy**.
- Read and understand **Editorial Policies & Ethical Requirements**.
- Prepare manuscript documents following specific format in JAPA **Author Guidelines**.
- Download and fill up **Authorship Agreement form**. All author/s need to sign the form before uploading it in **manuscript submission page/form (PDF format)**.
- Download and fill up **Copyright Transfer & Disclosure form**. All author/s need to sign the form before uploading it in **manuscript submission page/form (PDF format)**.

Fill in the **manuscript submission page/form** and follow all the necessary instruction;

- Submit Title page (.docx) (*View example*)
- Submit full manuscript without table and figure (.docx) (*View structure of manuscript*)
- Submit table and figure only (.docx)

Manuscripts are accepted for publication in the journal with the understanding that the research is original and the content has not been published or submitted or under

consideration for publication elsewhere. The evaluation of research done by the JAPA editors is based on high ethical standards and rigorous scientific methodology.

All submission will undergo rigorous quality and statistical checks and peer-review evaluation process before a final decision.

Editorial, Reviewer and Publication Process

JAPA authors will be notified by email of the manuscript's receipt and editorial decisions. During the peer-reviewing process, authors can access the Online Manuscript Submission System to check the status of their manuscript.

To ensure content quality, all submissions to JAPA are subjected to a double-blind peer-review process. A technical editor checks the format and style of the manuscript at the first stage to ensure compliance with the JAPA's author guide. If the authors have not followed the guidelines, the manuscript will be returned to them for revision.

Based on the subject area and the editor-chief's decision, the manuscript will be assigned to section editors for a quick pre-review screening within **5 working days**. Section editors review the manuscript for content quality (with an emphasis on methodology, originality, and contribution to knowledge and practise) and English usage. At this point, the decision is whether to reject, revise and resubmit, or assign to external reviewers for a thorough evaluation.

External reviewers are chosen based on their scientific background and experience, previous works, author recommendations, and expertise. JAPA makes every effort to obtain at least 2-3 strong reviews for each manuscript.

JAPA uses a double-blind peer-review process that is quick, fair, and ensures that published articles are of high quality. JAPA reviewers are required to declare any conflicts of interest and to keep the manuscripts they review confidential. Since JAPA is a rapid response journal, the review process can take anywhere from **3 to 6 months**.

The status of a manuscript is ascertained by the JAPA decision letter in five ways:

1. **Acceptance:** The manuscript could be made available electronically. This procedure takes one to two weeks. Before submitting the paper for electronic publication, the corresponding author should review a proof copy. JAPA supports the initiative in which papers that have been copyedited and typeset but have not yet been paginated for inclusion in an issue of the journal are published online after the review process is completed. Advance access papers will be placed in a queue to be published in one of the upcoming issues of JAPA.

2. **Minor Revision:** Authors will receive comments on their manuscript and will be asked to submit a revised copy (showing all changes made to the manuscript using Track Changes or highlighted colour) as well as a response to reviewer file in which they must respond to each and every reviewer's comment one by one (for each reviewer separately). Revisions should be submitted in **4 weeks** after decision letter.

3. **Major Revision:** It means that the manuscript can be reorganised to meet the scientific criteria for another review process. Authors are also required to submit a revised copy (showing all changes made to the manuscript using Track Changes or highlighted colour) in addition to a response to reviewer file in which they must respond to each and every comment of reviewer one by one (for each reviewer separately). Revisions should be submitted in **6 weeks** after decision letter. Otherwise, authors need to go through a resubmission process.

4. **Rejection:** The most common reasons for rejection but not limited to, are methodological and scientific concerns. The reasons for rejection will be sent to the authors in order to increase their chances of publication in other journals.

Editing

Accepted manuscripts will be edited in accordance with the JAPA's Author's Guide (exclusive of language editing) and returned to the corresponding author for final approval. All contributing authors are liable for all statements made in their manuscript during editing and production that have been authorised by the corresponding author.

Corrections

Corrections for publication should be sent to the editorial office. Corrections will be reviewed by editors before being published and linked to the original paper online.

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- JAPA accepts advertising for products and services that users will find useful in their personal and professional lives. Advertisements and sponsorship must be legal, decent, and truthful, as well as adhere to the applicable laws, regulations, and industry codes for the geographic area in which they appear.

- Our users should be able to tell the difference between advertising and editorial content right away. Advertisement features must adhere to JAPA guidelines.
- Advertisements for products making therapeutic claims but lacking marketing authorization or FDA/CE/MDA marking (or a local equivalent) should be submitted with all claims supported by full-length research papers published in peer-reviewed journals.
- Sponsored content should be easily distinguishable. Our users must be able to see the nature of any commercial relationship. Advertising and sponsorship should be delivered in a contextualised manner. Surreptitious or subliminal advertising is strictly prohibited.
- Advertising and sponsorship are not permitted to influence editorial decisions at JAPA.
- Users' access to editorial content should not be hampered by online advertising or sponsorship.
- We accept competitor advertising and sponsorship.
- We do not accept tobacco-related advertising or sponsorship, nor do we accept products and services from tobacco companies, foundations, or wholly owned subsidiaries.
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