

Date: [Enter Today's Date]

To
The Chief Editor
Journal of Nepal Health Research Council
NHRC Building, P.O. Box 7626
Ramshah Path, Kathmandu, Nepal.

Subject: Submission of manuscript of "Title of the Article"

Dear Chief Editor,

I'm [Type your Full Name], [on behalf of my co-authors], I wish to submit a manuscript of an [original article/case report/review article], "[Title of the Article]" for consideration for publication in the Journal of Nepal Health Research Council. This article [mention the importance of this article, like why do you think this article is suitable for the publication what new things it adds to the existing literature and so on and mention potential benefit to the reader].

There are

- No. of Figures/Images
- No. of Table
- Other related info if any

Following are the documents attached herewith

- Authorship
- Declaration
- Manuscript "Title of the Article"
- Ethical approval letter

Above document has been submitted in electronic and paper version (by post) to the JNHRC. If you have any questions or queries, you can write me at my email or call me at my phone number given below.

Please, acknowledge the received of this article to my email or contact address. Hoping for your kind co-operation in this regards.

Sincerely yours,

Name : Full Name
Affiliation : Designation and your affiliation
Postal Address: Complete address for effective communication
Phone No : Easily available Phone or Mobile no.
Email : Working, regular Email to reach you quickly

Comment [Dr. Angel1]: Delete this if you don't have co-authors

Comment [Dr. Angel2]: We have following categories:

1. ORIGINAL ARTICLE
2. CASE REPORT
3. REVIEW ARTICLE
4. VIEW POINTS
5. LETTER TO THE EDITOR

We do not accept any article that doesn't fit in any of the category above.

Comment [Dr. Angel3]: We get lots of article and it becomes very tedious to go through all the article. Therefore, this information is very important. On the basis of this we will first hand decision is taken whether to proceed further or reject right away.

Specifically answer two things:

1. What is already known in this topic?
2. What new things that this research is adding to the existing literature?

Comment [Dr. Angel4]: We do not accept more than 5 (in total table and figures).

Only in special circumstances we do consider few more. For which you have to talk to the editor, specifically why you need extra table or figures. But this procedure delay the processing of your article officially.

Comment [Dr. Angel5]: At this time we just need you have ethical approval and patient consent.

But

Ethical approval letter will be compulsory for all those submission after January, 2010. It is given by Ethical Review Board at NHRC or institutional review committee at respective institute.

IRB grant the permission of conducting research involving human and animal from Nepal Health Research Council. IRC are situated in most of the medical college and tertiary care centers in the country in Nepal.

N.B: Ethical approval letter is taken before starting a research.

Comment [Dr. Angel6]: Provide the detail of the corresponding author.

He is the only authorized person who will be communicating with the editor. This person has to be vigilant of our emails all the times and respond in a timely manner.

Sometime timeframe is given to the corresponding author to reply us, failure to do so may delay the processing of the article or even rejection.

Because of loads of article this decision is taken which is good for all.