

Preparation Of Manuscripts

Cover letter

All manuscript submissions must be accompanied by a cover letter addressed to the Co-Editors.

The letter should clearly state that the content of the manuscript has not been previously published and is not under consideration for publication elsewhere. If any part of the manuscript has been previously published or presented in another form, full details must be disclosed. The cover letter should also include statements on authorship contributions, any competing interests, ethical approval (where applicable), and the authors' data sharing intentions. Authors are encouraged to highlight any additional information they believe the editors should consider when assessing the manuscript for peer review, including potential sensitivities, novel aspects, or contextual relevance.

Any potential conflicts of interest financial or non-financial must be disclosed, and attention should be drawn to any possible overlap with prior publications. The cover letter must include the full name, institutional affiliation, mailing address, telephone number, and email address of the corresponding author, who will serve as the primary contact throughout the editorial process.

Manuscript Formatting

Manuscripts must be typed using double spacing throughout the main text. However, tables, figure legends, and references may be presented in single spacing for clarity. The document should be formatted using English (UK) language settings.

Use A4-sized paper (210 x 297 mm) with Times New Roman font, size 12, typed in both upper and lower case letters as appropriate. The manuscript should be structured in the following order: Title page, Abstract, Main Text, and References. Tables and figures must be numbered sequentially and inserted in the main body of the text immediately after the first reference to them appears. Each major section (e.g., abstract, main text, references) must begin on a separate page.

Pages should be numbered consecutively, starting from the title page. Please include continuous line numbers throughout the manuscript. Do not restart line numbering on each page; instead, continue from the previous page to aid the peer review process.

Name of drugs and instruments

All drugs should be referred to by their generic (nonproprietary) names throughout the manuscript. If a proprietary (brand or trade) name is used in the research, it should be mentioned only once in the Methods section, immediately following the first use of the generic name. This should be accompanied by the brand name and the manufacturer's name and location in parentheses. After this initial mention, only the generic name should be used. Instruments and equipment may be referred to by their proprietary names, but the manufacturer's name and location must be provided in parentheses at the point of first mention in the text.

Abbreviations and Symbols

Only standard and widely accepted abbreviations should be used, as nonstandard abbreviations may confuse readers and hinder clarity. Abbreviations should be avoided in the title of the manuscript. On first mention in the text, spell out the full term followed by the abbreviation in parentheses, for example, Sexually Transmitted Infections (STIs) unless the abbreviation represents a standard unit of measurement, in which case the abbreviation may be used without definition. Thereafter, the abbreviation alone may be used consistently throughout the manuscript.

Units of Measurement

All measurements of length, height, weight, and volume should be reported in metric units (e.g., metres, kilograms, litres) or their appropriate decimal multiples, in accordance with the International System of Units (SI). Temperature should be reported in degrees Celsius (°C), and blood pressure should be expressed in millimetres of mercury (mmHg). Consistency in unit usage throughout the manuscript is essential to ensure clarity and scientific accuracy.

Headings in the Main Text

Manuscripts should use a maximum of two levels of headings to organize the text clearly and consistently. Each level should be clearly distinguished using consistent typographic formatting (e.g., bold for primary headings, bold & italics for secondary headings). Headings should be concise and descriptive, guiding the reader without disrupting the flow of the text.

Title Page

The title page should contain the following:

- 1) Main title, running title (less than 50 characters) and a maximum of 5 index words / key words (or phrases).
- 2) Authors listed in the order in which they are to appear in the published article. List authors names as surname and maximum of 2 initials.
- 3) Institutional affiliation for each author and e mail address. The institutions listed should reflect the affiliations of the authors at the time of the study, not their present affiliations, if they differ.
- 4) Name, address, e-mail and telephone number of author responsible for correspondence.
- 5) Source(s) of support. These include grants, equipment, drugs, and/or other support that facilitated conduct of the work described in the article or the writing of the article itself.
- 6) The number of words in the manuscript, exclusive of the abstract, acknowledgments, references, tables, figures, and figure legends

Abstract

The abstract should concisely summarize the key elements of the study and provide sufficient context to help readers understand the significance of the work. It must include the study background, clearly state the objectives, outline the methods (including participant selection, setting, measurements, and analytical techniques), present the main findings (with effect sizes and statistical or significance where applicable), and conclude with the principal conclusions.

For original articles, the abstract must be structured using the following subheadings: Introduction, Objectives, Methods, Results, and Conclusions, and should not exceed 300 words. For Brief Reports, an unstructured abstract is required and should be limited to a maximum of 150 words. The abstract should stand alone and not include citations, abbreviations, or undefined terms.

Main Text

The main body of the manuscript should be organized under the following sections: Introduction, Methods, Results, Discussion, Acknowledgements, Conflicts of Interest, and References. Under the subheading "Conflicts of Interest," all authors must disclose any financial or personal relationships with individuals or organizations that could inappropriately influence (or appear to influence) the work presented. If no such conflicts exist, authors should include the statement: "The authors declare no conflicts of interest." Authors must adhere to the word count limits specified under each article type. Submissions that exceed the defined limits may be returned for revision prior to peer review.

I. References

ReproSex follows the Vancouver referencing style. References should be numbered consecutively in the order they are first cited in the text, using Arabic numerals in square brackets. Do not superscript. If citing multiple references at once, use a comma to separate non-consecutive references, and a hyphen to indicate a range of consecutive references.

Examples:

1. Contraceptive use among unmarried adolescents remains low in many settings (12).
2. High rates of unmet need for family planning have been documented in marginalized populations (9, 13).
3. Studies have shown that comprehensive sexuality education improves knowledge and attitudes towards safe sex practices among adolescence (21-23).
4. here is growing evidence linking access to reproductive health services with reductions in maternal mortality (5, 7-10).

Citations of articles or books that have been accepted for publication but not yet published must include the journal or publisher's name and the anticipated year of publication. References to unpublished work or personal communications may be included within parentheses in the text, but must be accompanied by a written letter of permission from the individual being cited, which should be submitted with the manuscript. All references should be accurate, complete, and up-to-date, and authors are responsible for verifying all citations prior to submission.

Before submission, the reference list should be fully formatted as examples given below.

II. Journal articles

When citing journal articles, list the surname followed by the initials of each author, placing a comma only after each author's name. Only the first word of the article title and proper nouns should be capitalized. The journal name should be abbreviated and italicized according to the standard indexing style (e.g., PubMed or Index Medicus). Include the year of publication, volume number, issue number in parentheses, and page range. The DOI must be provided at the end of the reference, without including the date of access.

Examples:

01) Talagala N. Unsafe abortions in Sri Lanka – Facts and risk profile. *J Coll Community Physicians Sri Lanka* 2010; 15(1): 1-13. <https://doi.org/10.4038/jccpsl.v15i1.4934/>

02) Tavakol M & Dennick R. Making sense of Cronbach's alpha. *Int J Med Educ* 2011; 27(2):53-55. <https://doi.org/10.5116/ijme.4dfb.8dfd>

03) Kaluarachchi A, Tissera S, Jayatilleke AC, Suranga S, Guest P, Srinivasan K, Ganatra B. Service provider perceptions of the trend in severity of symptoms and complications in women admitted following an incomplete abortion. *J Family Med Prim Care* 2018; 7(6): 2-7. https://doi.org/10.4103/jfmpc.jfmpc_188_18

III. MSc/MPhil/MD/PhD Dissertation or Thesis

When referencing a dissertation or thesis, use sentence case for the title—only the first word and proper nouns should be capitalized. Do not capitalize every word of the title. Provide the author's name, the full title of the thesis, the type of degree, the institution, and the year of submission. If the document is publicly available online, include the URL at the end of the citation.

Example:

Suranga MSS, Knowledge and attitudes of adults concerning induced abortion in Colombo City, Sri Lanka. MPhil thesis. University of Peradeniya, 2016.

IV. Report

When citing reports or institutional publications, capitalize the first letter of each major word in the title. Include the author(s) or institutional author, the title of the report (in italics if required by style guide), the place of publication, the publisher, and the year. If the report is available online, provide the direct URL at the end.

Examples:

Lwanga SK & Lemeshow S. *Sample Size Determination in Health Studies: a Practical Manual*. Geneva: World Health Organization, 1991. Available from: <https://apps.who.int/iris/handle/10665/40062>.

Medical Statistical Unit. *Annual Health Bulletin 2019*, Sri Lanka. Colombo: Ministry of Health, 2014. Available from: http://www.health.gov.lk/moh_final/english/public/elfinder/files/publications/AHB/AHS%202019.pdf.

Ministry of Health & UNICEF Sri Lanka. *Improving the Practice of Complementary Feeding: Experience from a Community-Based Programme in Hambantota District*. Colombo: Ministry of Health, 2015. Available from: <http://www.mri.gov.lk/assets/Nutrition/2014-Complementray-feeding-HMBANTOTA-.pdf>.

V. Book or Book Chapter

When referencing books, capitalize the first letter of each major word in the book title. Include the author(s) or editor(s), the title of the book (in italics), the edition (if not the first), the place of publication, the publisher, and the year. For chapters within edited books, include the chapter title, followed by the editors' names, book title, page range, and publication details.

Examples:

Juran J & Godfrey A. *Quality Control Handbook* (6th edition). New York: McGraw-Hill, 2010.

Hemingway E. The killers. In J Updike & K Kenison (Eds.). *The Best American Short Stories of the Century* (pp.78-80). Boston, MA: Houghton Mifflin, 1999.

Suranga MS & De Silva WI. Induced abortion. De Silva WI [ed.]. *Sri Lankan youth: sexual and reproductive health; profile, knowledge, attitude, behaviour & vulnerability* (pp. 176-188). Colombo: Child Fund Sri Lanka, 2020. Available from: https://www.researchgate.net/publication/347564804_Induced_Abortion.

VI. Conference Proceedings

Use sentence case for the title; only the first word and proper nouns should be capitalized. Include the author's name, title of the presentation, and name of the conference, location, and full date (date range, month, and year).

Example:

Harrison P. Meditation improves the wellbeing of cancer survivors. 12th Annual Meeting of the American Society of Breast Surgeons (ASBS), Washington, DC, 27 Apr-1 May, 2011.

VII. Referring to a website

When referencing a website, use sentence case for the title; only the first word and proper nouns should be capitalized. Include the author or organization, the year of publication (if available), the title of the webpage, the name of the website or publisher, the full URL and the date of access. End each reference with: Available from: [URL]. Accessed [day month year].

Example:

Beckett, Lois. 2020. Armed protesters demonstrate against COVID-19 lockdown at Michigan capitol.

Guardian. Available from:

<https://www.theguardian.com/us-news/2020/apr/30/michigan-protests-coronavirus-lockdownarmed-capitol>. Accessed 30 April 2020.

VIII. Unpublished article

When citing an unpublished article, manuscript, or report, provide the author's name, title (in sentence case), an indication that it is unpublished, the institution where the work was produced (if applicable), and the year. Use a clear note such as unpublished manuscript, unpublished report, or unpublished data.

Example:

MacPhee D. Manual: Knowledge of Infant Development Inventory (unpublished manuscript). University of North Carolina, 1981.

For further details, authors are encouraged to consult the official Vancouver referencing guidelines available through the International Committee of Medical Journal Editors (ICMJE) and the U.S. National Library of Medicine.

Available from: <https://www.ncbi.nlm.nih.gov/books/NBK7256/>

Tables

All tables should be inserted within the main body of the manuscript, immediately following the first mention in the text. Tables must be numbered consecutively using Arabic numerals (e.g., Table 1, Table 2) in the order in which they are cited. Tables must be typed in single spacing and created using the 'Insert Table' and 'Table Tools' functions in your word processing program. Tables should not be submitted as images, figures, or embedded spreadsheet files. The title of the table should be placed above the table, and each column and row must be clearly labelled, including units of measurement where applicable.

Avoid using vertical lines within tables. Horizontal lines may be used sparingly to separate key sections, such as headings or summary rows. Do not use colour or shading in tables. If emphasis is required for specific data points, use superscripts, numbering, lettering, symbols, or bold text—with a corresponding explanation provided in a table legend. Numerical values must be formatted consistently: use full stops (periods) for decimal points, and do not use commas to indicate thousands (e.g., 1500 not 1,500).

Figures

All figures must be submitted both as embedded images within the manuscript and as separate high-resolution graphic files. Each figure file should be in an accepted format (e.g., JPEG, PNG, TIFF) and should not exceed 10 MB in size. Figures must be numbered consecutively in the order in which they are cited in the text (e.g., Figure 1, Figure 2). Multi-panel figures (e.g., parts labelled a, b, c, etc.) must be submitted as a single composite file containing all parts of the figure.

The figure title (maximum 15 words) and figure legend (maximum 300 words) must be provided within the manuscript, immediately following the first mention of the figure in the main text. Do not include the title within the graphic file itself. The title should appear below the figure in the manuscript, followed by the legend. Figure keys and labels (such as symbols, colour indicators, or abbreviations) must be incorporated directly into the figure graphic, rather than placed in the legend. Each figure should be tightly cropped to eliminate unnecessary white space and ensure clarity.

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