

## Isra Medical Journal (IMJ) Policy Document

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Isra Medical Journal (IMJ)

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## Aims, Objective and Scope

Isra Medical Journal is a biannually published, multi-disciplinary, peer reviewed, open access journal that describes the significant and innovative research in all areas of medicine. In addition to primary research, IMJ also publishes review articles, meta-analysis reviews, letter to the editor, case reports, case series report, short communication and issues regarding development in fields of medical education.

IMJ aims to support junior doctors, nurses and medical students, and contribute to the continuing professional development of all doctors. IMJ is disseminating high-powered research results with the objective of improving patient care and health facilities. It aims to publish high quality research articles.

New preliminary work of importance is considered for publication under the fast track communication. Submission of a manuscript implies that the work described has not been published before and is not under consideration for publication anywhere else. The review of the articles by the ethical committee adds value to the articles published in the journal. The comprehensive review by the ethical committee helps to achieve the protection of research participants, the reservation of the patient's autonomy, the animals care, the importance for informed consent, registration of a clinical trial, as well as reporting guidelines depending on the studies design. Any conflict of interest has to be declared thus minimizing the bias on part of the editors or the reviewers. Therefore the authors submit their publications accompanied by the "Conflicts of Interest Disclosure Form" at the initial submission. The journal has adopted a rigorous examination of every submitted manuscript towards plagiarism. In case of any doubt, the authors are provided the evidence of copied material from the web. All contributions are rigorously refereed and selected on the basis of the quality and originality of the work as well as the breadth of interest to readers. The journal publishes the most significant new research in all fields of medical education thus keeping the updated information available for its readers worldwide. Isra Medical Journal (IMJ) publishes articles after exceptional unsolicited reviews as per the laid International guidelines.

IMJ has a wider scope for the dissemination of advancements in all the fields of health sciences. The identification of diseases, their prevalence, etiology, presentation, management options all will improve the clinical outcomes. In brief, it is a forum for communicating the health related issues of the Asian Region with the Global community.

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## Details for No. of Published Issues per Year and Their Publication Timeline

IMJ is a biannually published journal i.e. 02 issues per anum. First issue will be published for a duration of January to June, every year. The timeline for online availability of published issue will be prior July 15<sup>th</sup>, while hard copies will be sent to authors prior July 31<sup>st</sup>, every year. Second issue will be published for a duration of July to December, every year. The timeline for online availability of published issue will be prior January 15<sup>th</sup> of next year, while hard copies will be sent to authors prior January 30<sup>th</sup> of next year.

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## Policy on Authorship and Contributor-ship

This policy ensures that contributors who have made substantive intellectual contributions to an article are given credit. The contributors understand their role in taking responsibility and being accountable for what is published. Contributors are either author contributors (meaning that they meet all four authorship criteria of ICJME– see below) or non-author contributors.

IMJ credits and lists contributors in two ways:

- **Authorship** – IMJ publishes a list of authors' names at the beginning of the paper.
- **Contributorship** – IMJ publishes a contributorship statement along with author affiliation.

**Authorship;** The International Committee of Medical Journal Editors Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals ([ICMJE Recommendations 2019](#)) recommends that authorship be based on the following four criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; **AND**
2. Drafting the work or revising it critically for important intellectual content; **AND**
3. Final approval of the version to be published; **AND**
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

**Contributors:** The ones who have contributed materially to the paper but whose contributions do not justify authorship should be described clearly in the contributorship statement.

**Corresponding author:** The corresponding author, should take primary responsibility for completing all necessary actions after acceptance of the manuscript and communicating with the journal and with readers after publication. All email communication from IMJ will be sent to the corresponding author only.

**Alteration to authorship:** If an author's affiliation has changed during the course of the work, the author may either list the affiliation at the time that the research (or most significant portion of the research) was conducted, or their current affiliation, or both. The change of affiliation can be explained in an acknowledgments section.

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**Deceased authors;** Deceased persons deemed appropriate as authors should be highlighted to the Editorial team at the time of manuscript submission and this information should also be included in the authors' contributor ship-statement.

**Contributor-ship statement;** A contributor-ship statement is required for all manuscripts submitted and should outline who has contributed to the planning, conduct, and reporting of the work described in the manuscript. A contributor-ship statement should include author contributors, non-author contributors, and group author contributors (collaborators). Contributors who have contributed materially to the paper but whose contributions do not justify authorship should be described clearly in the contributor-ship statement; for example, "served as scientific advisors", "critically reviewed the study proposal", "collected data" or "provided and cared for study patients".

**Acknowledgments;** An acknowledgment statement may be included at the end of the paper, detailing those who helped in carrying out the research but who have not been recognized as contributors, as well as for personal expressions of gratitude.

**Artificial Intelligence (AI)-Assisted Technology:** At submission, the authors must disclose whether they used artificial intelligence (AI)-assisted technologies (such as Large Language Models [LLMs], chatbots, or image creators) in the production of submitted work. Authors who use such technology should describe, in both the cover letter and the submitted work in the appropriate section if applicable, how they used it. For example, if AI was used for writing assistance, describe this in the acknowledgment section. If AI was used for data collection, analysis, or figure generation, authors should describe this use in the methods. Chatbots (such as ChatGPT) should not be listed as authors because they cannot be responsible for the accuracy, integrity, and originality of the work, and these responsibilities are required for authorship. Therefore, humans are responsible for any submitted material that included the use of AI-assisted technologies. Authors should carefully review and edit the result because AI can generate authoritative-sounding output that can be incorrect, incomplete, or biased. Authors should not list AI and AI-assisted technologies as an author or co-author, nor cite AI as an author. Authors should be able to assert that there is no plagiarism in their paper, including in text and images produced by the AI. Humans must ensure there is appropriate attribution of all quoted material, including full citations.

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## Plagiarism Policy

### Preamble

A journal's reputation is predicated on its ability to publish high-quality scientific works and depends upon the trust of authors, researchers, readers, reviewers, editors, and administrators of public health policy. This trust is enhanced by describing the journal's policies as explicitly as possible to ensure the ethical treatment of all participants in the publication process. This can be achieved only, if the entire peer review and publication process is thorough, objective, and fair. Almost every aspect of this process should involve important ethical principles and decisions which are seldom openly stated and even less often shared with the readership.

Moreover, the medical journals seek to advance the state of medical art by publishing the highest quality scientific research and such quality cannot be achieved if plagiarism is abided or if the concept of plagiarism is not fully understood by clinicians, researchers, policy makers, public health workers, and physician-scientists. The scientific manuscripts submitted for publication are laboriously vetted by the peer-review process in an order to maintain the public's trust in our profession and the trust of our readership, authors/contributors, researchers, and reviewers.

### Definition

According to the Concise Oxford Dictionary, Plagiarism is defined as "taking and using the thoughts, writing, and invention of another person as one's own".

Plagiarism can be subdivided into two categories: one where the author intends to mislead the reader's to author's contribution by passing off another's work product as his own; and one where the author does not intend to mislead the reader but misunderstands proper citation or attribution.

This second category is more accurately described as sloppy research work product or "innocent error of omission due to ignorance". The most common forms of scientific misconduct include (the following are taken with minor modification from the ORI publication Analysis of Institutional Policies for Responding to Allegations of Scientific Misconduct [<http://ori.dhhs.gov/html/polanal2.htm>,

full report in PDF format <http://ori.dhhs.gov/html/publications/studies.asp>, accessed 3/13/04]):

- **Falsification of data:** Ranges from fabrication to deceptive selective reporting of findings and omission of conflicting data, or willful suppression and/or distortion of data.
- **Plagiarism:** The appropriation of the language, ideas, or thoughts of another without crediting their true source, and representation of them as one's own original work.

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- **Self-Plagiarism:** The verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source.
- **Improprieties of authorship:** Improper assignment of credit, such as excluding others, misrepresentation of the same material as original in more than one publication, inclusion of individuals as authors who have not made a definite contribution to the work published; or submission of multi-authored publications without the concurrence of all authors.
- **Misappropriation of the ideas of others:** An important aspect of scholarly activity is the exchange of ideas among colleagues. Scholars can acquire novel ideas from others during the process of reviewing grant applications and manuscripts. However, improper use of such information can constitute fraud. Wholesale appropriation of such material constitutes misconduct.
- **Violation of generally accepted research practices:** Serious deviation from accepted practices in proposing or carrying out research, improper manipulation of experiments to obtain biased results, deceptive statistical or analytical manipulations, or improper reporting of results.
- **Material failure to comply with legislative and regulatory requirements affecting research:** Including but not limited to serious or substantial, repeated, willful violations of applicable local regulations and law involving the use of funds, care of animals, human subjects, investigational drugs, recombinant products, new devices, or radioactive, biologic, or chemical materials.
- **Inappropriate behavior in relation to misconduct:** This includes unfounded or knowingly false accusations of misconduct, failure to report known or suspected misconduct, withholding or destruction of information relevant to a claim of misconduct and retaliation against persons involved in the allegation or investigation.
- The editorial board of IMJ acknowledges that there are grey areas of plagiarism such as the ones listed above where the author's intent is not to mislead. If the author appears to have engaged in merely sloppy research/writing and this is the author's first offense, the executive board will provide the author with the opportunity to revise his manuscript so that it is in accordance with the highest level of integrity and professionalism. To this end, the editorial board will provide the author guidance on the proper citation/attribution of reference material.

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**Aim**

- The aim of this policy is to apprise students, teachers, researchers about plagiarism and how it can be avoided.
- It is also aimed at discouraging Plagiarism by regulating and authorizing punitive actions against those found guilty of the act of Plagiarism.
- To publish highest quality scientific research free from plagiarism

**Applicability**

The policy is applicable to all manuscripts submitted for publication in IMJ.

**Guidelines**

Beginning July 1st 2012, IMJ will implement this policy for dealing with acts of plagiarism and academics dishonesty. Plagiarism, if detected and proved, would be considered a punishable offence. Immediate and unbiased action will be taken by the Plagiarism Committee.

- a. All manuscripts will be scrutinized through Turnitin (software for detecting plagiarism) for generating and analyzing the originality report of that article. A minimum of a week will be given to the focal person for analyzing the article.
- b. As per HEC Guidelines (Annex-I), If the report has similarity index  $\leq 19\%$ , then benefit of doubt may be given to the author but, in case, any single source has similarity index  $\geq 5\%$  without citation then it needs to be revised and will be sent back to the author for revision to bring similarity index down to permissible limit.
- c. After revision, it will again be processed through the same software for checking its originality. After satisfactory report (SI below 19%), it will be sent to reviewers for peer review.
- d. If author fails to comply, the article will be sent back to the author again for review.
- e. If after second revision the author fails to comply, then the manuscript is rejected and further processing stopped.

If plagiarism is reported in an under process manuscript, then the manuscript processing will be stopped immediately and correspondence author will be informed regarding dishonesty and asked to explain the allegations raised against manuscript in two weeks.

The plagiarism committee will decide the further action regarding processing of article, after receiving the response from correspondence author.

In case of complaint received from author, readers, reviewers, editors, institution regarding plagiarism in a published article,

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- a. The Plagiarism committee (made up of members of the editorial board) will evaluate the accusation including any supporting documentation provided to it within two weeks.
- b. During all committee proceeding, editors shall ensure the confidentiality of both the author and the individual who submitted the complaint alleging plagiarism.
- c. If the committee determines that the evidence is sufficient to warrant a fuller investigation, the committee shall notify the author accused of plagiarizing within ten business days and will give the author a reasonable amount of time to respond to the allegations and procure evidence to support a claim of innocence if necessary.
- d. In case of failure of author(s) to either respond within the stipulated time, or in case they are unable to provide a suitable explanation, the Editor will convene a meeting of the Plagiarism Committee of the Board of Editors of the Journal to consider further action.
- e. Further action will depend upon the nature of the offence and may include rejection of the published article along with possible debarment of the author(s) from further publishing in the Journal. The period of debarment will depend upon the nature of the offence and may range from a period of a few months to permanent.
- f. Final decision of committee will be informed to both parties within seven days
- g. Information regarding this action may be published in the forthcoming issue of the Journal on a numbered page and the Editor will be obliged to withdraw the article from the journal website.
- h. If the committee elects to alert the IMJ readership of an author's academic dishonesty by publishing a written notice or statement, it may do so without will not providing advance notice or obtaining permission from the author in question.

It was unanimously decided that the editors have the responsibility to promote the highest level of ethics and academic integrity in the field of medicine. We have developed this policy on plagiarism to urge our fellow researchers and physician-scientists to properly cite our colleagues' work product, thereby, recognizing the effort put into developing such research and the contribution that research makes to our field of medicine.

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## Policy on Peer Review Terms and Conditions

Peer reviewers play a central and critical part in the peer-review process. IMJ ensures that all reviewers adhere to a set of basic principles and standards during the peer-review process in research publication. It will be based upon Guidelines of COPE emphasizing Conflicts of interest, Confidentiality, Timeliness, Scientific misconduct, Appropriate feedback, Ownership of review, IMJ use of reviewers registration details.

**Double blind peer review:** IMJ follows a double-blind peer review process

**Conflicts of interests:** During the review process, IMJ ask author/authors to declare any potentially conflicting or competing interests (which could be personal, intellectual, financial, professional, political or religious in nature) so that the editorial team can assess and factor them into their decisions. In that case, the reviewer should not agree to review a manuscript just to gain sight of it with no intention of submitting a review.

**Confidentiality:** Manuscripts submitted to IMJ are authors' private, confidential property; reviewers should keep manuscripts and the information they contain strictly confidential. Reviewers should not retain the manuscript for personal use and should destroy/delete the hard or soft copies after submitting their review.

**Timeliness:** If a reviewer feel qualified to review a particular manuscript, he or she should only agree to review only if found able to return a review within the proposed or mutually agreed time-frame.

**Scientific misconduct:** If a reviewer have concerns that misconduct occurred during either the research, its writing, submission, or its substantial similarity between the manuscript and a concurrent submission to another journal or a published article, please do let the journal Editorial team know.

**Appropriate feedback:** As a reviewer you must provide a fair, honest, and unbiased assessment of the strengths and weaknesses of the manuscript. For example, be specific in your critique, and provide supporting evidence with appropriate references to substantiate general statements. Be professional

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and refrain from being hostile or inflammatory and from making libelous or derogatory personal comments. If the work is not clear because of missing analyses, the reviewer should comment and explain what additional analyses would clarify the work submitted. It is not the job of the reviewer to extend the work beyond its current scope.

**Ownership of your review:** The reviewer will remain the owner of the review till he submit to IMJ. It is his responsibility to clearly mention details of any co-reviewer or other third party who may have contributed to review.

**Restrictions on your use of your review:** We do not restrict the use you make of your review once the manuscript has been published. However, an author's manuscript remains confidential until it is published, and you must not disclose any information about an unpublished manuscript, including your review of it.

**Your registration details:** IMJ is having a detailed database for the reviewers' pool to be used in review process. The data base comprises of reviewer's name, qualifications, designation, present position, institute, and specialty, special interest in research and contact details. The data base kept confidential and used to be updated on annual basis or as per required.

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**Processing/ Publication Charges Policy**

1. The author will submit Rs. 2000/- for national and 50/- USD for the international manuscript as a processing fee (nonrefundable) at the time of online submission of manuscript to Isra Medical Journal.
2. The author will submit Rs. 13000/- (100/-USD for international manuscript) as publication charges (nonrefundable) when the manuscript is declared suitable for publication by the editorial board.
3. Fast track publication charges will be Rs. 26000/- (200/-USD for international manuscript) (other than Rs. 2000/- processing charges). Option for fast track processing is available only in special cases after approval from Editor in Chief. The author/s will send a written request to Editor in Chief, with a genuine reason for the fast track process. The decision to process a manuscript on the fast track is wholly at the discretion of the Editorial Board and Editor in Chief. The same review process will be followed for fast track processing and the fast track manuscript will be considered for publication in the next issue after completion of the whole review process.
4. For submission of processing/ publication charges

**Option 1:** Submit your payment online in the following account

**Account Title:** Isra University Islamabad Campus

**IBAN:** PK43 MEZN 0098 1401 0314 5407

And send us the proof of payment (confirmation email or receipt of online submission) via email at [imj.isra@gmail.com](mailto:imj.isra@gmail.com)

**OR**

**Option 2:** Demand Draft/Pay order in the favor of “**Isra University Islamabad Campus**”, and send the original copy of DD/Pay order with covering letter, through a post on the following address;

Editor, Isra Medical Journal

Al-Nafees Medical College & Hospital

Isra University, Islamabad Campus, Lehtrar Road Farash Town, Islamabad.

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**Important Note:**

1. The processing charges should be submitted at the time of the online submission of the manuscript. The review process will not be started until the processing charges are received.
2. Do not submit Publication charges at the time of manuscript submission. The Publication charges are accepted only when the manuscript is finalized by Editorial Board for publication, after completion of the review process.
3. Do not forget to write manuscript Reference number with the name of the corresponding author on online proof of payment or in covering letter of demand draft

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### Disclosure and Competing Interests Policy

IMJ follows the ICMJE guidelines in competing interest policy. According to ICMJE uniform declaration of competing interests, authors should disclose four types of information to clarify competing interests:

- a) Their associations with commercial entities that provided support for the work reported in the submitted manuscript (the time frame for disclosure in this section of the form is the lifespan of the work being reported).
- b) Their associations with commercial entities that could be viewed as having an interest in the general area of the submitted manuscript (the time frame for disclosure in this section is the 36 months before submission of the manuscript).
- c) Any similar financial associations involving their spouse or their children under 18 years of age.
- d) Non-financial associations that may be relevant to the submitted manuscript.

As per IMJ policy, all authors must download and complete a copy of the [ICMJE Conflict of Interest \(COI\) Disclosure Form](#) and send a copy to the corresponding author. The corresponding author will be required to include a summary Competing Interests statement for all authors in the manuscript, which will be included in the published article. If there are no competing interests for any authors, the default statement on the published article will be 'None declared'.



## Correction and Retraction Policies

### Corrections to published work

Honest errors in medical research or publication are a part of publishing and when detected, needs publication of a correction at earliest. IMJ expect authors to intimate the editor about any errors of fact which is noticed in their manuscript once it's published. After review by editorial team, the corrections are made at the journal's discretion.

As Publishers, the IMJ have a duty to maintain the integrity of the scientific record. For this reason, minor corrections that do not affect the scientific understanding of the paper (for example formatting or typographical errors or preference of wording) may be rejected. In addition, the correction procedure depends on the stage of manuscript process or publication stage, but in all circumstances a correction notice is published as soon as possible:

### Ahead of print version:

Published ahead of print (or The Online First) version is considered the version of record, and not an opportunity to make changes prior to print publication. IMJ will consider replacing this version with the corrected (updated) version and notes the changes that have been made and the date(s) on which the changes were made (in a correction notice at the end of the article). Previous electronic versions prominently note that there are more recent versions of the article. The correction notice will be retained in the print version for record.

### Publication in an issue:

In a printed article (Hard copy version), a correction notice will be printed in the next available print issue. The online version of the article will link to the correction notice, and vice versa.

### Retractions of research paper:

Retractions are considered by the editors or editorial team in cases of evidence of plagiarism, unreliable findings or data, duplicate publication, and unethical research. The team editorial board may consider an expression of concern notice if submitted manuscript is under investigation. All retraction notices explain why the article was retracted. The retraction procedure depends on the publication stage of the article:

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**Print version:**

A new version of the manuscript will be posted containing just the metadata, with a retraction note replacing the original text. A retraction notice will also be published in the next available print issue. The original text of article will remain accessible.

**Publication in an issue or a continuous publication journal**

A replacement version of the article will be posted containing just the metadata, with a retraction note replacing the original text. The PDF will be replaced with a version watermarked with "Retracted" but the original text will remain accessible. A retraction notice will also be published in the next available print issue. In rare cases, the journal may have to remove the original content for legal reasons. In such cases, the metadata (title and authors) will be available but text will be replaced with a note mentioning that the article has been removed for legal reasons. A retraction notice will also be published online and/or in print.

Retraction notices are indexed and linked to the original records in Medline and Web of Science if applicable.

**Author name change requests**

As per policy, the IMJ wishes to ensure a smooth process to facilitate any change in author name after publication in an issue. As per policy, the authors may change their name for different genuine reasons, for example marriage, divorce, change in religion, change in gender identity, and any other personal reasons. As part of our author's name change policy, the IMJ will seek to uphold the following guidelines.

- As name change is a deeply personal decision and its possible that an individual may not wish to disclose this change to a large audience. We give option to the author to update their name with or without notice of correction. Unless explicitly requested, the journal will not include correction notice in any journal's format.
- In respecting right to privacy, the journal will not inquire the reasons for the name change or ask for any legal name change document. However, the authors must confirm through signed letter that they are requesting the change on behalf of themselves.
- The journal will not request the approval of any co-authors on the paper to update the name.
- As part of any author name change request, IMJ will endeavor to make any necessary changes to all references to the author's identity, for example, email address, pronouns, images, authorship byline or any other occurrence within the body of their paper.

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- IMJ recommends using an ORCID id to authors who change their name and want to ensure that all of their prior publications are discoverable in one place.
- The journal will update the PDF and/or HTML paper versions on website. IMJ cannot control whether or when author name changes are made to other non-IMJ sites. In this regards, if an author wishes that his work to be fully discoverable in all indexing and archiving sites under both prior and current names, than its authors responsibility to contact these indexes and databases directly.
- Unfortunately, IMJ does not have the ability to update citations in other publications for our journal papers in which a name change has been made.
- IMJ will retain an original copy of the manuscript to ensure that the requested changes have been made accurately and to be able to demonstrate what versions of the article have been published at any given point, should that be required (e.g., for legal purposes). The original version will not be made publicly available.

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## Research Data Sharing Policy

Sharing of the research data containing relevant results of your research paper brings many benefits like it reduces research waste, enables reuse and promotes collaboration. Moreover, greater transparency enhances the trust in research results by allowing these results to be verified independently. Where necessary, the IMJ encourage the authors to share their data to support the publication of their research studies and to interlink data with their published articles. The "Research data" refers to the observations or experiments results which confirm the research findings, including but not limited to raw data, processed data, software, algorithms, protocols, models, methods, and other related materials.

- The IMJ requires that the research data which supports research paper should be made available publicly and openly upon publication of article. If due to data confidentiality or sensitivity, open availability is not possible than it should be shared through a controlled access repository.
- The IMJ strongly encourage that the availability of data relevant to research article should be made available as soon as possible, wherever ethically and legally possible
- The IMJ require that clinical trials data should be made available upon reasonable request

As a member of the International Committee of Medical Journal Editors (ICMJE), the IMJ require that the clinical trials should include a data-sharing plan in the trial's registration that begin enrolling participants on or after 1st January 2019. The ICMJE's policy regarding trial registration is explained at [www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html](http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html). Changes to the plan must be noted in the Data Availability Statement and updated in the registry record (to comply with [ICMJE recommendations](#))

In following this policy, if authors have made their study data accessible in a data repository, they can link their articles directly to the dataset. The authors are required to submit a data-sharing statement form along with their manuscript which include information regarding anonymity of data, available additional related documents (e.g., study protocol or a statistical analysis plan), when and for how long the data will be available along with access criteria.

### What data should be shared

The IMJ encourage the researchers to make available as much of the relevant data from their

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research paper as possible (without compromising confidently) in the form of processed or raw data. Keep in mind that the data should not be shared in any way that could compromise participant privacy or anonymity, and if that would require the authors to break any laws or licensing agreements. If in a particular field, a research community has already established standards for how, what and where the data should be shared, our journal expect authors to meet those criteria's.

**We consider any files generated by your research as constituting relevant data.** Examples of data submitted include, Individual-level deidentified patient data, Statistical codes, spread sheets, Text files, Survey results, Interview transcripts, Images or videos, Audio files, Imaging and scan files etc.

To enhance reproducibility and reuse the data should be shared by using the sources file in which they were originally generated, for example:

- Images should be provided as .png, .jpg, .eps, etc.
- Text files should be provided as .docx, .doc, .rft, etc.
- Spreadsheets should be provided as .csv, .xls, .tsv, etc.
- Videos should be provided as .mp4, .avi, .wav, etc.
- Imaging and scan files should be provided in .img, .dcm, hdr, etc.

#### **How to access data that is available upon request:**

Data requesters should do the following:

- Email the corresponding author for the research paper to request the relevant data.
- Give a detailed protocol for the proposed study, including funding and resources of your research your request.
- If appropriate, invite the original author[s] to participate in the re-analysis.
- If a month elapses without a response from the authors, please email the editorial team of IMJ.
- The editorial team will assess the request and if appropriate will encourage the authors or their institution to share the data, although IMJ are not in a position to compel data release or broker agreements.

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**How to cite data**

- All publicly available data which is used in the manuscript writing should be cited in the text and the reference list – whether they are data generated by the author(s) or by other researchers.
- Data citations should include author(s), title, data repository, the document version (e.g. most recent date modified), the Digital Object Identifier (DOI) and should follow IMJ reference style.
- Add [dataset] as a prefix immediately before the reference, so we can properly identify it as a data reference; this identifier will not appear in the published article.

**Example:**

- John G, Rai S, Chu T, Tange M. Data from: Steroid induced effects like in coordination between GABAergic and Glutamatergic neurons in the amygdala. Dryad Digital Repository, November 12, 2019. <https://doi.org/10.4081/dryad.k9q7h> [dataset] [52]



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Articles are accepted for publication on the condition that they are contributed solely to Isra Medical Journal. All articles are reviewed by at least two Reviewers/Referees. Acceptance is based on significance, originality and validity of the material. If the articles accepted for publication, editorial revisions may be made to aid clarity and understanding without altering the meaning.

Clinical conference abstracts, special issues, articles regarding innovation and those related to research methods and reporting are also published. Secondary research including narrative reviews, systematic reviews, evidence based articles, meta-analysis, practice guidelines will also be considered for publication. From time to time invited articles are published. Manuscripts must be original and not under consideration by another publication.

Self-institutional publications and manuscripts by the Editorial Board members will not be accepted.

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## Policy on Editor Roles and Responsibilities

IMJ follow the guidelines on editorial independence as mentioned by [World Association of Medical Editors](#) (WAME) and the code on good publication practice produced by the [Committee on Publication Ethics](#) (COPE), the recommendations of the [International Committee of Medical Journal Editors](#) (ICMJE), and checklists and advice for good research reporting of the [EQUATOR network](#).

### IMJ's relationship with our Editorial team:

The role of the Editor is to publish and produce the best quality researches by providing necessary support as a team member. IMJ encourages [editorial freedom](#) and agrees to fully support editorial decisions and potentially controversial expressions of opinion by the Editorial team provided they are evidence based.

At the time of their appointment, all Editorial team members are provided with a written agreement that clearly states their responsibilities, rights, authority, and general terms of their appointment, and mechanisms for resolving conflict. The Editors are required to uphold and maintain Code of Conduct at all times. The purpose of our Code is to ensure that we, and all those with whom we collaborate closely, work well together towards our shared vision of a healthier world. In order to achieve this vision, it is vital that our Editors remain true to ethical values, and take a shared responsibility for protecting journal's reputation and trust.

### Editorial freedom:

IMJ abides by [the 'WAME statement on editorial freedom, duties and responsibilities'](#), which defines editorial freedom as Editors holding full authority over all editorial content for their journal and the timing of publication of that content. So there is no interfere in the evaluation, selection, scheduling, or editing of individual articles either directly or by creating an environment that strongly influences their decisions.

The IMJ is supported by an independent editorial advisory board team which assist the Editor in chief on editorial policy and content as well as help to establish and maintain editorial policy. Our Editorial team agrees to seek and engage a broad and diverse array of authors, reviewers, editorial board members and readers.

### Confidentiality:

We understand that manuscripts submitted to journals are privileged communications that are the

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author's private, confidential property, and authors may be harmed by premature disclosure of any or all of a manuscript's details. As such, IMJ Editorial team and publication staff, are required to keep all information about a submitted manuscript confidential, sharing it only with those involved in the evaluation, review, and publication processes.

IMJ Editorial team maintains the confidentiality of authors and peer-reviewers in accordance with [ICMJE policy](#). Editors agree to take all reasonable steps to check the facts in journal commentary and to adhere to best journalistic practices. Editors will not publish or publicize peer review comments without permission of the reviewer and author. In cases of breach of confidentiality by those involved in the peer-review process, Editorial team agrees to contact the involved parties and follow up on such cases until they are satisfactorily resolved.

#### **Peer review and timeliness:**

Editorial team agree to ensure that reviewer comments are properly assessed and interpreted in the context of their declared conflicts of interest. Articles authored by a member of a journal's editorial team are independently peer reviewed; an editor will have no input or influence on the peer review process or publication decision for their own article. They will do all they can to ensure timely processing of manuscripts. If the journal has no intention of proceeding with a manuscript during initial or peer-review process, the Editors will endeavor to reject the manuscript as soon as possible to allow authors to submit to a different journal.

#### **Competing interests:**

IMJ Editorial team agree to ensure all editorial decisions based on the relevance of a manuscript to the journal and on the manuscript's originality, quality, and contribution to evidence. They agree to ensure that those decisions will not be influenced by commercial interests or conflicts of Interest.

IMJ ensures the independence and integrity of published content. As such, prior to appointment, all of our editorial team members are required to disclose any conflicts of interest in accordance with the International Committee of Medical Journal Editors [uniform declaration of competing interests](#).

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## Publication Ethics

As per policy, the editorial board ensure that all manuscripts published in IMJ should be based upon morally acceptable research. The IMJ ensure that whether the authors has followed the World Medical Association's Declaration of Helsinki during research of in preparation of their manuscript. In this regards, the IMJ aim to appraise the ethical aspects of any type of submitted work that involves human participants and whatever descriptive label is given to that work including research, audit, and sometimes debate. This policy of IMJ has been developed with the help and advice of the Institutional Review Board (IRB) of Isra University Islamabad Campus, Islamabad.

**Ethical Approval letter:** IMJ policy focusses to the mandatory IRB or Ethical Review Board (ERB) or equivalent committee approval letter at the time of submission of manuscript. The letter should have reference number, with clear date, and counter signed by the chairman IRB/ERB.

**Appraisal of Ethical Issues:** Editorial appraisal of ethical issues goes beyond simply deciding whether participants in a study gave informed consent although this is, of course, one very important issue to consider. Editors used to judge whether the overall design and conduct of each piece of work is morally justifiable or not, by following questions:

- How much does this deviate from current normal (accepted, local) clinical practice?
- What is the (additional) burden imposed on the patients (or others)?
- What (additional) risks are posed to the patients (or others)?
- What benefit might accrue to the patients (or others)?
- What are the potential benefits to society (future patients)?
- In case of editor's apprehensions, and IRB/ERB approval, editors have the right to ask from authors more detailed information about their work like:
  - How they justified the ethical and moral basis of the work
  - To provide the contact details of the research ethics committee that reviewed the work, so that the journal can request further information and justification from that committee
  - To explain what ethical issues they considered and how they justified their work, for studies that have not been reviewed by research ethics committees or institutional review boards
- Editors may ask other editorial colleagues to evaluate the ethical aspects of an article, the authors' comments, and the response of the relevant research ethics committee to the journal's queries about ethics approval in light of COPE protocols

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**What happens when the journal considers a study to be unethical?** The IMJ believe that editors have a duty to take on issues of unethical audit or research, not to seek punishment for the authors, but to prevent unethical practice and to protect patients. In that case, the manuscript will be rejected by IMJ.

**Exceptional circumstances:** In rare instances the journal might publish an article despite ethics problems in the work it reported. The usual reason would be that work done in one setting might not reach the ethical standard of work done in another setting, because of differing local resources and standards for health care and research. In deciding to publish such an article, we would consider carefully the context of the study and aim to balance the overall benefit to society against the possible harm to the research participants.

**Manuscripts will be considered for publication only if the work described following points:**

- It follows international, national and institutional guidelines for the humane treatment of animals and complies with relevant legislation
- It has been approved by the ethics committee at the institution or practice at which the studies were conducted (where such a committee exists).
- Ethical approval of research involving animals: Even for animal studies, IRB/ERB approval letter will be a mandatory requirement at the time of submission of manuscript.

**Before a manuscript can be accepted, authors must:**

- Confirm that legal and ethical requirements have been met with regards to the humane treatment of animals described in the study
- Specify in the Materials or Methods section the ethical review committee approval process and the international, national, and/or institutional guidelines followed.
- Editors retain the right to reject manuscripts on the basis of ethical or animal welfare concerns.

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## Complaints Handling Policy

Complaints may provide an opportunity and a spur for improvement, and so IMJ aims to respond quickly, courteously, and constructively to the complaints made by our readers or authors. This policy procedure applies to the complaints that are related to the content, procedures or policies that are the responsibility of IMJ or our editorial staff. The complaints must relate to content or a procedure that was the responsibility of IMJ or our editorial staff. The IMJ define it as: "anything defined as a complaint by the complainant" and "anything we believe goes beyond an expression of disagreement with a decision and identifies a perceived failure of process or severe misjudgment". The procedure outlined below aims to be fair to those registering complaints and those complained about.

- The complaint should be directly emailed to [imj.isra@gmail.com](mailto:imj.isra@gmail.com)
- All complaints will be reviewed initially by our editorial team within 03 working days and an acknowledgement will be sent to the complainant.
- This team will direct the complaint to the relevant member of the editorial or publishing staff and escalate if required.
- In the case that this initial response is felt to be insufficient, the complainant can request that their complaint is escalated to a more senior member of the team.
- The outcome decision on the complaint made will be intimated to the complainant within one month
- If the complainant remains unhappy, complaints may be escalated to IMJ Editor in Chief, whose decision is final in view to satisfy and justify the complaint.

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### Advertising and sponsorship

Advertising and sponsorship are important to IMJ in helping us to provide value for our users. Our users and customers expect IMJ to be trustworthy, independent and to have integrity. Our advertising and sponsorship should support that expectation and these guidelines are to ensure the ethical boundaries as expected by regulatory bodies.

- IMJ accepts advertising for medical or health related products and services that are of interest to users in their personal and as well as professional lives. These advertisements or sponsorship should be decent, legal, truthful and comply with the relevant laws, regulations and industry codes for the geographic area in which they appear.
- IMJ does not allow advertising or sponsorship to influence editorial decisions.
- The advertisement features need to conform to IMJ specifications and published in such a way that readers should immediately be able to distinguish between advertising and editorial content.
- The advertisements and sponsorship should be delivered in context. Any surreptitious or subliminal advertising is not allowed.
- The sponsored content should be clearly identifiable and nature of any commercial relationship must be transparent to our users.
- Online advertising or sponsorship should not impede users' access to editorial content.
- Journal accept advertising and sponsorship from competitors only.
- Advertising and sponsorship are subject to editorial oversight.