This policy is revised in JAFMDC Editorial Board held on 22nd Aug 2022, keeping in view of HEC “Revision of Research Journals & Publication Policies Reference No 2 (22) R & D (SS & H)/HEC/2019?337
Aims & Scope:

The JAFMDC aims to encourage innovative academic research and provide a free platform for researchers who have made significant contributions to the medical community to publish their research in the form of original articles, systematic reviews/meta-analysis, short communications, and case reports. As a medical journal, our goal is to improve healthcare by focusing on all areas of health and medical sciences, including medical education. We publish articles related to medical, dental, nursing, and Allied health sciences.

Our journal is open access and double-blind peer-reviewed, ensuring high-quality medical research is disseminated worldwide with consistency in pursuing relevant scientific themes. We also aim to index our journal in various databases to make scientific medical literature from local context of Pakistani population and make it easily accessible globally.

Objectives:

Publish original, peer-reviewed articles with strong emphasis on quality and originality on a broad range of medical topics.

- Published article with high ethical standards.
- Promote critical thinking, ensure academic integrity, and encourage medical post-graduate and undergraduate students to expand their writing skills.
- Promote innovative developments in the medical sciences to improve health care practices.
- Update healthcare professionals, bio researchers and students about the recent developments and discoveries in health sciences.
• Provide physicians with continuing education in basic and clinical science to support informed clinical decisions.
• Synchronize the knowledge of physicians to remain informed in multiple areas of medical arena.
• Improve public health internationally by raising the quality of medical care, disease prevention, and research provided by an informed readership.
• Foster responsible and balanced debate on controversial issues that affect medicine and health care.
• Highlight common issues and trends in medicine and health care.
• Display social responsibility to improve wellbeing of individuals and integrity of science.
• Accomplish the highest level of ethical medical journalism.
• Achieve timely, credible, and informative publications.

Selection of Editorial Board:

JAFMDC is following the recommendations of HEC policies, International Committee of Medical Journal Editors (ICMJE),COPE guidelines in selection of editorial board, peer reviewer, authorship and all the steps till publication of articles.

- Editorial board will be headed by medical person.
- Chief editor will have editorship experience
- Highly qualified editorial members from various disciplines and capabilities will be selected by editor in chief.
- Editorial members will have strong research background
- 25% of the editorial board members will be selected from outside the institutes.
- To ensure smooth functioning of the journal, the editor will be responsible for conducting the Editorial Board meetings on regular basis.

Prof. Dr. Muhammad Saeed
MBBS, MPhil, FCPS, PhD (Pak)
Post Doctorate (UK)
Professor of Biochemistry
Principal
Aziz Fatimah Medical & Dental College
Faisalabad

West Canal Road, Old Ghafoor Bashir Children Hospital Building Faisalabad.
Tel: 041-8752931-5 | Fax: 041-8755031
Email: info@afmdc.edu.pk | Web: www.afmdc.edu.pk
Responsibilities of Editor

The Editor of JAFMDC is responsible for:

- Establishing and maintaining quality of the journal by publishing quality papers in his/her journal.
- Promotion of freedom of expression within the cultural, constitutional/legal framework,
- Providing integrity and credibility of the research contributions,
- Meeting the needs of authors and readers,
- Maintaining ethical standards of their journal,
- Providing corrigendum for any correction, clarification and apologies where required.

Good Practices For Their Job Would Include To:

- Encourage new ideas and suggestions of authors, peer reviewers, members of editorial board and readers for improving quality of journal,
- Apply the process of blind peer review in true letter and spirit,
- Promote innovative findings in respective field and publishing them on priority,
- Promote anti plagiarism policy.
- Educate contributors (authors) about ethical practices in research,
- Implement the journal’s policy without institutional pressure and revise the policy from time to time.

Publication Policies:

- The study has not been published (partly or as a whole) before or is not under consideration for publication elsewhere (except as an abstract or as part of a published lecture or academic thesis);
• Authorship will be according to the guidelines by ICMJE as required by PM&DC and HEC.
• A submitted article will be process through double blind peer review system by subject expert.
• Articles with the highest ethical standards with reverence to plagiarism will consider for publication.
• JAFMDC will accept manuscripts prepared in accordance with recommendations of ICMJE.
• Publication misconduct will be dealt with according to COPE guidelines.
• The journal also encourages the submission of useful reports of negative results.
• Any author can publish only one article in an issue as 1st author.
• The corresponding author is responsible for ensuring article publication has been approved by all co-authors.
• After the publication of the paper author dispute related issues will not be entertained.
• Any change in the authorship (such as addition or deletion of author(s) or change in the sequence of author list after submission of an article will not be entertained.
• Undertaking will be obtained from the author to prevent duplicate publication.
• Website for JAFMDC with complete archives will be maintained.
• Submission of article doesn’t guarantee the publication of article.
• Self-institutional authorship will not exceed 1/5th of total articles.
• Articles of editorial board members will not be published.
Plagiarism and Similarity Index:

- This journal seeks to advance the state of medical art by publishing the highest quality scientific research and such quality cannot be achieved if plagiarism is abided. A Plagiarism policy of journal will be as per HEC and PMDC guidelines.
- To check similarity index all articles will be processed through turnitin software. It is best anti-plagiarism application serving to promote academic reputation through original writing.
- As per HEC Guidelines If the report has similarity index ≤ 19%, then benefit of doubt may be given to the author but, in case, any single source has similarity index ≥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.
- After revision, it will be again processed through the same software for checking its originality. After satisfactory report, it will be sent to reviewers for peer review.
- Articles with similarity index within more than 19% will not be published.
- The similarities in the document may contain matches with author's previous work; it may be ignored if it is the same work.

ICMJE Recommendations for Authorship & Acknowledgement

Authorship Criteria:

The ICMJE recommends that authorship should be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work.
2. Drafting the work or revising it critically for important intellectual content.
3. Final approval of the version to be published.
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. All those designated as authors should meet all four criteria for authorship.

Acknowledgement Criteria:

Contributors who do not meet all the above mentioned four criteria for authorship, but helped in the study, may be listed in the acknowledgement section.

Contributions:

Detailed contribution made by each author will be required at the time of submission of the manuscript.

Peer Review Policy: (COPE guidelines/ICMJE).

We follow double blind peer review policy as per ICMJE criteria and COPE guidelines. Peer reviewers play a pivotal and critical part in the review process and ensuring the integrity of the scholarly record. Peer reviewer should be aware of ethical obligations recommended by COPE and review article with responsibility and unbiased. If reviewer has conflict of interest should report to editor to prevent bias.

Appropriate expert reviewers from various disciplines will be selected by editorial board for unbiased, independent, and critical assessment of articles to improve the quality of manuscript. Manuscript can be modified according to response of reviews of concerned specialties. Submitted manuscripts will initially undergo internal peer review. A manuscript with plagiarism and poor quality will be rejected in house and appropriate articles will be sent for double-blind external peer reviews by two subject experts.

Original articles authored by the editorial board will also be externally peer reviewed. Editorials authored by the editor-in-chief will not be subjected to an external peer review.
Ethical Guidelines for the Reviewers:

- Reviewer is expected to give constructive review in order to improve the article intellectually, avoiding the harsh language that might be the disappointment to the author.
- Give specific comments and suggestions, including about layout and format, title, abstract, introduction, graphical abstracts and/or highlights, method, statistical errors, results, conclusion/discussion, language and references.
- We follow peer review policy as per COPE guidelines visit COPE guidelines available at link: [https://publicationethics.org/files/Peer%20review%20guidelines.pdf](https://publicationethics.org/files/Peer%20review%20guidelines.pdf)
- Reviewers must treat any manuscripts they are asked to review as confidential documents. Since peer review is confidential, they must not share the review or information about the review with anyone without the agreement of the editors and authors involved. This applies both during and after the publication process.
- Any suggestion that the author includes citations to reviewers’ (or their associates’) work must be for genuine scientific reasons and not with the intention of increasing reviewers’ citation counts or enhancing the visibility of reviewers’ work (or that of their associates).
- If reviewer has any concerns about potential conflicts of interest, must consult the Editor.

Conflict Of Interest:

All participants including author, peer reviewer and editorial board must disclose conflict of interest if any. Reviewers and editorial board must rescue themselves from reviewing and taking final decisions about specific manuscript, if they have conflict of interest. (ICMJE guidelines)

Confidentiality

Prior to research, informed consent should be taken from each participant by researcher and personal information about the patients should be kept confidential. (ICMJE/COPE guideline)
All the manuscripts submitted to JAFMDC will be kept confidential as they are author’s private, confidential property. Peer Reviewers also must maintain confidentiality of reviewed manuscripts. This applies both during and after the publication process. Journal will keep record of published article for at least three years and rejected articles are deleted from backup (ICMJE/COPE criteria).

Timeliness

Editors will ensure timely processing of manuscripts with the resources available to them.

Copyright

Authors retain copyright of their work and can deposit their publication in any repository. The work can be freely shared and adapted provided that appropriate credit is given to actual source. JAFMDC is fully compliant with open access mandates, by publishing its articles under the Creative Commons Attribution-Noncommercial 4.0 International License.

Ethical Approval of Research:

Every original article submitted to JAFMDC should have the ethical approval by the ethical review board of the institution.

All case reports require an approval from the head of the department. A statement should be included showing informed consent prior publication of a case report.

Integrity:

Editorial decisions will be based on the relevance of a manuscript to the journal and on the manuscript’s originality, quality, and contribution to evidence about important question.
Correspondence:

Corresponding author of articles will have a responsibility to respond to substantial criticisms of their work using those same mechanisms and will be asked by editors to respond. Authors of correspondence will be asked to declare any competing or conflicting interest.

Dealing with Misconduct:

Retraction Policies:

Author found guilty in any type of misconduct including falsification/fabrication/plagiarism will be dealt with COPE guideline. Information on COPE Retraction Guidelines can be found on link below.

https://publicationethics.org/files/u661/Retractions_COPE_gline_final_3_Sept_09_2_.pdf

Data Access & Retention: If any query arises about the accuracy and research work then the author is bound to provide the raw data.

Image Manipulation: The author should ensure that the images included in the manuscript concerning data as a part of research should be free from manipulation. Suspicion of image manipulation will be dealt according to COPE guidelines.


Correction for Errors:

As suggested by ICMJE, corrections are needed for errors of fact. During proof stage, before publication, JAFMDC sends the final PDF version of the article to the corresponding author to identify any errors to be corrected by the journal and publish article after approval of the final version by the author.

Significant Errors identified after publication by authors or readers are corrected in PDF copy of the online version.
Publication Schedule and Number of Article:

JAFMDC is published biannually with two issues per year. Journal is published on regular basis and trying to improve standard in term of quality and material. Minimum five original articles per issue are published as per HEC Guidelines. We also encourage publishing of case report, systemic review or short communication/ commentaries and letter to editor.

Appeal Policy

The authors have rights to appeal regarding the decision taken by editorial board. They can send a letter to the editor for discussion with editorial board. Final decision will be taken by editor.

Data availability statement

Authors are encouraged to give the data availability statement in manuscript whether data supporting finding of article is publically available or available on request or not.

Digital Archiving Policy:

JAFMDC supports digital archiving to ensure the security and accessibility of the data. it maintains archives through CLOCKSS

Targeted Audience (who will able to publish article)

1. Medical and Dental Post Graduate Students
2. Researchers of medical field
3. Faculty of basic medical sciences
4. Faculty of clinical sciences
5. Consultant Physicians
6. Resident Medical Officers
7. General Medical and dental Practitioners
8. Medical and Dental Undergraduate Students
9. Health care administrators
10. Allied health care professionals
Topic Coverage

1. Articles on extensive range of basic and clinical medical sciences.
2. Updates / Advances in the disciplines of dental field.
3. Continuing education in basic and clinical sciences.
4. Emerging developments in medical arena.
5. Prevalent diseases in our country and their prevention.
6. Biomedical ethics.
7. Current trends in Medical Education.

Types of Manuscript

1. Editorial (Invited)
2. Original Article
3. Review Article
4. Short Communication/ Commentary
5. Opinions/ Perspectives
6. Case report
7. Letter to editor
8. Others (students corner)

Processing & Publication

JAFMDC do not charge any processing and publication charges as it aim is to disseminate quality scientific research work at free of cost.

 Provision of printed copies to authors: Complimentary copies are provided to all authors of articles published in JAFMDC free of cost.

Subscription Details: All subscribers receive free hard copy of journal.
Website/ Online Publication

- This journal has an active website. http://journal.afmdc.edu.pk
- Open journal system (OJS): Submission, review and all processing of the articles will be through OJS system. OJS is a journal management and publishing system that assists with every stage of the refereed publishing process, from submissions through to online publication and indexing.
- Online availability of the updated issues of journal will be assured.
- The citation record of the journal will be updated regularly on the website.
- Archives of previous ten years published issues of the journal will be available on the journal website.

Important Links:

- Ethical Guidelines for Journals Ethical Guidelines For the Editors:
- How to Interpret Originality Report (Guidelines):
- Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals (ICMJE).
- COPE Ethical Guidelines for Peer Reviewers:
- COPE guideline for retraction can be accessed through following link
  https://publicationethics.org/retraction-
Appendices

Appendix I  Editorial processing flow chart

Appendex II  Authors Agreement Form
Editorial Processing

Author Submits Article to Journal through OJS

Initial Editorial Triage along with Plagiarism check & internal review

Rejects after Screening

Peer Reviewer 1

Peer Reviewer 2

Author makes Revision

Editor Assessment of Review

Minor or Major Revision Required

Rejected

Accepted

Layout Editing

Copy Editing

Author Proof Reading

Format Conversion

Appendix 1
Editorial Processing flowchart
Ref No: JAFMDC/
Date:

It is hereby submitted that I/We have seen / approved the final version of Manuscript titled as:

________________________________________

Article Type: __________________________

Under taking:

The undersigned material submitted to JAFMDC is new and original and has not submitted anywhere for concurrent consideration neither it has been published in any other Medical Journal.

The editors of JAFMDC have right to suggest changes, hold or reject from publication at any stage. The editors also hold the right to retract published article on account of ethical misconduct after the printing of any article according to guidelines of Committee on Publication Ethics (COPE).

We appreciate human / animal studies undertaken as part of the research from which this manuscript was obtained are in compliance with regulation of our institution(s) and should be accepted by guidelines and policies governing such work.

Disclaimer: Declare below if the abstract has been previously presented or published in conference or a part of the research, M.Phil., PhD thesis project or any other relevant information about this.

☐ Yes  ☐ No

If yes specify here: __________________________

Conflict of interest:  ☐ Yes  ☐ No

☐ Yes  ☐ No

Funding disclosure:  ☐ Yes  ☐ No

If yes specify here: __________________________
Journal of Aziz Fatima Medical and Dental College
Authors Agreement Form

Ensure that the names are written in order of which they should appear in article in sequence (maximum 6)

<table>
<thead>
<tr>
<th>Author No.</th>
<th>Name</th>
<th>Designation/Department</th>
<th>Affiliation</th>
<th>Email</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Author No.</th>
<th>Name</th>
<th>Author's Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Corresponding Author Declaration:
I ___________________________, corresponding author of this manuscript, certify that all the information given above is correct and approved by all co-authors.

ICMJE Authorship Criteria: All authors should meet all four of the following 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 who do not meet all the above mentioned four criteria for authorship, but helped in the study, may be listed in the acknowledgement section

Under taking: | Journal Of' Aziz Fatima Medical and Dental College
Journal of Aziz Fatima Medical and Dental College

Authors Agreement Form

Guideline for authors

Manuscript Formatting:

The article should be formatted accordingly on MS Word:

- Font Type: Times New Roman
- Font Size: 14 for article title, 12 for article text
- Line spacing should be set at 1.5 throughout the text
- Alignment: Justified throughout
- Page numbers should be added
- References should be of within 5 years
- References in text must be numerical and in superscript form

Submission:
Submit manuscript through our online journal management system available at http://journal.afmde.edu.pk/index.php/AFMDC

Manuscript Word Count

<table>
<thead>
<tr>
<th>Sr #</th>
<th>Type of Article</th>
<th>Abstract Type &amp; Word Count</th>
<th>Total Word Count (Max)</th>
<th>References (Max)</th>
<th>Tables or Figures (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review Article</td>
<td>Unstructured 150 words</td>
<td>4000</td>
<td>35</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Original Article</td>
<td>Structured 250 words</td>
<td>3000</td>
<td>25</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Short Communication /Commentary/ Opinion/Perspectives</td>
<td>Unstructured 150 words</td>
<td>1500</td>
<td>20</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Case Report</td>
<td>Unstructured 150 words</td>
<td>1250</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Letter to Editor</td>
<td>-</td>
<td>400</td>
<td>5</td>
<td>1</td>
</tr>
</tbody>
</table>

| 3 | Journal Of Aziz Fatima Medical and Dental College |