

ETHICAL GUIDELINES FOR AUTHORS

Publishing Responsibilities of Authors

The publication of an article in a peer-reviewed journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of work of the author and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is, therefore, important to agree upon the standards of expected ethical behavior.

Authorship Criteria

Authorship credit should be based only on substantial contributions to each of the four components mentioned herewith:

1. Concept and design of the study or acquisition of data or analysis and interpretation of the data
2. Drafting the article 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 study in ensuring that questions related to the accuracy or integrity of any part of the study are appropriately investigated and resolved

Participation solely in the acquisition of funding or collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Every contributor should have participated sufficiently in the study, to take public responsibility for appropriate portions of the content of the manuscript. The order of naming the contributors has to be based on the relative contribution of the contributor toward the study and writing of the manuscript. Once submitted, the order cannot be changed without a written consent of all the contributors.

Contribution Details

The contributors should provide a description of contributions made by each of them toward the manuscript. The description should be divided into the following categories, as applicable: Concept, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing, and manuscript review. The authors' contributions would be printed along with the article. One or more author should take responsibility for the integrity of the study as a whole, from its inception to the published article, and should be designated as the 'guarantor'. The authors should also disclose the source of financial support for the project.

Conducting research

Reporting standards

Authors of reports of original researches should present an accurate account of the studies performed, as well as an objective discussion of their significance. The underlying data should be represented accurately in the article. An article should contain sufficient details and references to permit others to replicate the study. Fraudulent or knowingly inaccurate statements constituted unethical behavior and were unacceptable. Review and professional publication articles should also be accurate and objective, and editorial 'opinion' studies should be identified as such.

Hazards and human or animal subjects

If the study involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript. In the original research category if the study involves animal / human subjects and / human specimens eg extracted tooth part /soft tissue etc as a elemental part of the study, the author must ensure that the manuscript contains a statement stating that, 'all procedures have been performed in compliance with the relevant laws and institutional guidelines' and that 'the appropriate Institutional Committee(s) has approved of them'. Authors submitting their manuscript in the clinical science and techniques / case report category must include a statement in the manuscript stating that the 'informed consent has been obtained for experimentation with human subjects' for the performed technique / investigation involving human specimens (eg tooth part / soft tissue biopsy etc). The privacy rights of human subjects must always be observed.

Use of patient images or case details

Studies on patients or volunteers require approval from the Ethics Committee and informed consent, which must be documented in the article.

The appropriate consents, permissions, and releases must be obtained where an author wishes to include case details or other personal information or images of patients or any other individuals, in a Medknow Publication. Written consents must be retained by the author and copies of the consents or evidence that such consents have been obtained must be provided to Medknow, on request.

Where children are concerned (in particular where a child has special needs or learning disabilities) particular care must be taken when obtaining consent. Particular care must also be taken where an individual's head or face appears or where a reference is made to an individual's name or other personal details.

Writing an Article

No Prior Publication or Duplicate Submissions.

Manuscripts are considered for publication only if they are not under consideration by other journals and have not been published previously in the same or substantially similar form. The submitting authors must attest their compliance to this requirement in their cover letters. If a prior or duplicate publication is discovered, the Editor will address the matter with the affected author/s and the other

journal's editor, following guidelines published by the International Committee of Medical Journal Editors ([ICJME](#)) and by the Committee on Publication Ethics.

Originality and plagiarism

The authors must ensure that they have written entirely original studies, and if the authors have used the studies and/or words of others, then this has to be appropriately cited or quoted.

Plagiarism takes many forms, from 'passing off' another's article as the author's own article to copying or paraphrasing substantial parts of another's article (without attribution) to claiming results from a research conducted by others. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

Data access and retention

Authors may be asked to provide the raw data in connection with an article, for an editorial review. They must be prepared to provide public access to such data (consistent with the Association of Learned and Professional Society Publishers ([ALPSP - Scientific, Technical, and Medical \(STM\) Statement on Data and Databases](#)) if feasible, and in any event, must be prepared to retain such data for a reasonable amount of time after publication.

Multiple, redundant or concurrent publication

An author should not, in general, publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

In general, an author should not submit, for consideration in another journal, a previously published article. Publication of some types of articles (e.g., clinical guidelines, translations) in more than one journal is sometimes justifiable, provided certain conditions are met. The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication. Further details on the acceptable forms of secondary publications can be found at <http://www.icmje.org>.

Acknowledgment of sources

Proper acknowledgment of others studies must always be given. Authors should cite publications that have been influential in determining the nature of the reported study. Information obtained privately, as in conversation, correspondence or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as, refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the study involved in those services.

Disclosure and conflicts of interest

A conflict of interest may exist when an author or the author's institution has a financial or other relationship with other people or organizations that may inappropriately influence the author's study. The conflict can be actual or potential, and full disclosure to the journal is the safest course. All submissions must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest. The journal may use such information as a basis for editorial decisions and may publish such disclosures if they are believed to be important to readers in judging the manuscript. A decision may be made by the journal not to publish on the basis of the declared conflict. At the end of the text, under a subheading 'Disclosure Statement', all authors must disclose any actual or potential conflict of interest, including any financial, personal or other relationships with other people or organizations within three years of starting the study which could inappropriately influence (bias) their study.

Examples of potential conflicts of interest that should be disclosed include, employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible.

All sources of financial support for the project should be disclosed. This declaration (with the heading 'Role of the funding source') should be made in a separate section of the text and placed before the References.

Authors must describe the role of the study sponsor(s), if any, in the study design, in the collection, analysis, and interpretation of data, in the writing of the report, and in the decision to submit the article for publication.

Fundamental errors in the published studies

When an author discovers a significant error or inaccuracy in his/her own published study, it is the author's responsibility to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the article. If the editor or the publisher learns from a third party that a published study contains a significant error, it is the responsibility of the author to promptly retract or correct the article or provide evidence to the editor of the correctness of the original article.

Authorship

Authorship of the article

Authorship must be limited to those who have made a significant contribution to the conception, design, execution or interpretation of the reported study. All those who have made significant contributions must be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they must be acknowledged or listed as contributors.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included in the article, and that all co-authors have seen and approved the final version of the article and have agreed to its submission for publication.

Changes to authorship

This policy concerns the addition, deletion or rearrangement of author names in the authorship of accepted manuscripts. Note that The Lancet, Cell, and journals published by Elsevier, on behalf of learned societies, may have different policies.

Before the accepted manuscript is published in an online issue:

Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager by the corresponding author of the accepted manuscript, and must include:

1. The reason why the name should be added or removed, or the author names rearranged
2. Written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed

Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure described above.

Note that:

- Journal Managers will inform the Journal Editors of any such requests
- Publication of the accepted manuscript in an online issue is suspended until authorship has been agreed
- After the accepted manuscript has been published in an online issue: Any requests to add, delete or rearrange author names in an article published in an online issue will follow the same policies as noted above and may result in a corrigendum.