

JCRI - Policies on ethics & Malpractice, Conflict of Interest, Human and animal rights, and Informed Consent

Ethics

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 the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the society of society-owned or sponsored journals.

JCRI is committed to meeting and upholding standards of ethical behavior at all stages of the publication process. We follow closely the industry associations, such as the Committee on Publication Ethics (COPE), International Committee of Medical Journal Editors (ICMJE) and World Association of Medical Editors (WAME), that set standards and provide guidelines for best practices in order to meet these requirements.

This section is designed to help everyone engaged in the journal publication process; namely, editors, authors, and manuscript reviewers and referees.

We are confident that unambiguous and consistent guidelines will enhance the quality of published research, and ensure a process is in place to respond to a situation where ethics may have been transgressed.

Editors

We ask editors to make every reasonable effort to ensure the following criteria are taken into account for those submitted manuscripts they deem worthy of consideration by peer review.

1. Unbiased consideration should be given to each manuscript, judging each on its merits without regard to the race, religion, nationality, sex, seniority, or institutional affiliation of the author.
2. Manuscripts should be dealt with and processed with reasonable speed and efficiency.
3. Editors have sole responsibility for the acceptance or rejection of a manuscript. While an editor may seek guidance via peer review, she or he may reject a manuscript without review if considered inappropriate for the journal.
4. The peer-review process must be confidential and rendered anonymous.

5. Conflicts of interest must be declared.
6. If an editor receives a challenge to the authenticity of a published article, she or he will consult with INS Journals, and where appropriate members of the editorial board, in confidence. Where the editor and INS Journals subsequently secure evidence that authenticity has been compromised, in any of the following ways – the main substance of a published article is erroneous; the article contains material which has not been properly acknowledged or cited; the article's authorship is incorrect or incomplete; or the article contains a libel – the editor and INS Journals will facilitate publication of an appropriate correction, a Statement of Retraction, or, in extremis, the withdrawal and removal of the article.

Authors

1. Authors must present an accurate account of the research performed, and offer an objective discussion of its significance.
2. The article must contain sufficient detail and reference to public sources of information to permit the author's peers to repeat the work.
3. Authors must cite all relevant references.
4. Authors must identify any hazards inherent in conducting the research.
5. Authors must declare conflicts of interest.
6. Authors must avoid fragmenting research to maximize the number of articles submitted.
7. Authors must not submit the same or similar articles to any other journal or publication medium.
8. While an experimental or theoretical study may sometimes justify criticism of the work of another scientist, in no circumstances is personal criticism appropriate.
9. "Co-authors" are defined as any person who has made a significant scientific contribution to the work reported, and who shares responsibility and accountability for the results.

We require that, prior to publication; authors sign a set of warranties to these effects via a Copyright Transfer Form. If appropriate, authors should also ensure that patient consent is sort and granted.

Referees and Peer Reviewers

We ask referees and peer reviewers to make every reasonable effort to ensure the following criteria are taken into account for those submitted manuscripts they have agreed to peer review:

1. without regard to the race, religion, nationality, sex, seniority, or institutional affiliation of the author.
2. Manuscripts should be dealt with and processed with reasonable speed and efficiency.
3. The quality of the manuscript, and its experimental and theoretical work, its interpretations, and its exposition, will be judged objectively.

4. The peer-review process will be kept confidential.
5. Conflicts of interest must be declared.
6. Referees' judgments must be explained and supported. Any statement that an observation, derivation, or argument had been previously reported must be accompanied by the relevant citation, and unsupported assertions must be avoided.
7. While the review of a manuscript may justify criticism, even severe criticism, under no circumstances is personal or malicious criticism of the author appropriate or acceptable.

Post-publication correction policy

The moment an article is published (even if only online) it enters the scientific literature as the "version of scholarly record" and becomes a fixed-state document available for citation by other journal articles. In consequence, INS Journals does not allow amendments to articles after publication, other than by means of publishing an erratum or corrigendum.

If journal articles were to become subject to continued revision after initial publication they would no longer play the role of "the minutes of science", which capture the authors' conclusions at a specific point of time.

There are some exceptions to this rule; particularly cases where we may consider it permissible to correct errors in an Early Online/Online First (ahead of print) article prior to its publication in a print issue. Examples include:

1. Spelling errors in the article metadata may be corrected, for example author names, article title or keywords.
2. Updates to the corresponding author's contact information if it has changed since submission (although the affiliation line should still reflect the author's institution at the point of submission).
3. Poor resolution or black & white figures may be replaced by high resolution or colour versions of the same graphic.
4. "In press" references can be updated with the final citation information.

Significant changes to Early Online articles will normally be accompanied by a Notice of Correction at the end of the reference section detailing post-publication amendments.

Once an article appears in an issue, the option for further amendments is closed off entirely and details such as the corresponding author's contact information or "in press" reference citations are locked down permanently.

Conflict of Interest

Authors are required to disclose all sources of institutional, private and corporate financial support for their study. Donors of materials (for free or at a discount from current rates) should be named in the source of funding and their location (town, state/county, country) included. Other donors will be identified in the text. If no funding has been available other than that of the author's institution, this should be specified upon submission. Authors are also required to disclose any potential conflict of interest. These include financial interests (for example patent, ownership, stock ownership, consultancies, speaker's fee,) or provision of study materials by their manufacturer for free or at a discount from current rates. Author's conflict of interest (or information specifying the absence of conflicts of interest) and the sources of funding for the research will be published under a separate heading entitled "Conflict of Interest and Sources of Funding Statement". Any experiments involving animals must be demonstrated to be ethically acceptable and where relevant conform to national guidelines for animal usage in research

Human and Animal Rights

Journal of Advanced Clinical & Research Insights encourages authors submitting manuscripts reporting from a clinical trial to register the trials registries & bear a clinical trial registration number and name of the trial.

Authors must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of the Declaration of Helsinki. The Journal retains the right to reject any manuscript on the basis of unethical conduct of either human or animal studies. All investigations on human subjects must include a statement that the subject gave informed consent. Patient anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human subjects being recognized or an eye bar should be used.

Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT statement (Moher D, Schulz KF, Altman DG: The CONSORT Statement: Revised Recommendations for Improving the Quality of Reports of Parallel-Group Randomized Trials. *Ann Intern Med.* 2001;134:657-662, also available at <http://www.nlm.nih.gov/mesh/meshhome.html>

Consent for Identifying Information

If any identifying information is included in any part of the manuscript, you must obtain a written, informed consent from the patient and submit a copy of the document to the **JCRI** Editorial Office.