

Ethics and Malpractice Statement

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- All relevant potential conflicts of interest for each named author and/or a statement of no-conflicts, if there are none relevant to the contents of the article for any author (s).
- Disclosure of how the article is funded, and specifically, the disclosure of any and all pharmaceutical company funding (partial or total) OR a statement that there was no involvement of a pharmaceutical/other company (if this is the case).
- Comprehensive explanation of the role of the sponsors in article preparation (if the article is sponsored in part or whole).
- Disclosure of any medical writing/editorial assistance with the preparation of the article (the medical communication agency and the individuals involved need to be named).

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The intent of this policy is not to prevent authors with any particular relationship or interest from publishing their work, but rather to adopt transparency such that reviewers, editors, the publisher, and most importantly, readers can make objective judgements concerning the work product.

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Guidelines on the Ethics of Journal Publishing

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.

- 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.
- Manuscripts should be dealt with and processed with reasonable speed and efficiency.
- 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.
- The peer-review process must be confidential and rendered anonymous.
- Conflicts of interest must be declared.
- If an editor receives a challenge to the authenticity of a published article, she or he will consult with Jaypee Journals, and where appropriate members of the editorial board, in confidence. Where the editor and Jaypee 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 Jaypee Journals will facilitate publication of an appropriate correction, a Statement of Retraction, or in extremis, the withdrawal and removal of the article.

Authors

- Authors must present an accurate account of the research performed, and offer an objective discussion of its significance.
- The article must contain sufficient detail and reference to public sources of information to permit the author's peers to repeat the work.
- Authors must cite all relevant references.
- Authors must identify any hazards inherent in conducting the research.
- Authors must declare conflicts of interest.
- Authors must avoid fragmenting research to maximize the number of articles submitted.
- Authors must not submit the same or similar articles to any other journal or publication medium.
- While an experimental or theoretical study may sometimes justify criticism of the work of another scientist, in no circumstances is personal criticism appropriate.
- '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.

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Plagiarized and fraudulent published data will lead to withdrawal and removal of the article.

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:

- 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.
- Manuscripts should be dealt with and processed with reasonable speed and efficiency.
- The quality of the manuscript, and its experimental and theoretical work, its interpretations, and its exposition, will be judged objectively.
- The peer-review process will be kept confidential.
- Conflicts of interest must be declared.
- 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.
- 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, Jaypee 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 (ahead of print) article prior to its publication in a print issue. Examples include:

- Spelling errors in the article metadata may be corrected, for example author names, article title or keywords.
- 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).
- Poor resolution or black and white figures may be replaced by high resolution or color versions of the same graphic.
- '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.

Use of Color

Some journals offer a limited number of free color pages within the annual page allowance. If there is no free color allowance, authors are required to pay the requisite charges.

Authors should therefore restrict their use of color to situations where it is necessary on scientific, and not merely cosmetic, grounds. Any use of color in print shall be at the Editor's discretion.

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- International Science Editing (www.internationalscienceediting.com) have over 20 years experience in helping non-English speaking authors prepare their papers for publication. They only use specific subject specialist, PhD qualified editors. International Science Editing are based in Ireland and provide extensive support for Chinese authors through their dedicated support office in Suzhou, China (www.internationalscienceediting.cn).
- Semos provides translations, specializing in rush jobs, rarer languages and all technical and scientific texts. Their website is www.semos.co.uk.
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- Cambridge Language Consultants and Genedits offer language editing, editorial advice, data analysis, and have a great deal of experience in dealing with Asian authors in particular. Their websites are www.camlang.com/profile.cfm and www.genedits.com/profile.cfm.
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- SPI Publisher Services provides English-language editorial guidance and language polishing. Their website is www.prof-editing.com.
- ATECS - Text Editing offers a professional, confidential and rapid text editing/correction service. They can improve the correctness and clarity of the English in your journal article, research proposal, dissertation, thesis or conference paper. Their website is www.atecs-text-editing.com.
- English Polishing Ink offers English-language help and language polishing. They can be contacted at englishpolish@optusnet.com.au (Website under construction).
- The Translation Unit offers translation services in many languages and subject areas. They can be contacted at jfrb@btopenworld.com.