

AAMC PUBLICATION POLICY



RESEARCH ADVISORY COMMITTEE AL-ALEEM MEDICAL COLLEGE, LAHORE

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1. Introduction

This policy sets out requirements to cover all research outputs produced at the various departments of the Al-Aleem Medical College (AAMC) and Gulab Devi Teaching Hospital (GDH) to ensure that they have maximum reach, follow best practice and comply with publication requirements, whilst enabling faculty/students to publish their research outputs with a publisher of their choice. Each research proposal within the institutional domains will be subjected to the approval of Institutional Review Board (IRB) that will also include ethical approval of the research prior to the data collection. The policy is in line with the guidelines and the publication policies of the regulatory and accreditation institutions i.e. Pakistan Medical & Dental Council and the University of Health Sciences, Lahore.

In case of joint ventures and sponsored research full and immediate open access to research outputs require authors to assert their right to retain copyright and make their accepted manuscripts open access immediately on publication. This policy not only ensures that these requirements are met, but goes further to ensure best practice is followed, ensuring maximum reach for research that is produced at the Al-Aleem Medical College and Gulab Devi Teaching Hospital Lahore.

This policy will be reviewed and approved by the Research Advisory Committee time to time as and when required by IRB of AAMC and accreditation bodies.

Those authors (students/faculty) who will publish the research products produced within the AAMC/GDH after they have left the institution it shall be mandatory for them to reflect their affiliation with AAMC/GDH.

2. Ownership

The Director Institutional Review Board (IRB) and Chairman Research Advisory Committee will own and manage this policy on behalf of AAMC.

3. Policy Statement

3.1 Institutional Affiliation

Authors must use a standardized institutional affiliation “AAMC/GDH” in all research outputs to ensure clear affiliation with AAMC

3.2 Publication

- i. The institution AAMC expects faculty members or enrolled as undergraduate or postgraduate student will be considered as an author on a research output to accept personal responsibility for ensuring that they are familiar with the contents of the output; be able to justify the research outlined in the output; and be able to identify their contribution.
- ii. An author of a research output should have made a significant contribution to the output and shares responsibility and accountability for the results reported. Lesser contributions by others should be listed in the acknowledgment section, if applicable. AAMC/GDH treats unfair or exploitative practices in relation to academic

collaboration, co-authorship or recognising contributions as a matter of research misconduct, to be investigated and handled as per the institutional Research

3.3 Ethics Code & Procedures

- i. An administrative relationship to a study or a relationship as supervisor or being responsible for the sponsor/ funding does not necessarily qualify a person for authorship. If a Supervisor has contributed to the research output, then they should be credited appropriately for their contribution.
- ii. The submitting author should always send all co-authors the final draft of the output and receive their approval before submission and publication of the output.
- iii. If the research has been sponsored/funded, then this must be acknowledged including the grant number

3.4 Authorship in Community Medicine Research Projects

- i. 4th year MBBS students undertaking research as part of their curriculum under the supervision of the Department of Community Medicine may pursue for publication within 2 years after the completion of their research projects. After which the data may be processed and published solely by Department of Community Medicine, AAMC.
- ii. Only those projects will be allowed to proceed for publication that have got approval from IRB of AAMC and have deposited the original data forms in hard and soft forms in the data warehouse of the Department of Community Medicine
- iii. Authorship will be based on students' contribution to the research project and manuscript preparation as evaluated by research batch tutor and supervisor (Dept. of Community Medicine).
- iv. Students will prepare their manuscript under the guidance of tutors/ supervisors allocated by Department of Community Medicine. And will submit their manuscripts to prospective journals after consultation with HOD/ Professor, Department of Community Medicine.
- v. Authors will submit one copy of the manuscript to the Department of Community Medicine for record purposes.
- vi. Upon publication of a research paper, the authors are required to submit a copy of their published article to Department of Community Medicine for their research repository.

3.5 Choice of Publisher

- i. The AAMC/GDH respects that the choice of where to publish rests with the researcher/s. However, there are a growing number of predatory publishers and researcher/s who would like to have a publisher/journal checked, can do so through the Research Support team prior to submission in relation to the quality/suitability of a publisher. In the first instance researcher/s are advised to speak with their research supervisor and the seek the Research Advisory Committee technical assistance through their supervisors.
- ii. Wherever possible research should be communicated beyond academia, in order to engage with all relevant stakeholders including the government, industry, and non-academic partner organizations. The institution expects staff to be proactive in

ensuring that the cultural, societal, and economic benefits of their research are fully realised, recognizing that the work to achieve this may go beyond the traditional definitions of research.

- iii. Researchers must create bibliographic records within the AAMC research institutional repository (DME/IT) for all research outputs they have authored/co-authored. Where appropriate, these records should be linked to relevant projects/datasets/impacts/research activities in the Department of Medical Education (DME) of AAMC. it must be done no later than on acceptance for publication and be updated when published
- iv. Researchers must deposit into DME/IT of AAMC accepted manuscript (sometimes referred to as the post-print, or final author version of the full text), attached to the appropriate bibliographic record, for all text-based research outputs immediately on acceptance, and no later than one month after acceptance. All non-textual research outputs where possible should be integrated into a non-textual template that can then have a doi (digital object identifier)
- v. The accepted manuscript will be made accessible to the public (through AAMC website) on the date of first online publication

3.6 Data Availability Statement

All submitted manuscripts for journal articles must include a data statement, even when no new data has been generated or the data is inaccessible. The statement informs readers where the associated underlying research data is available and how they can be accessed (usually through creation of a dataset, that is accessed via a doi).

3.7 Exceptions

AAMC recognises that there will be situations where scholarly outputs are the result of a collaboration of researchers who are not employed by the AAMC/GDH. In working in collaboration AAMC/GDH researchers are expected to communicate the publication policy requirements to their collaborators on commencement of work, and where the policy cannot be followed, permission needs to be obtained from the Head of IRB AAMC and Research Advisory Committee prior to outputs being submitted for publication (even in instances where the lead author is or isn't affiliated with AAMC/GDH).

PROF. DR. M. ASHRAF MAJROOH
Chairperson,
Research Advisory Committee
Al-Aleem Medical College, Lahore

RESEARCH PROPOSAL PROFORMA

Synopsis or (Research Proposal) Format

The students must use the given template for preparation of research synopsis as per guideline provided in the following table:

Title of Proposed Project. Properly phrased must reflect main objective, study population and location of study. There should be no abbreviation in the title and it must not exceed 25 to 30 words
Introduction It should be of 1-2 pages reflecting background and depth of the problem in global, regional and local context and it must also reflect the rationale of the research study with logical reasoning.
Objectives of the study/Hypothesis: Specific statement about what you are actually going to find out from the study. The objectives must be phrased in terms of specific, measurable and achievable sense. If study is analytical then research hypothesis must be stated
Operational definitions: Operational definitions for those specific terms and conditions that needs specific description in the context of current study. For example critical cut-off values for malnutrition, anemia diabetes, hypertension or case definition of diseases and risk factors. If some criteria or case definition is adopted from literature then give source and reference
Methodology Methodology includes many subheadings e.g. study design, setting, duration, sample size, sampling technique, inclusion criteria, exclusion criteria, operational definitions and data analysis plan Study design: An epidemiological study design relevant to the study title and objectives. Give justification how this design will help to achieve the study objectives Study settings: Brief description of the place where the study is going to be conducted. The setting will be described in such a way that the reader in any corner of world gets an orientation of where this study was conducted, what is the strength and credential of the institution where the research is being carried out Study duration: Duration with tentative dates of commencement and completion of the study. The study duration must be added after completion of study work plan/Gantt Chart of the study Sample size: Sample size must be estimated according to the study objectives and the data analysis plan to be used. Mention the software and the inputs for sample size estimation. If it is not estimated give justification of selected sample size Sampling technique: Must be matching with the selected study design and objectives. Broad classification, probability or non-probability and sub type under these broad classifications must be mentioned. The detail of the selected technique must be reflected in the data collection procedure. For example if selected sampling technique is systematic random sampling then it

should be mentioned in data collection procedure how the systematic sampling in your research will be carried out

Inclusion criteria and exclusion criteria: Inclusion criteria operational conditions for the subjects to be enrolled for the study and exclusion criteria for those who fulfill the inclusion criteria but due to some other reasons excluded from the study enrolment.

Data collection procedure: This is the description of all those events by which a data collection team or individuals locate, identify and access the study subjects. It includes whole of the enrolment process. Data collection procedure is narrated in such a way that it should reflect the level of efforts in the research study. The availability and the sources of the material used in research must be clearly mentioned. In case of experimental studies, drugs, reagents and supplies from institutional or sponsored sources must also be clearly mentioned in data collection procedures. If research is expected to be sponsored by some funding agency, donor and private entrepreneur then the financial proposal must be submitted along with the technical proposal as synopsis.

Data Analysis plan: This is the reflection of key variables, their types (Qualitative sub type ordinal or nominal and Quantitative sub types continuous or discrete), descriptive and inferential statistical procedures and software used for the analysis. It also includes the data presentation

Data dissemination: Mention the stakeholders to whom report will be shared and disseminated and modes of dissemination such as:

- Report submission as academic requirement thesis/dissertation
- Research Publications in peer reviewed journals

Ethical Consideration:

Anticipated ethical issues associated with the selected research design & methodology e.g. unusual side effects, risk benefit analysis and disclosure of information to the willing and eligible subjects is required in experimental studies. Consent and other social issues that may arise due to the other selected study designs must also to be anticipated and addressed