

AAMC PUBLICATION POLICY



RESEARCH CELL
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).

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