

Editorial Policy of Journal of Kathmandu Medical College (JKMC)

1. Journal of Kathmandu Medical College (JKMC) is a multi-disciplinary, open-access, peer-reviewed, quarterly journal. It is currently in the process of indexing in the PubMed.
2. Affairs of the journal will be orderly, transparent, effective, and above all, highly professional.
3. All the manuscripts will be peer reviewed. Neither the authors nor the reviewers shall be knowledgeable of each other's identity.
4. Any technical/ethical or other issues or disputes will be solved as per internationally accepted norms and standards. JKMC typically follows guidelines laid by ICMJE, WAME, CSE and COPE as the standard ones in these regards.
5. In all cases the decision of the Editorial Board of JKMC will be final and binding.
6. The editors reserve the right to make literary corrections in the manuscript. The authors may comment upon them during final proof-reading but final decision will be made by the Editorial Board.
7. Editorial board will be revised every two years.

Sections, Format and language

1. Sections typically appearing in the journal will be editorials, original research articles, case report/series, reviews, short communications/perspectives, book reviews, *student JKMC*, and letters to editor. Specially invited articles may be published on relevant topics.
Details of these will be made available in print in every issue of the journal as well as in our website under the section 'Guidelines on Individual Article Types'.
2. Journal will be published in colour format in the online version. The print version will be in grey scale except for the headings. If an author wishes that any part of the manuscript be published in colour, s/he can make a request and, if accepted by the Editorial Board, will have to pay for the additional costs.
3. Publication language will be British (UK) English.

Authorship

1. JKMC follows the criteria laid down by ICMJE in its Uniform Requirements for Manuscripts submitted to Biomedical Journals regarding Authorship and Contributorship. The ICJME has recommended the following criteria for authorship:

- Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published.
Authors should meet conditions 1, 2, and 3.
 - When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship/contributorship defined above, and editors will ask these individuals to complete journal-specific author and conflict-of-interest disclosure forms. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments. The NLM indexes the group name and the names of individuals the group has identified as being directly responsible for the manuscript; it also lists the names of collaborators if they are listed in Acknowledgments.
 - Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.
 - All persons designated as authors should qualify for authorship, and all those who qualify should be listed.
 - Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
2. JKMC discourages fake/ghost/honorary authorship.
 3. Please refer to our declaration file for the terms before submitting your manuscript. JKMC requires all authors to sign the declaration file while submitting manuscript for publication.
 4. Any change in authorship later on should be corresponded in time to the editor and a signed letter from all the authors, along with a valid justification of the change is expected.

Ethical issues

1. Every research work submitted should have been approved by concerned authority before the study was commenced and the manuscript submitted for that work should have been prepared after the study was conducted.
Similarly, every case report/series should be prepared only after proper consent has been obtained from the concerned patients/guardian, whichever appropriate. However, we do NOT require these documents to be attached during the

manuscript submission. If deemed necessary, the Editorial Board might ask for it and the author needs to present a copy of the ethical clearance to the journal.

2. Studies involving animal and plants will have to submit a copy of ethical clearance during submission of the manuscript compulsorily.

Statistics

1. Every original research article, review article (and other articles if deemed necessary) will be reviewed by our Statistics Editor as well, to check the statistical integrity of the methods used. Authors may be asked to submit raw data if deemed necessary.

Section editor

1. Every article will be screened/edited by our Section Editors as well, before and if needed, after going through peer review to check the integrity of the contents.

Peer-reviewing

1. Anyone who has specialised in a particular field can apply to become a peer reviewer. The editorial board will have the power to decide whether to send a particular expert manuscript to a particular reviewer based on the reviewer's field of expertise.

Erratum and Correction

1. If authors of a published article subsequently become aware of a significant error in it, they should notify about it to the editor via e-mail as soon as possible. If the mistake is judged significant enough to warrant a published correction, the correction will be made as an "erratum" if the fault is of JKMC; and as "correction" if the fault is of authors.

Competing interest

1. Any possible competing interest and conflict of interest will be dealt with utmost professionalism possible. Examples include, but not limited to, while processing a manuscript in which one of the author is JKMC's peer reviewers

Appeal

1. If rejected, or commented regarding an author's manuscript and if s/he think has a valid reason to appeal against it, s/he can appeal for re-consideration of the decision, within a week's time after s/he receives the decision letter/email. But this does not necessarily mean that every appeal will be reviewed. The final decision rests on the discretion of the editorial board.

Student's involvement

1. Students of KMC and other medical colleges will be encouraged to participate in any form (read/write/work) in JKMC, without hampering their studies. Once again, the editors can see to it if that can be arranged.

Editorial team members' publications:

1. S/he can submit an article but s/he will not be allowed to participate or give opinion in any steps in the editing/publication process.

Training

1. JKMC will also take interest and collaborate with various faculties and departments within and outside Kathmandu Medical College (KMC) to encourage an academic environment. For example, training courses/classes on publishing scientific articles, literature review, etc.

Funding

1. Initial running cost is being borne by Kathmandu Medical College Public Limited.
2. No amount cost will be levied from the authors for publishing their articles.
3. Advertisement: All advertisements will be placed at the end of the journal (in print form). There will be separate policy/prices regarding online advertisements in the website.