# DEVELOPMENTAL MEDICO-LIFE-SCIENCES

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# **EDITORIAL POLICIES**

## **AUTHORSHIP CRITERIA**

Developmental Medico-Life-Sciences journal has agreed to receive and publish manuscripts in accordance with the instructions of the International Committee of Medical Journal Editors (ICMJE) and the Committee on Publication Ethics (COPE). Details of ICMJE and COPE are available at <a href="https://www.icmje.org">www.icmje.org</a> and <a href="https://www.icmje.org">https://www.icmje.org</a> are <a href="https://www.icmje.org">https://www.icmje.org</a> and <a href="https://www.icmje.org">https://www.icmje.org</a> and <a href="https://www.icmje.org">https://www.icmje.org</a> are <a href="https://www.icmje.org">http

The ICMJE recommends that authorship should be based on the following four criteria:

- 1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- 2. Drafting the work or revising it critically for important intellectual content; AND
- 3. Final approval of the version to be published; AND
- 4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All those designated as authors should meet all four criteria for authorship.

# i. Alterations in the List of Authors

JPMA does not prescribe to change in the authors list with respect to additions and deletions after the initial submission.

### ii. Contributions Statement

Statements describing detailed contributions made by each author are required at the time of submission of the manuscript. This has to be outlined in the <u>submission statement form</u>. Incomplete form can lead to processing delays in the manuscript.

# iii. Corresponding Author

The corresponding author is the individual who takes primary responsibility for communication with the journal. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.

# iv. Author's Address and affiliation

Present addresses for individual authors that differ from the address(es) at which the work was done should be given in a Present Addresses note to be placed at the bottom of the first page.

# v. Deceased Authors

Deceased authors should be included with a death dagger (†) next to the author's name, and a footnote stating that the author is deceased and giving the date of their death e.g., †Deceased 1 January 2016

## PLAGIARISM AND AI DETECTION POLICY

The Developmental Medico-Life-Sciences Journal is committed to upholding the highest standards of academic integrity in line with HEC, PMDC, COPE, and ICMJE guidelines. The journal takes a strict stance against plagiarism, manipulation of research data, and unethical use of artificial intelligence (AI) in the academic publishing process.

# 1. Plagiarism Detection and Prevention

Plagiarism is defined as the unacknowledged use of another's ideas, writings, or work. The journal implements rigorous plagiarism checks using tools such as Turnitin or iThenticate. All submissions are subject to a detailed review, and manuscripts with similarity indexes exceeding 19% are flagged for further investigation.

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institution.

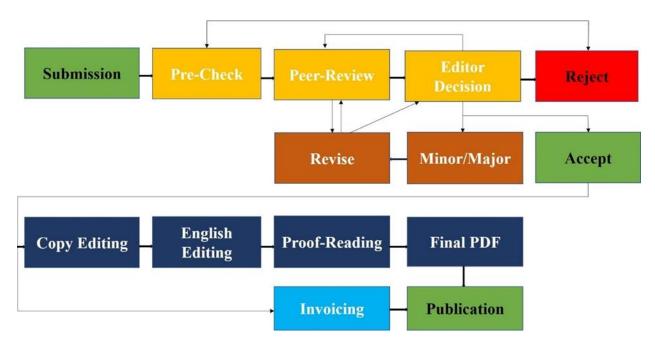
## 2. Artificial Intelligence in Research

The journal acknowledges the growing role of AI tools in the research process, but it emphasizes that AI should not be used to generate or manipulate data, alter research findings, or write content in place of the authors. Authors must adhere to the following:

- **Disclosure**: Authors are required to disclose the use of any AI tools in the methodology or writing process in the manuscript submission. This includes tools used for data analysis, content generation, or editing.
- Al in Research: If Al tools are used in data analysis, authors must clearly specify how the tool was used, ensuring that it does not interfere with the accuracy and integrity of the results.
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#### DOUBLE-BLIND PEER REVIEW

This Policy of Double-Blind Peer Review is applicable to all publications submitted to the Developmental Medico-Life-Sciences Journal and operates a double-blind peer review process. All the submitted manuscripts undergo an initial evaluation (1-2 days) which includes assessment of the scope of the article along with its originality. The Editorial Board of the Journal is responsible for the selection of reviewers based on their expertise in the relevant field. The manuscript is sent to two external reviewers (from outside the organization of journal) for a peer review. The experts/reviewers in the field are given a time of 1 week to make decisions accordingly. In case of major/minor revisions, the manuscript is returned to authors for further amendments and its resubmission in a period of 3 days (The duration is further extended on special requests by authors). The revised manuscript is then again reviewed by the reviewers with a final decision of the editor to get it accepted or rejected which takes up to 2 days. The manuscript upon acceptance is preceded for final copy editing, English editing, proof reading with the confirmation of article processing charges meanwhile. The final version of the manuscript is published within 3 days after the acceptance. The entire publication process completes in a range of 15-20 days. In case of conflict of interest regarding a specific manuscript, a member of the Editorial Board will be assigned to assume responsibility for overseeing peer review. Reviewers will be treated anonymously and the pre-publication history of each article will not be made available online. Intentionally falsifying information, for example, authors or reviewers with a false name or email address, will result in rejection of the manuscript and may lead to penalty according to misconduct policy. Guest editorial submitted by authors is reviewed internally by Editor-in-Chief or Editor and is then sent externally to another quest editor for final verdict.



## Requirements for double-blind peer review

Developmental Medico-Life-Sciences offers double-blind peer review; authors who choose this option will remain anonymous to the reviewers throughout the peer review process.

## If you want to participate in double-blind peer review, you should:

- 1. Prepare your manuscript in a way that conceals the identities of all the authors, by following the double-blind peer review guidelines,
- 2. Tick the appropriate box in our manuscript tracking system eJP during submission,
- 3. When completing the Editorial Policy Checklist form, where applicable, put 'DBPR' and your manuscript number in any sections that require author names.

Please note that authors are responsible for ensuring that the paper is properly anonymized; this will not be checked by your editor, Do not enter your name or institutional details, in the manuscript so that anonymous authors and anonymous reviewers are maintained.

#### **Double-blind Peer Review author guidelines:**

When preparing a manuscript for double-anonymized peer review, check these common places where manuscripts and submission files may reveal an author's identity.

- → Do not include names or affiliations anywhere in the manuscript or Supplementary Information.
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- → Remove any author names from the figures.
- Include acknowledgements, author information/contributions, and author name order in the cover letter, not in the manuscript. This information can be transferred after the completion of the peer review process.
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- → Include your complete competing interests declaration in your cover letter and NOT in the submission system. Instead, in the submission system, provide a minimal statement (either "The authors declare the existence of a financial/non-financial competing interest" OR "The authors declare no competing interests"), which will be shown to reviewers. For published manuscripts, reviewers will be provided the full competing interests declaration at the time of acceptance.

 → Do not add names to any document included with your submission, including the Developmental Medico-Life-Sciences editorial policy checklist or reporting summary. Replace with "DBPR" and your manuscript number. if known

## Reviewer guidelines:

Submitted manuscripts are reviewed for originality, significance, adequacy of documentation, reader interest and composition. Manuscript not submitted according to instructions will be returned to the author for correction prior to beginning the peer review/process. Revised manuscripts are judged on the adequacy of responses to suggestions and criticisms made during the initial review. Each manuscript will be check for technical, epidemiological, statistical, and ethical and language corrections. All parts of accepted manuscripts are subject to editing for scientific accuracy and clarity by the office of the Editor. The editorial board of DEVELOPMENTAL MEDICO-LIFE-SCIENCES holds the right to a final decision of accepting or rejecting any article from publication in the journal, at all stages including the editorial review. A brief account of minimum requirements by "International Committee of Medical Journal Editors" is given in "ICMJE-Recommendations" link below for assisting the reviewers. However, the full text can be read at <a href="https://www.icmje.org">www.icmje.org</a>

## Check List for Reviewing an article:

- Please go through the article and comment according to the following guidelines.
- The manuscript being sent for review is a confidential document; hence its contents should not be disclosed, used in any way or discussed with the authors.
- The final decision to accept or reject the manuscript rests with journal Editorial Committee.
- In case a manuscript is rejected, the reviewers are expected to give detailed reasons. If a write-up can be improved, please give detailed recommendations which would help the authors.
- The main idea of your comments is to help the authors to improve upon this manuscript and in the long run, their skill to write future research articles, so please use an encouraging and kind language.
- (Please type 'Yes' or 'No' in the selected column)

### REJECTED ARTICLES APPEALS

Authors whose articles have been rejected have the right to send a letter of appeal giving detailed explanations. This will be reviewed in-house and a decision will be taken accordingly.

Revised articles will not be reconsidered after declared as rejected or Articles rejected at this stage will not be reconsidered under any condition.

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# ETHICAL APPROVAL OF RESEARCH

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation and with the latest version of Helsinki Declaration. Do not use patients' names, initials, or hospital numbers, in text and illustrative material.

Every manuscript submitted to DMLS should have the ethical approval by the ethical review committee (ERC) or Institutional review board (IRB) of the organisation. The statement should be written on the official letterhead of the ERC or IRB duly stamped and signed by the Chairperson of the committee. The study should be approved prospectively. Studies not involving direct contacts with human subjects would require submission of an exemption letter issued by the institutional ERC/IRB before the starting date of the project.

If an institution does not have an ethical review committee, the approval should be sought from another institution adhering to ethical norms and govern research involving humans by means of Ethical Review Committees that are willing to cooperate in the enhancement of ethical standards.

All case reports require an approval on the institutional letterhead from the head of the department. A statement should be included that participants gave informed consent before being included in the study or for publication of a case report.

# **PRIVACY STATEMENT**

"DEVELOPMENTAL MEDICO-LIFE-SCIENCES" respects the privacy of the authors and declares that the names, e-mail addresses and postal addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other third party.

## WITHDRAWAL POLICY

According to Developmental Medico-Life-Sciences copyright policy, the copyright belongs to the Journal upon submission of the manuscript. Moreover, it is considered unethical to submit the same manuscript to more than one journal at the same time.

If the authors want to withdraw the manuscript during its processing, an email has to be sent notifying as to their intention, to the effect that the manuscript withdrawal form will be emailed for the signatures of all the authors. This needs to be completed, scanned and sent back. A final letter from the editorial office for withdrawal of the manuscript will then be dispatched. Electronic signatures will not be accepted.

Please note that without a formal letter of withdrawal, a manuscript is not considered withdrawn and use of such a manuscript elsewhere will be construed as an ethical misconduct.

#### SCIENTIFIC MISCONDUCT

DEVELOPMENTAL MEDICO-LIFE-SCIENCES follows the guidelines provided by the Committee on Publication Ethics (COPE), the World Association of Medical Editors (WAME), the International Committee of Medical Journal Editors (ICMJE) and the Higher Education Commission, Pakistan (HEC) for dealing with scientific misconduct.

The following examples and forms of misconduct have been taken from WAME, originally with minor modification from the ORI publication Analysis of Institutional Policies for Responding to Allegations of Scientific Misconduct:

- Falsification of data:ranges from fabrication to deceptive selective reporting of findings and omission of conflicting data, or wilful suppression and/or distortion of data.
- **Plagiarism:** The appropriation of the language, ideas, or thoughts of another without crediting their true source, and representation of them as one's own original work.
- Improprieties of authorship:Improper assignment of credit, such as excluding others,
  misrepresentation of the same material as original in more than one publication, inclusion of
  individuals as authors who have not made a definite contribution to the work published; or
  submission of multi-authored publications without the concurrence of all authors.

- Misappropriation of the ideas of others: an important aspect of scholarly activity is the exchange
  of ideas among colleagues. Scholars can acquire novel ideas from others during the process of
  reviewing grant applications and manuscripts. However, improper use of such information can
  constitute fraud. Wholesale appropriation of such material constitutes misconduct.
- Violation of generally accepted research practices: Serious deviation from accepted practices in proposing or carrying out research, improper manipulation of experiments to obtain biased results, deceptive statistical or analytical manipulations, or improper reporting of results.
- Material failure to comply with legislative and regulatory requirements affecting research: Including but not limited to serious or substantial, repeated, wilful violations of applicable local regulations and law involving the use of funds, care of animals, human subjects, investigational drugs, recombinant products, new devices, or radioactive, biologic, or chemical materials.
- Inappropriate behaviour in relation to misconduct: this includes unfounded or knowingly false accusations of misconduct, failure to report known or suspected misconduct, withholding or destruction of information relevant to a claim of misconduct and retaliation against persons involved in the allegation or investigation.

Misconduct also includes redundant publication and duplicate publication, lack of declaration of competing interests and of funding/sponsorship, and other failures of transparency to be forms of misconduct.

## Reponses to possible misconduct

All allegations of scientific misconduct are taken very seriously at Developmental Medico-Life-Sciences journal. We follow the guidelines prescribed by the previously mentioned organisations. The manuscript processing will be halted while the fact-finding investigation is being carried out.

[1] WAME. Recommendations on Publication Ethics Policies for Medical Journals [Internet]. 2015 [cited 28 December 2015]. Available from: <a href="http://www.wame.org/about/recommendations-on-publication-ethics-policie">http://www.wame.org/about/recommendations-on-publication-ethics-policie</a>

## CONFLICTS OF INTEREST / COMPETING INTERESTS POLICY

The Developmental Medico-Life-Sciences Journal adheres to the Committee on Publication Ethics (COPE) and International Committee of Medical Journal Editors (ICMJE) guidelines for managing conflicts of interest (COI) to ensure transparency, fairness, and integrity in the peer review and publication process.

# 1. Definition of Conflict of Interest

A **conflict of interest** arises when the judgment of authors, reviewers, or editors regarding a manuscript may be influenced by personal, financial, or professional factors. Conflicts of interest must be disclosed in order to avoid any situation where a reasonable reader might feel misled or deceived. Conflicts can emerge from personal, professional, financial, or other relationships that may compromise the objectivity of research.

#### 2. Disclosure Requirements

All authors, reviewers, and editors must declare any conflicts of interest related to the work submitted or published in the Developmental Medico-Life-Sciences Journal. Such declarations must be made at the time of submission and include all financial or non-financial relationships that could be perceived to influence the research or publication process.

The ICMJE recommends that all competing interests be clearly declared and should be included in the Conflict of Interest statement of the manuscript. Any competing interests must be disclosed, regardless of whether they are related to the research or not.

# 3. Examples of Conflicts of Interest

The following are common examples of conflicts of interest that should be disclosed by authors, although this list is not exhaustive:

• Financial Support: Receiving funding from organizations that might benefit from the publication.

- **Consulting**: Having received fees for consulting related to the research topic.
- **Employment**: Being employed by or having financial interests in a company whose products are related to the research.
- **Investments**: Holding stocks, shares, or other financial interests in a company whose research is being published.
- **Sponsored Research**: Receiving funding or other financial support from sponsors that could influence the outcomes of the research.
- **Honoraria**: Receiving reimbursement for attending conferences, symposia, or talks related to the research topic.

If any of these, or other potential conflicts, might have influenced your research or manuscript, they must be disclosed.

#### 4. Declaration of Conflicts of Interest

- Authors: All authors must declare any conflicts of interest when submitting a manuscript. The
  declaration should be included at the end of the manuscript, after the acknowledgments, and before
  the funding acknowledgment, notes (if relevant), and references.
- **Editors**: Editors or guest editors submitting an editorial for the journal must also declare any conflicts of interest related to the editorial process, and such disclosures should follow the same procedure as outlined for authors.
- **Reviewers**: Reviewers are required to disclose any conflicts of interest regarding the manuscript under review.

If no conflict of interest exists, authors must explicitly state: "The authors declare that there is no conflict of interest."

# 5. Handling Conflicts of Interest

- **Initial Review**: Upon submission, the journal's editorial team will assess any declared conflicts of interest and may request further information if necessary.
- **Peer Review**: Reviewers will evaluate manuscripts with impartiality. If there is a potential conflict of interest between the reviewer and the manuscript, the editorial team will consider whether the reviewer should be recused from the process.
- **Editorial Review**: Editors will assess the disclosed conflicts to determine whether they affect the publication of the manuscript. If there is any doubt about the impact of a conflict, the journal may consult with external experts to ensure transparency and fairness in the review and publication process.

#### 6. Failure to Disclose Conflicts of Interest

Failure to disclose conflicts of interest may result in the rejection of the manuscript. If conflicts are identified after publication, the journal may issue a correction, or in severe cases, a retraction. The author's institution may also be informed.

#### 7. Examples of Potential Conflicts of Interest Disclosure

- If an author has received research funding from a pharmaceutical company whose product is discussed in the paper, this must be disclosed.
- If an author holds shares or financial interests in a company whose research is cited or related to their own study, this must be disclosed.

### 8. Competing Interests Declaration in the Published Article

The Developmental Medico-Life-Sciences Journal follows COPE's guidelines regarding the inclusion of competing interests in published articles. The journal requires that any financial relationships or competing interests that could influence the findings or conclusions of the paper be included in the final version of the article. This statement will be published along with the article, ensuring transparency for the readers.

## **CORRECTIONS AND RETRACTIONS POLICY**

#### **Corrections and Retractions**

If there is suspicion of misbehaviour or alleged fraud, the journals and/or Publisher will carry out an investigation following COPE guidelines. If, after an investigation, there are valid concerns, the authors concerned will be contacted under their given email address and given an opportunity to address the issue. Depending on the situation, this may result in the journal and/or Publisher's implementation of the following measures, including, but not limited to:

If the manuscript is still under consideration, it may be rejected and returned to the author.

- If the article has already been published online, depending on the nature and severity of the infraction:
- 1. an erratum/correction may be placed with the article.
- 2. an editor's note or editorial expression of concern may be placed with the article.
- 3. or, in severe cases, retraction of the article may occur.

The reason will be given in the published erratum/correction, editor's note, editorial expression of concern, or retraction notice. Please note that retraction means that the article is maintained on the platform watermarked "retracted" and the explanation is provided in a note linked to the watermarked article.

## The author's institution may be informed.

A notice of suspected transgression of ethical standards in the peer review system may be included as part of the author's and article's bibliographic record.

For authors who've changed their name and wish to correct it on their published works, please see SNCS Contact Form: Inclusive Name Change Policy: DMLS JOURNAL SUPPORT

#### Retraction:

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https://publicationethics.org/files/retraction-guidelines-cope.pdf

Retraction of a published article is considered on the following grounds:

- i. If an article has gross errors in the results or the experimental miscalculations are detected after publication.
- ii. Plagiarism detected after publication
- iii. Redundant or Duplicate publication
- iv. Unethical Research results
- v. Major Conflict of Interest

## THERE IS NO TIME BAR FOR CORRECTION & RETRACTION.

#### PRE-PRINT POLICY

Authors can submit articles of all categories except case reports, and editorials for the preprint, provided the following conditions are strictly adhered to:

- 1. The original submitted version of the manuscript (the version that has not undergone peer review) may be posted at any time. Authors must disclose preprint posting details at the time of manuscript submission.
- 2. Research involving humans has received approval from the Institutional Ethics Review Committee or IRB.
- 3. The research and creative work have been performed according to the ICMJE and COPE guidelines.
- 4. All the authors agree to the submission and hold ORCID registration.
- 5. Once accepted or rejected by Developmental Medico-Life-Sciences, the manuscript must be removed from the preprint site.
- 6. Upon publication of the article, please add the following text to the preprint server:

"This article has been published in [full insert citation] following peer review and can also be viewed on the journal's website at [insert DOI].

# **CROSSMARK POLICY**

https://doi.org/10.69750/dmls.crossmark.policy.2024

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#### **ACKNOWLEDGEMENT CRITERIA**

Contributors who do not meet all the four criteria for authorship, but helped in the study, may be listed in the acknowledgement section. Examples of those who may be listed can include, but is not limited by, the following:

- Individuals who helped in acquisition of funding
- Individuals who generally supervised the research group
- Individuals who provided general administrative support
- Colleagues who helped in designing the study
- Individuals who helped in reviewing the manuscript, including writing assistance, technical and language editing, and proofreading
- Physicians who referred cases
- Individuals who provided laboratory assistance
- Statisticians for statistical tests and analysis
- Secretarial help
- Parents who responded to the questionnaire
- Pharmaceutical companies
- Organisations which may have helped
- Concerned colleagues who provided micrographs, x-rays, or slides

# **AUTHOR CONTRIBUTION POLICY**

The **Developmental Medico-Life-Sciences Journal** requires that all authors provide a detailed description of their specific contributions to the research and manuscript preparation. This includes, but is not limited to, contributions in study design, data collection, analysis, manuscript drafting, and revision. Each author must meet the ICMJE criteria for authorship, and a statement outlining individual contributions must be submitted at the time of manuscript submission.

## POST-PUBLICATION DISCUSSIONS & CORRECTIONS POLICY

**Purpose:** DEVELOPMENTAL MEDICO-LIFE-SCIENCES values open and transparent communication in scholarly publishing. This Post-Publication Discussions and Corrections Policy aims to provide a framework for addressing post-publication discussions, corrections, and updates to ensure the accuracy and integrity of the articles published in DMLS journal

#### Policy:

**Post-Publication Discussions:** a. DEVELOPMENTAL MEDICO-LIFE-SCIENCES encourages scholarly discussions and welcomes constructive comments and critiques on published articles. b. Authors, readers, and the broader academic community are encouraged to engage in post-publication discussions through various platforms, including comments sections, online forums, or academic social media.

**Corrections and Updates:** a. DEVELOPMENTAL MEDICO-LIFE-SCIENCES acknowledges the possibility of errors or inaccuracies in published articles and is committed to correcting them promptly. b. Authors are encouraged to notify the DEVELOPMENTAL MEDICO-LIFE-SCIENCES editorial office of any significant errors or inaccuracies in their published work. c. Corrections will be published as corrigenda or errata, clearly indicating the changes made and the reasons behind them. d. In case of minor errors or typographical mistakes, the editorial team may make necessary amendments without publishing a formal corrigendum.

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**Cooperation and Professionalism:** a. Authors, readers, and the DEVELOPMENTAL MEDICO-LIFE-SCIENCES editorial team are expected to engage in discussions and corrections in a professional and respectful manner, promoting scholarly dialogue and constructive criticism.

**Note:** DEVELOPMENTAL MEDICO-LIFE-SCIENCES encourages the academic community to actively participate in post-publication discussions, corrections, and updates to ensure the accuracy and integrity of the research literature. Authors are responsible for promptly addressing errors or inaccuracies in their published work and cooperating with the DEVELOPMENTAL MEDICO-LIFE-SCIENCES editorial office in the resolution of any concerns. Please refer to the DEVELOPMENTAL MEDICO-LIFE-SCIENCES Post-Publication Discussions and Corrections Policy for detailed guidance on post-publication processes and procedures.

# Reference:

Post-publication discussions and corrections | COPE: Committee on Publication Ethics

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The DEVELOPMENTAL MEDICO-LIFE-SCIENCES journal upholds rigorous standards for data transparency and reproducibility. In accordance with the Creative Commons Attribution 4.0 International License (CC BY 4.0), the journal mandates that authors provide detailed data and methods in their submissions, enabling replication and verification of findings.

Authors are encouraged to share their data through reputable open-access repositories and must ensure that the data is made publicly accessible under the same license, allowing for free reuse, distribution, and modification by others, as long as proper attribution is given.

The journal also supports the use of reporting guidelines and checklists to enhance reproducibility, ensuring that the published research can be verified, replicated, and built upon by the scientific community. This policy reflects the journal's commitment to contributing valuable, verifiable scientific knowledge to the broader community, promoting an open and transparent scientific ecosystem.

#### Reference:

Data and reproducibility | COPE: Committee on Publication Ethics

#### COMPLAINTS AND APPEALS

The DEVELOPMENTAL MEDICO-LIFE-SCIENCES journal has established a comprehensive complaints and appeals process in line with COPE and DOAJ guidelines. This process is designed to ensure transparency, fairness, and accountability, allowing for the resolution of disputes or concerns related to publication ethics or procedural outcomes. The journal's dedicated approach to addressing complaints and appeals underscores its commitment to maintaining the highest standards of integrity and ethical publishing practices.

For Complaint, Please Contact us:

Complaints Mailing Office: 139, D-Block, Street-4,NFC-Society Phase-1, Lahore, Punjab, Pakistan.

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