

# Editorial and Publishing policies

The editorial and publishing policies are as follows referring to International Journal of Life Sciences and Pharma Research which may be referred as IJLPR or journal in the policy and are towards the journal itself, authors, reviewers, referees, public or to relevant parties as said thereof. On clicking the following policy, viewer can see the details of the policy.

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## Peer review policies

According to the Peer Review policy of the Journal every manuscript that is submitted for consideration for publication undergoes a strict, double-blind peer review process that ensures a fair, unbiased scrutiny of the author's work. During the double blind peer review, neither author nor the reviewer selected by IJLPR knows each other during the review process. The reviewer are requested to make a fair and objective review of all the aspects expected of a research manuscript like, content, originality, relevance of the findings, data analysis and interpretation etc, offering constructive criticism and useful suggestions and recommendations. English language, grammatical error etc should also be considered by the reviewer for the suitability of the manuscript.

## 1. Editorial Review Policy

Our Chief Editor/Managing Editor scrutinizes (Peer Review - First screening) of IJLPR of all submitted documents like manuscripts, cover letters, texts, figures like charts, tables and annexures submitted for publication in the Journal. This first screening includes ensure of reference style, within the scope of the journal, basic science relevance, basic structure viz: abstract, keyword, introduction etc. If the need for any changes is realized, authors are intimated about the requirements for the change. After relevant changes are made the authors have to resubmit the required documents. Assistant editor also checks for the content and concept of the manuscript and give his comment.

If the manuscript does not meet the required standard or if it is out of the scope of the IJLPR, it will be rejected. If the manuscript passes those above screening, provisional acceptance would be sent and the authors would be asked to submit a vouching certificate or written declaration by a suitable doctorate relevant to the subject of the manuscript that the manuscript is an original work of the author and fit for the international publication and that doctorate takes a personal responsibility for the originality and truth of the research work. This provisional acceptance does not guarantee complete acceptance as the comments from the following peer review needs to be rectified by the author.

Following this, the manuscript would be subjected to Double Blind peer review process. Qualified reviewers (Preferably Doctorates and sufficient experienced individuals either in research or academic or service) in the respective and relevant filed of the manuscript would be selected for the peer review. About 3 to 4 reviewers (Inclusive of advisory editorial board member) would be selected sent an invitation to review the manuscript. They can decline an offer if there is any conflict of interest with regard to the subject matter of the manuscript or for other reasons. On accepting they will be sent the manuscripts for reviewing. They are automatically bound by the policy of the Journal to strict confidentiality of their assignment and of the identities of the authors. The manuscript would be sent to them for peer review and also scrutinized for grammar, style and punctuations.

Reviewers are expected to be prompt in fulfilling all the requirements to complete their assignments. They must cooperate with the Editorial office in sticking to deadlines. They have to record their comments and suggestions in the given space in the manuscript.

The reviewer are requested to make a fair and objective review of all the aspects expected of a research manuscript like, content, originality, relevance of the findings, data analysis and interpretation etc, offering constructive criticism and useful suggestions and recommendations. English language, grammatical error etc should also be considered by the reviewer for the suitability of the manuscript.

In order to facilitate an unbiased fair review of the manuscript, we follow double blind peer review process where, the identities of the peer reviewers and the authors are not disclosed to each other. Strict confidentiality is maintained in this regard until the manuscript is accepted and published. The reviewer comments are sent to the author for revision or rectification and would be expected to sent back to the reviewer .This takes place until reviewer gives approval for the manuscript (with or without condition statement). Then the manuscript would be sent to the editor in chief/managing editor (Second screening) with the reviewer comments (with conditions (if any)) and author rectification and it is at this stage the final acceptance or rejection of the manuscript is decided, based on the comments of the peer review. On final acceptance of the manuscript, acceptance intimation would be sent to the

author without much delay, but on rejection, editor in chief can decide to send the manuscript to another 2 reviewers (Reviewer 4 and reviewer 5) and if both accepts, the manuscript would be accepted for publication, but if both or either one of them rejects, the manuscript would be rejected and returned to the author with comments for rejection. In case the author is not satisfied with the decisions of the reviewers they are entitled to appeal against it with proper reasons and explanation for why the manuscript can be accepted. The editor in chief decides on reconsidering for second peer review process based on the author's reasons and explanation.

After proof corrections are done by the author on the final version (Preprint Proof) of the manuscript, the manuscript is formatted as PDF files for publication. We try our best to peer review screen the manuscript from submission till publication and any time if the manuscript is found defective in its content/breaching of embargo/unethical practice of the author etc, then rectification/explanation would be requested from the author and if not suitably rectified/explain, then the manuscript would be held from publishing.

In the case of a provisionally accepted manuscript, the IJLPR requests author to send a written declaration from a suitable doctorate of that field to send a declaration vouching that the manuscript is authentic and original .This doctorate person should not be any of the author of the manuscript. This declaration supports the originality of the manuscript along with our peer review and reflects the author's credibility. After proof corrections are done by the author the final version of the manuscript is formatted as HTML, PDF files for publication.

#### **Screening Guidelines:**

All reviewers, editorial board members selected for the peer review process for the respective manuscript will be sent "screening guidelines". This guidelines helps to review the manuscript for any error or lacuna or technical/scientific/logic etc requisite. Reviewers are also free to review more than these screening guidelines provide but they are expected to review towards error free manuscript. This Screening guidelines is confidential for the reviewers and are available only for the review members.

#### **Editor "Manuscript screening guidelines"**

All members of the Editorial Board will follow the Manuscript screening guidelines. This is the key for an effective editorial process to be followed uniformly by all the members of the board. Details of this "Manuscript screening guidelines" are available only for the members.

# Flow Chart

**Submission of Manuscript and Author consent Letter & Expert Approval Form**

- \* References checking
- \* Within aim and scope of the journal
- \* Basic science relevance
- \* Basic structure like Abstract, keywords, etc.,
- \* Citations of references
- \* Word Limits

**First Screening**  
Preliminary Screening by Editor in chief / Managing Editor / Associate Editor

**YES**

**NO**

**Forwarding to Peer Review**

**If author resubmit MS with rectification**

Plagiarism check

• Two Reviewer [Reviewer 1 and 2]  
• Member of Intl Advisory Editorial board will be selected based on the subject/ field of the manuscript.

Reviewer 4 (English, grammar, language)

Review comments forwarded to author

Author Rectification/Revises

Author rectifies & sends to

If Author revision not satisfactory sends to

Reviewer

Approves with or without conditions

**Second screening**  
Editor-in-chief/Managing Editor

Reviews the reviewer comments and Author revision & decides on Final acceptance or Rejection

**Approved**

**Rejected**

Manuscript Finalized

Chief Editor will send Manuscript to another two relevant Reviewer (Reviewer 4 & Reviewer 5)

Formatting/copyEditing/alignment etc.

Reviewer 4 and Reviewer 5

Preprint proof (Eprint) [Final publishing copy with DOI]

Accepts

Anyone Rejects

Sends to Author

Rejects

For any further corrections

Publishing in Current Issue

Author is requested to get a vouching / declaration certificate from any doctorate relevant to the manuscript subject that this is an original work of the author and fit for International Publication and that doctorate takes personal responsibility for the originality & truth of the work.

## **2. Embargo Policy**

### **Responsibilities of the Journals**

In order to ensure that there is no unwarranted access to all manuscripts that are submitted to the IJLPR Journal, we follow a strict embargo policy. The press or public will not have access to the manuscripts until they are published. All possible measures will be taken to make sure that the reviewer honours their promise to confidentiality. IJLPR will not take the responsibility for any breach of confidentiality either by the reviewer, editorial board member or the corresponding author towards publishing of the manuscript until it gets published in our journal but necessary action will be initiated against that party. Our embargo period would be 15<sup>th</sup> of quarter (January, April, July, October) of every year as assigned respectively for that manuscript for that quarter.

If a manuscript is released for public access or to the press before its publication by a breach of confidentiality, the Journal may not publish even an accepted manuscript. But the manuscript can be presented in the conference or seminars but proper citation or reference should be cited to our journal. We support and encourage discussion of the particular manuscript among the scientists or researcher or news media until embargo period but care should be taken by the author not to reveal complete data or the complete manuscript or any other activity which hamper our journal citation of that manuscript or any purported reason of publishing in our journal. If the Journal chooses to make a press release or any other publicity, the information will be given to the authors concerned. And the details regarding the authors will also be shared with the press personnel or publically displayed. If any litigation or unethical practise made by the author, IJLPR has the right to publish the unethical practise along with the details of the author etc.

### **Responsibilities of the authors**

A similar guarantee of confidentiality is expected from the authors also. The author should not release a paper or any part of the paper or the key findings of the study to the press or for public access before publication and if so, they need to cite that the full paper is under press of our journal. From the time of submission till the time of rejection/publication in case of acceptance, author should avoid sharing the details of the manuscript to public or the press. But if in any case, any information regarding the manuscript (research findings or the content of the manuscript in part or full) is shared by the author in the form of interview to press or any other form of oral or written communication (in website/forum/blog) it should be withheld from publication until the Press Embargo date.

If this rule is not adhered to then it will be treated as violation of the Journal's embargo policy. These rules of this policy will be in vogue till the embargo is lifted and an "Early version View/forth coming issue listing" is published. The authors can discuss with their peers but should not do this to the extent that complete or part of the unpublished manuscript being published in the media or the public access before the date of full manuscript publishing by our journal. This embargo restriction will be lifted only after the publication of the manuscript in the IJLPR Journal and thereafter the author can post it anywhere but only after due citation requirements are fulfilled.

### **Responsibilities of media and public**

The media is expected to follow ethical procedures of the press and refrain from publishing any material before the time for lifting of embargo rules.

**In case a material is shared to seek expert advice they should still be considered bound by the rules of the Journal's embargo policy. And any dishonouring even by third parties will be considered an offence.**

### **3. Ethical Expectations**

There is an ethical binding on all the members of the various departments of the Journal. Everyone is expected to perform his/her duties within certain ethical code. The following describes those roles and responsibilities of the various members working for the Journal.

#### **Editor-in-Chief and Managing Editor**

1. To follow an inclusive approach to the editorial policy without any discrimination on the basis of nationality, ethnicity, race, gender, language, religious faith or political leanings
2. To ensure publication of material that would be relevant, useful and within the scope of the Journal, contributing to the academic field in every possible way.
3. To facilitate a fair, unbiased scrutiny of the author's work, offering constructive criticism and refraining from slanderous or derogatory remarks, so that the deserving works get published
4. To protect confidentiality in all matters.
5. To handle cases of plagiarism and other copyright violation in a judicious manner.
6. To ensure careful handling of cases of conflict of interests.
7. To promptly respond to queries and complaints.
8. To perform all editorial duties promptly.
9. All complaints of ethical violations and unethical practices and conflict of interest should be investigated in promptly and fair way.
10. To ensure confidentiality of the manuscript datas, ideas and authors work and should refrain from personal gains and should maintain the integrity of the journal.
11. To uphold the ethical values, the credibility and the integrity of the Journal.

#### **Members of the Editorial Board**

1. To follow an inclusive approach to the editorial policy without any discrimination on the basis of nationality, ethnicity, race, gender, language, religious faith or political leanings.
2. To ensure publication of material that would be relevant, useful and within the scope of the Journal, contributing to the academic field in every possible way
3. To facilitate a fair, unbiased scrutiny of the author's work, offering constructive criticism and refraining from slanderous or derogatory remarks, so that the deserving works get published
4. To accept an assignment of peer reviewing only if manuscript pertains to their subject of expertise.
5. To ensure careful handling of cases of conflict of interests
6. To coordinate efficiently with the Editor-in-chief and managing editor
7. To uphold the ethical values, the credibility and the integrity of the Journal
8. To protect confidentiality in all matters
9. To handle cases of plagiarism and other copyright violation in a judicious manner and to inform the editor immediately about those violations.
10. To declare if any conflict of interest (if necessary). Should refrain from peer review if any existing of conflict of interest.

11. To ensure careful handling of cases of conflict of interests
12. To coordinate efficiently with the Editor-in-chief and managing editor
13. To uphold the ethical values, the credibility and the integrity of the Journal.

#### **Peer Reviewers**

1. To facilitate a fair, unbiased scrutiny of the author's work, offering constructive criticism and refraining from slanderous or derogatory remarks, so that the deserving works gets published
2. To protect confidentiality in all matters regarding the peer review process.
3. To handle cases of plagiarism and other copyright violation in a judicious manner and to inform the editor immediately about those violations.
4. To declare if any conflict of interest (if necessary). Should refrain from peer review if any existing of conflict of interest.
5. To perform the duties of the peer reviewer promptly.
6. To accept an assignment of peer reviewing only if manuscript pertains to their subject of expertise
7. To coordinate efficiently with the Editorial Office.
8. To uphold the ethical values, the credibility and the integrity of the Journal.

#### **Authors**

1. To ensure that they submit only those manuscripts which have not been previously published, not been accepted for publication, not under consideration for publication anywhere else.
2. To preserve and maintain accurate datas of the submitted manuscript and should submit to the journal office on request.
3. To submit author's original manuscripts following the expected standards of the Journal and adhering to its policies
4. To cite and acknowledge any sources if the relevant content taken from either author's own or others published articles or currently in review by other journals.
5. To conform those studies involving human or animal subjects should be done within national, local and institutional laws and should confirm that required ethical approval to be obtained from the respective institutional ethical committee.
6. Informed and written consent should be taken from the human subjects if the manuscript reports any human involved study and should respect their privacy by appropriately masking their identity.
7. Author should declare any potential conflict of interest for all authors during the submission of the manuscript.
8. The corresponding author should assign authorship based on the international norms and should give acknowledgement to anyone who provide help and support to the study but cannot be qualified for the authorship.
9. Author should declare if the manuscript been presented anywhere else (conference, seminars etc) before or during the manuscript submission.
10. Informed and written consent need to be taken by the author if any identifying datas such as photographs or names of the individuals if included in the manuscript.
11. Ethical violations and unethical behaviors such as more or duplicate submissions, plagiarism, manipulation of citation done to increase citation for a particular journal, falsification or created or manipulated datas, ghost

authorship and redundant publication should be strictly avoided by the author.

12. Journal editor should be intimated by the author if any significant error identified in the submitted, under review or any published manuscript.
13. To provide details and datas required by the Editorial office of the Journal promptly adhering to all due dates
14. To consciously and ethically refrain from any acts of plagiarism or copyright violation, multiple, redundant or concurrent publications.
15. To follow all rules and guidelines prescribed for the publication of a work.
16. To declare that it is an original work by the author.
17. To ensure honouring of privacy and confidentiality wherever required.
18. To provide citations and acknowledgements for borrowed sources in the prescribed format
19. To ensure that formal consent is obtained in cases of usage of personal information, photographs, and names.
20. To extend full cooperation with the Editorial Office if investigation is required to clarify or cancel allegations of plagiarism or any other unethical or fraudulent activity.

### **Publisher**

1. To follow an inclusive approach to the editorial policy without any discrimination on the basis of nationality, ethnicity, race, gender, language, religious faith or political leanings.
2. To ensure publication of material that would be relevant, useful and within the scope of the Journal, contributing to the academic field in every possible way.
3. To satisfy and work in the interest of all the stakeholders.
4. To ensure that the publication process takes place in total adherence to the policies of the Journal.
5. To make sure that financial barriers and technical snags do not affect the publication process.
6. To provide all facilities to the Editorial team and other teams.
7. To uphold the ethical values, the credibility and the integrity of the Journal.

## **4. Consent for Identifying Information**

The Journal conforms to the requirements stipulated by the International Committee of Medical Journal Editors (ICMJE) with regard to consent to publish identifying information. Manuscript having datas or images or information which can identify the individual or patient will not be accepted for publication.

A written consent should be taken from the patient/individual by the author if the identity of the person such as clinical images, name, address, contact information their medical history or information if included in the manuscript.

The author has to submit a written consent from the patient or from the next of kin, in case of patients who are unconscious, unable to comprehend or write or expired, if the author finds it essential to use information of patients like name, address, medical history, clinical findings, reports of investigations etc, in the manuscript for the purpose of research.

But images such as X-rays, Ultrasound/CT/MRI scan images, etc, can be used if the name and other details of identity of the patient are removed from them.

Non-conformity to the rules relating to protecting the privacy of the patient can lead to rejection of the manuscript. The only exception can be when the patient or the kith of patient cannot be traced or if there is a pressing need for the use of those personal information for the purpose of research and public health.

Even in such cases the decision of the Editorial board is final as to whether such a manuscript can be published or not without affecting the need for personal privacy of the patient concerned.

## 5. Informed Consent

Authors who are submitting a research manuscript having patients study datas have to use information regarding a patient in their paper. But according to the stipulations of International Committee of Medical Journal Editors (ICMJE), such information cannot be used in manuscripts unless the author obtains informed consent from the patients/next-in-kin. Informed consent from the individual/patients who are included in the

- (a) For their inclusion in the study
- (b) For publishing their identity information (text , images etc)
- (c) For publishing their details

It is mandatory that in “Materials and Method section” author must clearly state that “Informed consent was obtained from all patients for being included in the study”. If the consent is not obtained, the reason should be mentioned. It should also be made clear whether the consent was obtained in the written or oral form. If it is in oral form, reasons for not getting it in written form should be given, along with the approval of the institutional Review Board for the use of the same with proper documentary evidence for the same.

## 6. Manuscript Withdrawal Policy

IJLPR tries to maintain higher standards in ethics in publishing and we hope the same from the authors for showing higher ethics in their manuscripts. Withdrawals of manuscript are made by some authors either after few days of submission or during peer review process or after publishing or some days after submission. Withdrawal of manuscript will be allowed only for reason acceptable by the editor. As withdrawal of published manuscript (if requested by the author and accepted by the editor) involves official expenses towards updation of records, prescribed fees would need to be paid by the author.

Withdrawal of manuscript by the authors after submission may cause lot of inconvenience, waste of time and efforts. To reduce the occurrence of this hassle, the authors can follow the recommendations given below: IJLPR requests authors,

1. To ensure sufficient times about the datas, information in the manuscript for its accuracy and correctness.
2. To solve amicably any litigation arised by any third person over the published manuscript for authorship.
3. To give satisfactory explanation if any reader rises any technical query against the published manuscript
4. To collect appropriate permission for usage of images /figures etc or for any copy right issues. Also to collect written consent from the patients/individuals (if any).
5. To ensure that the information in the manuscript are authors own authenticated work and necessary permission were obtained by the affiliating department or institution in concordance with their policy.
6. To ensure that all authors agrees for the information /datas /interpretation of the same. If their arise any difference of opinion, it should be solved before submission of manuscript. Corresponding author should ensure that all the authors involved in the work decide and act in unison. Submit the manuscript only after verifying thoroughly that all the authors involved in the work are aware of the content of the manuscript

7. The author has to be decisive about which Journal he/she wants to submit the manuscript too.
8. Submit the manuscript to only one Journal at a time.
9. In case of submission to a Journal already, kindly refrain from submitting to another Journal before getting an acceptance or rejection notification from the first Journal.
10. Ensure that there is no plagiarism or misrepresentation or misinterpretation of data or research findings.
11. Make multiple verifications of the accuracy of the content of the manuscript.
12. If manuscript is withdrawn after publication, the publication fee will not be refunded.

If such a request is made after the publication of the “Early View Version” the publications charges, if paid, will not be refunded.

If the authors do not reply to communication from the editorial office, even after multiple reminders, at any stage of the publication process; IJLPR holds all rights to disclose the conduct of the authors and content of the manuscript without further approval from the authors, and cannot be held responsible for the consequences arising from it.

## **7. Peer Review Process**

Our Chief Editor/Managing Editor scrutinizes (Peer Review - First screening) of IJLPR of all submitted documents like manuscripts, cover letters, texts, figures like charts, tables and annexures submitted for publication in the Journal. This first screening includes ensure of reference style, within the scope of the journal, basic science relevance, basic structure viz: abstract, keyword, introduction etc. If the need for any changes is realized, authors are intimated about the requirements for the change. After relevant changes are made the authors have to resubmit the required documents. Assistant editor also checks for the content and concept of the manuscript and give his comment.

If the manuscript does not meet the required standard or if it is out of the scope of the IJLPR, it will be rejected. If the manuscript passes those above screening, provisional acceptance would be sent and the authors would be asked to submit a vouching certificate or written declaration by a suitable doctorate relevant to the subject of the manuscript that the manuscript is an original work of the author and fit for the international publication and that doctorate takes a personal responsibility for the originality and truth of the research work. This provisional acceptance does not guarantee complete acceptance as the comments from the following peer review needs to be rectified by the author.

Following this, the manuscript would be subjected to Double Blind peer review process. Qualified reviewers (Preferably Doctorates and sufficient experienced individuals either in research or academic or service) in the respective and relevant filed of the manuscript would be selected for the peer review. About 3 to 4 reviewers (Inclusive of advisory editorial board member) would be selected sent an invitation to review the manuscript. They can decline an offer if there is any conflict of interest with regard to the subject matter of the manuscript or for other reasons. On accepting they will be sent the manuscripts for reviewing. They are automatically bound by the policy of the Journal to strict confidentiality of their assignment and of the identities of the authors. The manuscript would be sent to them for peer review and also scrutinized for grammar, style and punctuations.

Reviewers are expected to be prompt in fulfilling all the requirements to complete their assignments. They must cooperate with the Editorial office in sticking to deadlines.

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manuscript like, content, originality, relevance of the findings, data analysis and interpretation etc, offering constructive criticism and useful suggestions and recommendations. English language, grammatical error etc should also be considered by the reviewer for the suitability of the manuscript.

In order to facilitate an unbiased fair review of the manuscript, we follow double blind peer review process where, the identities of the peer reviewers and the authors are not disclosed to each other. Strict confidentiality is maintained in this regard until the manuscript is accepted and published. Only after publishing the manuscript, the list of reviewers would be published. The reviewer comments are sent to the author for revision or rectification and would be expected to sent back to the reviewer .This takes place until reviewer gives approval for the manuscript (with or without condition statement). Then the manuscript would be sent to the editor in chief/managing editor (Second screening) with the reviewer comments (with conditions (if any)) and author rectification and it is at this stage the final acceptance or rejection of the manuscript is decided, based on the comments of the peer review. On final acceptance of the manuscript, acceptance intimation would be sent to the author without much delay, but on rejection, editor in chief can decide to send the manuscript to another 2 reviewers (Reviewer 4 and reviewer 5) and if both accepts, the manuscript would be accepted for publication, but if both or either one of them rejects, the manuscript would be rejected and returned to the author with comments for rejection. In case the author is not satisfied with the decisions of the reviewers they are entitled to appeal against it with proper reasons and explanation for why the manuscript can be accepted. The editor in chief decides on reconsidering for second peer review process based on the author's reasons and explanation.

Once the manuscript is finalized and all the review comments been rectified to the satisfaction of both the reviewer and editor , a pre-print proof is sent to the author for final proof correction and approval.

After proof corrections are done by the author on the final version (Preprint Proof) of the manuscript, the manuscript is formatted as PDF files for publication. We try our best to peer review screen the manuscript from submission till publication and any time if the manuscript is found defective in its content/breaching of embargo/unethical practice of the author etc, then rectification/explanation would be requested from the author and if not suitably rectified/explain, then the manuscript would be held from publishing.

In the case of a provisionally accepted manuscript, the IJLPR requests author to send a written declaration from a suitable doctorate of that field to send a declaration vouching that the manuscript is authentic and original .This doctorate person should not be any of the author of the manuscript. This declaration supports the originality of the manuscript along with our peer review and reflects the author's credibility. After proof corrections are done by the author the final version of the manuscript is formatted as HTML, PDF files for publication.

### **Screening Guidelines:**

All reviewers, editorial board members selected for the peer review process for the respective manuscript will be sent "screening guidelines". This guidelines helps to review the manuscript for any error or lacuna or technical/scientific/logic etc requisite. Reviewers are also free to review more than these screening guidelines provide but they are expected to review towards error free manuscript. This Screening guidelines is confidential for the reviewers and are available only for the review members.

### **Editor "Manuscript screening guidelines"**

All members of the Editorial Board will follow the Manuscript screening guidelines. This is the key for an effective editorial process to be followed uniformly by all the members of the board. Details of this "Manuscript screening

guidelines" are available only for the members.

All communications and information regarding the peer review process is kept strictly confidential. The members involved are expected to adhere to the policies that govern this confidentiality.

The Journal would like to ensure that throughout the whole process of review all possible measures will be taken in order to publish the best deserving works.

## 8. Plagiarism Policy

"PLAGIARISM" can occur in two forms:

- 1) Author(s) intentionally copy someone else's work and claim it as their own.
- 2) Author(s) copy her or his own previously published material either in full or in part, without providing appropriate references Plagiarism before publication:

The Journal performs plagiarism check on a manuscript even before the peer-review process. If plagiarism is detected the extent of the same will be assessed. The Journal uses available standard software time to time to check this. Based on this assessment the following measures are taken:

- 1) If the percentage of plagiarism is 10% and less, the author will be asked to revise the content or cite accordingly.
- 2) If it is above 10% - 25% the author will be asked to revise the content with much more serious and resubmit the content.
- 3) If it is more than 25% the manuscript will be returned to the author and to redraft the whole paper taking much care about plagiarism. Author can still resubmit with same manuscript ID after removing all plagiarised parts and reworking on the content. In this case more scrutiny will be done on the resubmitted manuscript to avoid any possible plagiarism and copying of any published datas or manipulation of datas.

Here 5% plagiarism is considered as a paragraph of 5-10 lines (1.5 spacing). Accordingly 10% and 25% would be calculated. This is a rough estimate which cannot be followed exactly but would be followed as guidelines.

The reason for returning the manuscript having more than 25% plagiarism is that

- 1) Possibility of unethical behaviour of author towards manipulation of data from already published paper.
- 2) To avoid any issues of copy right problem once the paper is published.
- 3) Copying of discussion / introduction part from any published paper without giving proper citation.

The plagiarism may happen if the author submits the same manuscript to more than one journal and if those get published in the respective journals this reflects the unethical practise of the journal. In this case author would be asked for explanation and rectification and should withdraw the published manuscript except one. If author fails to do so, journal takes punitive action against this unethical practise by withdrawing the manuscript, displaying this issue in the appropriate journal page and a notification would be sent to the respective author affiliated department/university for their attention.

Though all measures are taken to detect and assess plagiarism. But inspite of these efforts plagiarism can go undetected due to several reasons. In these cases if plagiarism is detected at a later stage, still all actions pertaining to the offence of plagiarism will be followed. If it is detected after publication, the plagiarised paper will be labelled so in the PDF format of the publication. If the extent of plagiarism is too high the paper will also be removed.

## **9. Ethical Violations**

### **Procedure for Dealing with Allegations of Unethical Conduct**

The IJLPR Journal upholds strong ethical values and good code of conduct. If anyone finds any unethical behaviour or misconduct of any member associated with the Journal, they can bring the matter to the notice of the Journal authorities.

If the complaint is made with proper evidence, every step will be taken for a thorough and fair probe into the matter. All the rights of both the alleged defaulter and the complainant will be respected. The accused will be given opportunity to explain his/her side. Strict confidentiality will be maintained throughout the process of investigation. Decisions will be taken by the publishers in proper consultation with experts.

### **Investigation Outcome**

If the misconduct is proved, then due course of action will be followed:

- The individual will be notified about it.
- Information pertaining to the unethical behaviour of the author if proved, the same may be released at appropriate pages of the journal. This is done to alert other journals about this author unethical practice. A notice would also be sent to the author affiliating institute/university for their action.
- If need be, a warning notice will be issued and expected code of behaviour will be reminded once again
- If misconduct is severe in nature, the higher authorities of the defaulter will be informed.
- Action will be taken according to the nature of misconduct and severity of the same.

## **10. Publication Ethics**

The objective of the IJLPR is publication of research work that is original, relevant and highly contributive to the development of the world and betterment of life in this world. To achieve this aim of dissemination of knowledge and to promote excellence in the field of medicine, the Journal adopts a highly ethical publishing process.

The Policies governing the Ethical principles are very strongly adhered to. And any case of non-conformity to the ethical regulations of the Journal is considered seriously.

### **Plagiarism**

Manuscripts submitted to the IJLPR are checked for plagiarism, and if it is deducted steps are taken to ensure publication of un-plagiarized works.

### **Peer Review**

All submitted manuscript will undergo double Blind Peer Review. Either author or reviewer will not now be revealed each other to prevent any biasing of review.

### **Consent for identifying information**

The Journal conforms to the requirements stipulated by the International Committee of Medical Journal Editors (ICMJE) with regard to consent to publish identifying information. Manuscript having datas or images or information which can identify the individual or patient will not be accepted for publication.

## **Conflict of interest**

Aspects like financial interest, material gain or personal interest or any other similar interest may influence the manner in which a research work may be approached. If these influence exists, then there arises a conflict of interest. Throughout the editorial and peer review process there are many chances for existence of conflicts of interest from the point of view of authors, editors, and peer reviewers. All parties must voluntarily disclose any information regarding conflicts of interest so that the quality of the author's works is not influenced or compromised. The Journal conforms to the requirements stipulated by the International Committee of Medical Journal Editors (ICMJE) with regard to consent to publish identifying information.

Manuscript having datas or images or information which can identify the individual or patient will not be accepted for publication.

## **11. Publication Policies**

The Publication Policies of the Journal are framed in keeping with objective of the Journal which is to publish research work that is original, relevant and highly contributive to the development of the world and betterment of life in this world.

### **Editorial Review Policy**

The Editorial Review Policies offer guidelines (Manuscript Screening Guidelines) to the Editorial Board and Peer-reviewers about effecting discharge of their respective duties. This Manuscript Screening Guideines are updated at regular intervals on discussion with our editorial board members and peer reviewers.

### **Copyright Policy**

All articles published in IJLPR Journal are open-access articles, published and distributed under the terms of the Creative Commons Attribution 4.0 International Public License, which permits reproduction, distribution, derives and non-commercial use, provided the original work is properly cited and authors and publisher are properly identified.

All publications of the Journal are protected by copyright laws and breach of this law is subject to legal actions. Any kind of reproduction or reference to the publications can be permitted only if the original sources of those information are properly cited.

### **Publication Charges Waiver Policy**

The main objective of the IJLPR is towards dissemination of knowledge and to develop research, and commercial gains do not form part of the main objectives. The Journal takes all possible efforts to support the authors by offering a waiver in the publication charges based on the quality of the manuscript defined by the reviewer comments, economic situation of the author etc, on authors request, but decision on the waiver would be decided by the managing editor.

### **Complaints Policy**

The Journal will act promptly on any complaints it receives and follow due course of action as per its Complaints Policy. It ensures unbiased, fair dealing of the complaints, ensuring that both the appellant and defendant

receive equal opportunities to represent their respective cases.

### **Peer Review Policy**

According to the Peer Review policy of the Journal every manuscript that is submitted for consideration for publication undergoes a strict, double-blind peer review process that ensures a fair, unbiased scrutiny of the author's work. During, the double blind peer review, neither author nor the reviewer selected by IJLPR knows each other during the review process. The reviewer are requested to make a fair and objective review of all the aspects expected of a research manuscript like, content, originality, relevance of the findings, data analysis and interpretation etc, offering constructive criticism and useful suggestions and recommendations. English language, grammatical error etc should also be considered by the reviewer for the suitability of the manuscript.

### **Ethical violations**

If there is ethical violation in some way or other, the article may be rejected at any stage.

### **Corrections and retractions**

Author's may realize the need to make corrections or to withdraw a manuscript after submitting it. To facilitate this justifiable requirement the Journal has devised its Corrections and retractions Policy. Sometimes if the case demands only a replacement instead of a total removal of content the Journal allows the replacement as per the directions of the Corrections and Retraction policy of the Journal.

### **Manuscript Withdrawals**

During peer review process or after publication, if the manuscript is found any conflict of interest from author side, or any falsification of data or similar to these errors and asked for withdrawal of the manuscript, the manuscript would be withdrawn.

### **Embargo Policy**

In order to ensure that there is no unwarranted access to all manuscripts that are submitted to the Journal, we follow a strict embargo policy. The press or public will not have access to the manuscripts until they are published. All possible measures will be taken to make sure that the reviewer honour their promise to confidentiality. Journal will not take the responsibility for any breach of confidentiality either by the reviewer, editorial board member or the corresponding author towards publishing of the manuscript until it gets published in our journal but necessary action will be initiated against that party. Our embargo period would be 15<sup>th</sup> of quarter (January, April, July, October) of every year as assigned respectively for that manuscript for that quarter.

### **Ethical expectations**

There is an ethical binding on all the members of the various departments of the Journal. Everyone is expected to perform his/her duties within certain ethical code. To read more about the ethical expectations of Editor in chief & Managing editor, Author, Publisher, Peer reviewer and publisher.

### **Consent for identifying information**

The Journal conforms to the requirements stipulated by the International Committee of Medical Journal Editors

(ICMJE) with regard to consent to publish identifying information. Manuscript having data or images or information which can identify the individual or patient will not be accepted for publication.

A written consent should be taken from the patient/individual by the author if the identity of the person such as clinical images, name, address, contact information their medical history or information if included in the manuscript.

### **Informed consent**

Authors who are submitting a research manuscript having patients study data have to use information regarding a patient in their paper. But according to the stipulations of International Committee of Medical Journal Editors (ICMJE), such information cannot be used in manuscripts unless the author obtains informed consent from the patients/next-in-kin. Informed consent from the individual/patients who are included in the

- a. For their inclusion in the study
- b. For publishing their identity information (text , images etc)
- c. For publishing their details

### **Dealing with unethical Allegations**

The Journal upholds strong ethical values and good code of conduct. If anyone finds any unethical behaviour or misconduct of any member associated with the Journal, they can bring the matter to the notice of the Journal authorities. If the complaint is made with proper evidence, every step will be taken for a thorough and fair probe into the matter. All the rights of both the alleged defaulter and the complainant will be respected. The accused will be given opportunity to explain his/her side. Strict confidentiality will be maintained throughout the process of investigation. Decisions will be taken by the publishers in proper consultation with experts.

### **Research on human and animal studies**

The Journal's policy insists that certain guidelines have to be followed by authors of research papers whose work deal with human subjects. The guidelines are as per the Declaration of Helsinki 1978. The author's institutional board or any other appropriate committee should have approved of the research on human subjects and the name of this board has to be acknowledged with approval number and date. National Research Council has guidelines for the care and use of laboratory animals. Any research done on these animals should be within the permissible limits if these guidelines. All details regarding the use of these animals for experiments and other related studies should be clearly stated in the manuscript.

### **Advertising Policy**

The Journal does not promote any advertisement. Announcements about conferences, seminars, symposiums, workshops, or information about hospitals, institutes or organizations are allowed to be placed on our website for free of cost.

### **Appeal policy against Editorial decision**

After the peer review process, if the Editorial Board decides to reject a manuscript, the author will be notified about the decision. But if the author thinks that it has been an unfair decision he/she has the freedom to make an appeal against the decision to the journal.

## **Confidential Information**

Strict confidentiality is maintained to matters related to manuscripts, correspondences made with authors and reviewers and complaints made. The same is expected of the Authors, Reviewers and Editorial Staff. The manuscripts, comments from the peer-reviewers, correspondences made, emails etc should not be released to any unauthorized person/body/forum/website. The journal can release the communication, emails etc for its purpose of its policies as and when need arises.

## **Digital Preservation Policy**

The manuscript published by IJLPR Journals is in electronic format. The Published full text of the manuscript would be available in PDF format. Achieving of the earlier issues will be made in the respective web pages .All our electronic content (websites, journals, manuscripts etc.) is stored by our publisher UBI journal publishers with their designated servers and a suitable back up is made for the safety of the content if any mishap such as hacking etc happens on three different servers. Content on one server is online and accessible to the readers. The copy of the same live content is kept as a backup on two other servers. In case of failure of one server, any one of the other servers can be made online and all websites and journals will be live within less than 24-36 hours. Self-Archiving: If the journal stops publishing, the journal domain, the website and all the content will be kept in their original form for a period of 10 years. After 10 years the content will be moved to another archive – IJLPR Full Archive – where it will be kept online and publicly accessible. This archive would be created to preserve all the digital content (especially published manuscripts) perpetually.

## **12. Research on Human and Animal Studies**

The Journal's policy insists that certain guidelines have to be followed by authors of research papers whose work deal with human subjects. The guidelines are as per the Declaration of Helsinki 1978. The author's institutional board or any other appropriate committee should have approved of the research on human subjects and the name of this board has to be acknowledged with approval number and date.

Similarly the manuscript should contain a statement that makes the following declaration:

*"All procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2008."*

and

*"Informed consent was obtained from all patients for being included in the study."*

If such consent is not obtained proper explanation should be given. Authors must submit the approval letter from the Institutional board if requested by the journal.

## **Animals Studies and Ethical Treatment**

National Research Council has guidelines for the care and use of laboratory animals. Any research done on these animals should be within the permissible limits if these guidelines. All details regarding the use of these animals for experiments and other related studies should be clearly stated in the manuscript.

Approval from institutional ethical committee (for animal/human study) must be taken by the author in written and should be submitted to the journal if requested. The manuscript should have a similar statement in the methods/experimental section that

*"All institutional and national guidelines for the care and use of laboratory animals were followed."*

*"All animal studies were done after receiving approval from Institutional Ethical committee approval with approval number ....."*

Kindly mention the approval number with date.

### **13. Advertising Policy**

The Journal does not promote any advertisement. Announcements about conferences, seminars, symposiums, workshops, or information about hospitals, institutes or organizations are allowed to be placed on our website for free of cost. We have a separate page for conference/seminars announcement in "conference and seminar" pages. In that at "calendar of events" page, we display upcoming conference and seminars free of cost. At "Conference and seminar proceedings" we display proceedings of conference and seminars conducted recently.

### **14. Appeals policy against Editorial decisions**

After the peer review process, if the Editorial Board decides to reject a manuscript, the author will be notified about the decision. But if the author thinks that it has been an unfair decision he/she has the freedom to make an appeal against the decision to the journal.

This appeal can be made within 30 days of the notification of the rejection and should be done by submitting an appeal letter to the Editor-in-Chief/Managing Editor, stating clearly the grounds on which the appeal is made. If the appeal is justified then the Editor-in-Chief/Managing Editor may send the manuscript for a fresh review or allow the author to rework on the manuscript. In either case the final decision to accept the manuscript still remains with the Editor-in-Chief/Managing Editor. The appeal must be submitted within 30 days of rejection of the manuscript.

### **15. Authorship Policy**

Author(s) of a manuscript submitted to IJLPR are one who made substantial contributions to the manuscript work and has academic, social and other financial effects. Authors are bound to take the responsibility whole or part of the work accordingly and should identify the responsibility for each part of the work. They as a whole should take public responsibility for the appropriate part of the work. They should be confident enough among themselves for their ability, proficiency, expertise and integrity.

As per the ICJME guidelines, an Authorship should follow the following guidelines

- Author should made substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data
- Author should drafted the article or revised it critically for important intellectual content
- Author should give the final approval of the version to be published;
- Author should agree to be accountable for all aspects of the work.

- Author should agree 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 others who have contributed but do not fall in the category of authors can be given due credit by having their names listed under the Acknowledgement. If there are more than one author who have worked on a manuscript, one of them has to be identified as the 'Corresponding Author' who will be doing all the correspondence with the Journal Editorial office. This author in turn has to keep the other co-author/s informed about the proceedings and developments. According to the Authorship Policy of the Journal it is automatically understood that when a co-authored manuscript is submitted it is done only after the consent of all the authors involved and that they have approved of the content, the list of authors and the order of authors in the list.

### **Change in Authorship**

The Journal allows change of authors, either by addition or deletion, before or after publication. The corresponding author must communicate to the IJLPR journal about any change of authorship before or after manuscript publication. It is understood that other existing authors understand and given consent to this change and it is the responsibility of the corresponding author to get the consent. Editor decides about considering the authorship change request and appropriate communication about acceptance or rejection would be sent to the corresponding author.

## **16. Complaints Policy**

The Journal has an author-friendly Complaints policy which ensures that an author's work is not rejected unduly and that an author is given every possible chance to get a complaint resolved.

### **Part A: Appeal against Editorial Decisions:**

If the author does not agree with the Editorial decision he/she has the freedom to make an appeal against the decision by submitting an appeal letter to the Editor-in-Chief/Managing Editor, stating clearly the grounds on which the appeal is made. If the appeal is justified then the Editor-in-Chief/Managing Editor may send the manuscript for a fresh review or allow the author to rework on the manuscript. In either case the final decision to accept the manuscript still remains with the Editor-in-Chief/Managing Editor.

### **Part B: Editorial Matters:**

#### ***For complaints related to policies, procedures, editorial content and actions of the editorial staff***

Any complaint related to the Policies, Procedures, editorial content and relevant actions can be made by email to the journal (visit "contact" of the journal webpage).

### **Plagiarism related issues**

The complain related to plagiarism over the published paper can be made to the respective author who have plagiarized or can contact the journal for any necessary action. The journal will communicate to the respective author for explanation and to resolve the issue. The manuscript would be suitably replaced with rectified plagiarism error

and an erratum will be acknowledged or the manuscript would be retracted or any suitable and justifiable decision would be taken.

### **Complaint Resolution**

Necessary steps and efforts would be taken to resolve the complain as early as possible. In certain cases, delay may happen due to need of reply from organisation or similar parties. But the necessary steps would be taken and update would be sent to the complainant as often as possible as it needs.

### **Part C: Non-Editorial Matters:**

Complaints related to Non-editorial matters can be made by sending an email to the managing editor and based on the nature of the complain the resolution process would be initiated.

### **Complaint Resolution**

The Journal ensures prompt response to the complaints. Every measure will be taken to resolve complaints. Unless there is a delay involving a third party, the Journal takes efforts to resolve complaints as early as possible.

## **17. Confidential Information**

Strict confidentiality is maintained to matters related to manuscripts, correspondences made with authors and reviewers and complaints made. The same is expected of the Authors, Reviewers and Editorial Staff. The manuscripts, comments from the peer-reviewers, correspondences made, emails etc should not be released to any unauthorized person/body/forum/website. The journal can release the communication, emails etc for its purpose of its policies as and when need arises.

## **18. Conflicts of Interest Policy**

Aspects like financial interest, material gain or personal interest or any other similar interest may influence the manner in which a research work may be approached. If this influence exists, then there arises a conflict of interest. Throughout the editorial and peer review process there are many chances for existence of conflicts of interest from the point of view of authors, editors, and peer reviewers. All parties must voluntarily disclose any information regarding conflicts of interest so that the quality of the author's works is not influenced or compromised.

### **Author's Conflict of Interest**

The authors are asked to declare any influence, or be perceived to influence, their work as conflict of interest during the time of submission of the manuscript or during the processing or peer review process. This will ensure the declaration of conflicts of interest which does not exist at the time of submission but arises at a later stage. All the communication regarding this should be made by the Corresponding author. The declaration of conflict of Interest for research, review or case studies papers can be done by making a statement of declaration in a separate paragraph in the manuscript.

For example:

"We declare that there is no conflict of interest over any financial or personal interests that would affect the validation of the work of the author". The sentences can also be similar but should convey exactly the same meaning. If there is any existence of conflict of interest, it should be either communicated to the a editor before publishing or after publishing and necessary action would be taken accordingly.

The corresponding author can also declare similar conflict of interest paragraph "We declare the following conflicts of interests: Author ABC is a part-time paid consultant for XYZ Corporation. Author PQR is on the advisory board of RST Company and has received fees as an advisory board member."

### **Editor's Conflicts of Interest**

Editors of the Journal are also bound by the Conflict of Interest policy of the Journal. They have to make a general declaration of conflict of interest if any at the time of assuming responsibility as the Editor and also specifically whenever a conflict arises during the review process of manuscripts.

To avoid potential conflicts of interest that may arise in special cases like the Editor in Chief or one of the Editors submitting a manuscript for publication, the Journal ensures that the said manuscripts will be sent to an editor whose identity will not be revealed to the authors under consideration.

If the author of a manuscript is related to an editor personally or professionally the Journal will take care to send the manuscript to another advisory editorial board member to ensure blind peer review process.

### **Peer reviewer's Conflicts of Interest**

The Peer reviewers are also required to declare the conflicts of interest, if any, while submitting the review comments, failing which the review done by the peer reviewer will become invalidated. Nevertheless, even in case of existence of a conflict of interest, if it is declared, then the review is validated.

## **19. Consent for Copyrighted Material**

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The author should retain a written consent from a patient if the author finds it essential to use information like name, address, medical history, clinical findings, and reports of investigations etc, of the patient in the manuscript for the purpose of research.

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4. Authors and co authors are bound to abide all rules and regulations which includes amended rules then and there without any conditions or restrictions. At any time either during process or after publishing if IJLPR confirms the unethical practice suitable necessary action would be executed.
5. All manuscript would be subjected to double blind peer review by anonymous 2-3 reviewers.

## 21. Digital Preservation Policy

The manuscript published by IJLPR Journals is in electronic format. The manuscripts and journals are published online without any print edition (Print version if published in future it would be mentioned in our journal web page). The Policy for digital content preservation are as follows and the policy will be reviewed and adapted to available technologies at regular intervals.

1. The Published full text of the manuscript would be available in PDF format.
2. Achieving of the earlier issues will be made in the respective web pages.
3. All our electronic content (websites, journals, manuscripts etc.) is stored by our publisher UBI journal publishers with their designated servers and a suitable back up is made for the safety of the content if any mishap such as hacking etc happens on three different servers. Content on one server is online and accessible to the readers. The copy of the same live content is kept as a backup on two other servers. In case of failure of one server, any one of the other servers can be made online and all websites and journals will be live within less than 24-36 hours.
4. With authors and readers support, we will continue to publish all our journals for a very long time. If due to some rare, unfortunate circumstances we are forced to stop publishing a journal, the manuscripts published in that journal will be perpetually kept online and accessible to the readers as possible.

5. Self-Archiving: If the journal stops publishing, the journal domain, the website and all the content will be kept in their original form for a period of 10 years. After 10 years the content will be moved to another archive created thereof – IJLPR Full Archive – where it will be kept online and publicly accessible. This archive would be created to preserve all the digital content (especially published manuscripts) perpetually.

## **22. Corrections and Retraction Policy**

### **(1) Article Withdrawal**

Author's may realize the need to make corrections or to withdraw a manuscript after submitting it. To facilitate this justifiable requirement the Journal has devised its Corrections and Withdrawal Policy.

According to this policy, the author can withdraw the manuscript at any time before its publication in its final form or during peer review process. The author has to submit a withdrawal request by email to the Editorial Office stating proper reason and decision would be taken by the editor and proceeded accordingly .If the publisher/Editor decides to withdraw the article due to reasons like plagiarism, duplicate or multiple publication, manipulation of data and any other such fraudulent acts and email would be sent to the author for proper explanation and further rectification. If not satisfied or no response from the author, editor or the publisher just removes the article on leaving a note with the information regarding the withdrawal. A note email may be sent to the affiliating institute/department/university/academic superiors of the author about the author's unethical practice (if any).

### **(2) Article Corrections**

An errata or corrigenda or addenda will be published in case of discovery of a major or significant error in a manuscript after its publication. This is done with the consent of both the publisher and the author. However minor errors which do not affect the content in a big way would be ignored. To avoid existence of error in the published paper, the corrected manuscript will be replaced for its PDF version as soon as the manuscript is corrected. This helps the readers /users to have corrected manuscript at the earliest.

Though the corrections are made directly to the content by altering the existing version, the details of the correction will be available in the erratum page, towards maintaining the integrity of the published content .

"Errata" refers to corrections pertaining to major typographical errors or mistakes in figures and overlooked proof corrections or errors in details regarding the identity of the author.

"Corrigenda" refers to corrections of factual errors that may invalidate the main contents of the paper. Errors noticed by readers, can be represented through "Letter to Editor" and after reviewing the nature and accuracy of the errors pointed out; the required changes will be published along with the comments of the reader given in the "Letter to the Editor"

"Addenda" refers to addition of very important content which has been omitted by mistake during the editorial process. The content of the Addenda will also be peer-reviewed before publication and a request for Addenda is entertained only in cases of utmost importance.

### **(3) Article Retraction**

The publisher can withdraw/retract the article due to reasons like plagiarism, duplicate or multiple publications, manipulation of data, conclusions arrived on a faulty or illogical rationale and any other such fraudulent

acts. The publisher removes/retracts the article on leaving a note with the information regarding the retraction. This is done with the consent of the author and if in case of non-acceptance of retraction by an author, the decision of the editor is final. Full or Partial retraction of the article is done depending on individual cases.

#### **(4) Article Removal**

If a published article poses problems on legal grounds the publisher/editor will remove the article. Other cases that will warrant a removal of an article after publication are: a court order against the publication, a violation of copyrights or if the article infringes upon the legal rights of a third party or if the contents are defamatory or slanderous in nature.

#### **(5) Article Replacement**

Sometimes if the case demands only a replacement instead of a total removal of a content the Journal allows the replacement as per the directions of the Corrections and Retraction policy of the Journal.

On executing any of the above based on author request or of authors carelessness or due to errors from author's side, an official expenses reimbursement may be claimed from the journal office to the author for updating/changing the official records and other process.

### **23. Authorship**

Authors who submit the manuscript to IJLPR should abide the criteria given by [ICMJE](#) (International Committee of Medical Journal Editors) definition of authorship. They specifically should fit the following:

1. They should formulate the aim /objective, theory and concept of the study.
2. They should contribute to the experimental design /concept of the study.
3. They should have analysed or interpreted or compiled the datas of the result.
4. They should have drafted the manuscript according the journal style.

Those authors who have done the above contributions must be listed as authors and all authors should critically review and approve the manuscript for publication. Ghost authorship (individuals whose name is included in the author for the name sake but not have done any of the above said contributions), honorary/guest authorship are not allowed to be the authors of the manuscript.

Manuscript not been approved by any one of the authors would be rejected at any stage if found. Corresponding authors responsibility is to get the concern form all the authors for publication. The author who is senior and more expert in the study should review the manuscript finally before submission to the journal. Authors are encouraged to state their contribution in the acknowledgement.

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