

JOURNAL POLICIES

◆ OPEN ACCESS STATEMENT

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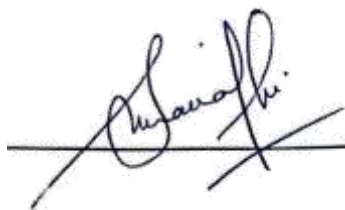
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◆ PEER-REVIEW POLICY

Initial Assessment and Editorial Oversight

At the AMRJ, submitted contributions undergo a meticulous review to assess their adherence to submission guidelines. Following this initial screening, the submission is forwarded to an editor for a comprehensive evaluation of its suitability for peer review. To ensure impartial judgment, cases where conflicts of interest arise, such as an editor’s affiliation with an article, prompt the assignment of an alternate editorial board member to oversee the peer-review process. While



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peer-review reports undoubtedly influence editorial decisions, the ultimate determination rests with the editors, who retain full autonomy to make unbiased judgments. It's important to highlight that a single concern raised, whether by a peer reviewer or editor, can lead to the rejection of the paper. The outcomes of the peer review, coupled with the editorial decision, are communicated expeditiously to the authors.

Double-Anonymized Peer Review

To uphold the principles of fairness and objectivity, the AMRJ strictly adheres to a double-anonymized peer-review policy for all submissions. Authors are kindly urged to meticulously remove any identifying information, including names, affiliations, and acknowledgements, from their manuscript before submission. This proactive measure significantly contributes to preserving the integrity of the peer-review process. Peer reviewers, chosen for their subject expertise, are responsible for maintaining confidentiality regarding the manuscript's content. Furthermore, reviewers are explicitly instructed to uphold the anonymity of the author(s) during the review process. In cases where potential conflicts of interest arise during the review, reviewers are promptly expected to notify the editorial board.

Confidentiality and Compliance

Preserving confidentiality is a foundational pillar of the peer-review process at the AMRJ. It is non-negotiable that authors and reviewers strictly adhere to these established confidentiality guidelines, guaranteeing the process's credibility. Any breach of confidentiality—such as inadvertent disclosure of identities or sensitive details—may have serious consequences, including the rejection of the manuscript or other appropriate actions deemed necessary. Authors who submit to the AMRJ must be agreed to these policies and are urged to steadfastly uphold the standards of confidentiality. This collective commitment reinforces a robust and reliable peer-review system.

Time Frame

Considering the authors' time and the urgency of scholarly dissemination, the AMRJ prioritizes an efficient review process. Following the initial assessment, manuscripts seamlessly transition

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to the peer-review phase. Peer reviewers are allocated a dedicated period of **two to four weeks** to conduct their evaluations. When a reviewer's response is delayed beyond this timeframe, alternative reviewers are promptly engaged to ensure minimal disruption and timely progress. This strategic approach aims to curtail delays and sustain the momentum of the review process, ultimately facilitating a streamlined publication journey for authors.

◆ **PUBLICATION AND RESEARCH ETHICS**

When reporting experiments on human subjects, authors should indicate whether the procedures followed were by the ethical standards of the responsible committee on human experimentation and with the latest version of the Helsinki Declaration. In text and illustrative material, do not use patients' names, initials, or hospital numbers. Every manuscript submitted to AMRJ should be approved by the organization's ethical review committee (ERC) or Institutional review board (IRB). A study having National Clinical Trial Number will be preferred. The statement should be written on the official letterhead of the ERC or IRB, duly stamped and signed by the committee's chairperson. The study should be approved prospectively. Studies not involving direct contact with human subjects would require submission of an exemption letter issued by the institutional ERC/IRB before the project's starting date. Suppose an institution does not have an ethical review committee, in that case, approval should be sought from another institution adhering to ethical norms and governing research involving humans using ethical review committees willing to cooperate to enhance ethical standards. AMRJ follows the guidelines of the [Committee on Publication Ethics](#) (COPE) and suggests the author must adhere to these guidelines for manuscript submission.

◆ **PUBLICATION AND COPYRIGHT POLICY**

Authors publish with AMRJ retain unrestricted copyright to their submissions and can use their work in any manner they choose, including republishing it in different forms, such as online, in books, popular science articles, or similar, once it has been published in the journal.

When republishing their work, authors are requested to provide AMRJ credit; this is optional but appreciated. By submitting an article for publication in AMRJ, the author grants Journal an

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unlimited permission to publish the article under the journal's appropriate creative common license in the journal, online, and in the journal's archive. Also, the author consents to the publication of their work in AMRJ and to the journal's use of it for promotion.

◆ **PLAGIARISM POLICY**

AMRJ follows the [International Committee of Medical Journal Editors](#) (ICMJE) and [Higher Education Commission](#) (HEC) guidelines/criteria for all types of plagiarism. All the submitted manuscripts are subjected to plagiarism checking through the software 'Turnitin'. Manuscripts with a more than 19% similarity index are only processed further if rectified. The plagiarized manuscript presented with extensive copy-pasted data or another's work without crediting the source is inappropriate and would not be considered for publication in AMRJ. The author must apprise themselves of plagiarism in any form, including paraphrasing and self-plagiarism. To authenticate originality, manuscripts submitted to AMRJ can be sent to HEC, other medical journals' editors, and international agencies. The disciplinary committee of AMRJ would deal with cases of plagiarism and comprise the staff, editors, and the chief editor or representative. For a plagiarized article (multiple submissions) in processing, the identification of the act will lead to dropping the article from further processing/consideration of publication.

◆ **ANIMAL STUDIES**

AMRJ accepts animal studies only when the Animal Ethics Committee (AEC) of the institution provides ethical approval.

◆ **CONFLICT OF INTEREST**

A sample definition by [the World Association of Medical Editors](#) (WAME) states that "conflict of interest exists when a participant in the publication process (author, peer reviewer, or editor) has a competing interest that could unduly influence (or be reasonably seen to do so) his or her responsibilities in the publication process."

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All authors should declare any conflict of interest, which may include grants or honorarium, credits and promotions, memberships or any personal or professional relationships, and data ownership rights of the academic or clinical units where the study was conducted, which may appear to influence the manuscript or deny due credit to the study site. Such competing interests may not be unethical but may be considered a questionable research practice.

◆ **SCIENTIFIC MISCONDUCT**

AMRJ 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.

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According to AMRJ's copyright policy, the copyright belongs to the journal upon manuscript submission. Moreover, submitting the same manuscript to more than one journal simultaneously is considered unethical.

If the authors want to withdraw the manuscript during its processing, an email has to be sent notifying their intention. A final letter from the editorial office for the withdrawal of the manuscript will be sent to confirm the withdrawal. Please note that without a formal withdrawal email, a manuscript is not considered withdrawn, and the use of such a manuscript elsewhere will be construed as ethical misconduct.

◆ **COMPLAINT POLICY**

AMRJ suggests that the complainant is not merely expressing disagreement with a decision but believes there has been a breakdown in the process. This could include an unreasonably prolonged delay or an impolite response, or a significant error in judgment. The grievance should pertain to matters falling under the purview of AMRJ's editorial department, such as content or

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procedural issues. Complaints should be made by sending an email to the following email addresses: - publication.amrj@gmail.com

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All efforts shall be made to make a definitive response within two weeks. If this is not possible, an interim response will be given within two weeks. Interim responses will be provided until the complaint is finally resolved.

◆ **PRIVACY POLICY**

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◆ **ARCHIVING AND REPOSITORY POLICY**

All manuscripts published in the AMRJ will be meticulously archived and made readily accessible from the journal website, benefiting both authors and readers under the following approaches:

Author Self-Archiving Policy

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Furthermore, authors are strongly encouraged to ensure that the Version of Record (VOR) is available within repositories, aligning with the open-access license terms. This practice guarantees that the authoritative version is effortlessly accessible to individuals utilizing repositories and consequently enhances the accuracy of citations.

Authors can disseminate their work through a wide array of formats:

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The Author's Original Manuscript (AOM) symbolizes the initial submission preceding the peer review process. Authors can share their AOM via various mediums, such as social media, scholarly collaboration networks, and personal websites marked for non-commercial usage. However, upon formal publication, authors are kindly requested to impart the article's published status, accompanied by its DOI and corresponding web link.

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The Accepted Manuscript (AM) embodies the version that has triumphantly traversed the rigors of peer review and obtained the endorsement of the journal's editorial board. Authors are at liberty to disseminate their accepted manuscripts, contingent upon the explicit indication of the article's status as "accepted" and the inclusion of the DOI.

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metadata application and has been attributed to a Digital Object Identifier (DOI). It stands as the ultimate version that has been officially published.

Digital Archiving and Preservation

The perpetual digital preservation of all scholarly content published within the scope of the AMRJ is established with the following repositories:

- [Sherpa Romeo](#)
- [CrossRef](#)

The journal's content is deposited within the PKP Preservation Network (PKP PN) utilizing the robust framework of the Open Journal Systems (OJS) platform. Adopting this platform safeguards the integrity of OJS journals and their content.

◆ **BUSINESS MODEL**

- **Access Model:** Open Access: *No Charges.*
- **Business Model:** Author pays the [publication fee](#).

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