

Author Instructions for the Journal of the Association of Physicians of India (JAPI)

The Journal of the Association of Physicians of India (JAPI) invites authors to submit their manuscripts for consideration. Below are the detailed instructions for authors to ensure compliance with the journal's submission guidelines.

General Submission Guidelines

1. **Submission Platform:** Manuscripts must be submitted via the online manuscript management system at [JAPI Submission Portal](#). First-time users must register on the platform for submission.
2. **ORCID Requirement:** All contributors are required to have an ORCID. Authors without one can register at [ORCID Registration](#).
3. **Author Information:** Complete details of all authors, including full name, email address, phone numbers, designation, department, institution, and address, must be provided. This information will be kept confidential and used solely for publication communication.
4. **Originality:** Manuscripts should not have been published or submitted elsewhere, except as a brief abstract in conference proceedings.
5. **Plagiarism Check:** Authors must conduct a plagiarism check using available software before submission and include the report with their manuscript.
6. **Submission Confirmation:** All authors must confirm their willingness to be co-authors via an automatic email generated by the submission platform.

Editorial and Peer Review Process

Submission and Initial Acknowledgment

Upon submission, manuscripts are acknowledged by the journal. Each submitted article undergoes a **plagiarism check** to ensure originality. An initial assessment is conducted by the editorial team to verify compliance with the author guidelines and submission requirements. The **corresponding author** will be the sole point of contact for all communications regarding the manuscript.

Initial Assessment

The Managing Editor performs an initial check to confirm that all necessary components are included in the manuscript. If any corrections are needed, the manuscript may be returned to the authors for revisions. Manuscripts that do not meet the journal's standards may be rejected at this stage without further review.

Editorial Review

Once the manuscript passes the initial check, it is subjected to an **editorial review**. The Editor-in-Chief evaluates its suitability for the journal's audience, considering factors such as significance, originality, and relevance. If deemed appropriate, the manuscript is assigned to a member of the Editorial Board for further assessment. This phase typically takes **10-15 working days**.

Peer Review Process

If the manuscript passes editorial review, it proceeds to **external peer review**. At least two independent expert reviewers assess the scientific quality of the work through a **double-blind review process**, ensuring that both authors and reviewers remain anonymous to each other. The Editor-in-Chief makes a final recommendation based on reviewer feedback, which can include options to revise, accept, or reject the manuscript. Authors will receive feedback within **10 to 12 weeks** from submission.

Revisions and Resubmission

Should revisions be required, authors must provide a detailed response to reviewers' comments along with a revised manuscript. The decision regarding revised manuscripts is communicated within **4 weeks** of resubmission. This iterative process continues until all parties are satisfied with the manuscript.

Process of Appeals

The journal welcomes genuine appeals against editorial decisions. Authors who believe their manuscript was wrongly rejected can appeal by emailing the editorial office at email ID onlinejapi@gmail.com. The appeal should detail the basis for reconsideration and include any supporting evidence or new information.

- Appeals will be acknowledged by the editorial office and an unbiased investigation will be conducted.
- Authors can expect a decision regarding their appeal within **8 to 12 weeks**.
- During this period, the manuscript should not be submitted elsewhere.
- The final decision rests with the Editor-in-Chief.
- Note that second appeals will not be considered.

Special Considerations to

- Manuscripts challenging previously published research or presenting negative results with sufficient power are also considered.
- Manuscripts authored by Editorial Board members undergo additional scrutiny; they are reviewed by other board members to avoid conflicts of interest.

Article Processing Charges

There is **no article processing charges** for the publication of articles in the Journal of the Association of Physicians of India (JAPI). This policy ensures that authors can publish their research without incurring any financial burden.

Publication Schedule

The Journal of the Association of Physicians of India publishes articles **monthly**. This schedule allows for timely dissemination of research findings and ensures that important contributions to medical literature reach readers promptly.

Copyright Ownership

Under the Creative Commons framework, authors retain ownership of the copyright for their content published in JAPI. However, by submitting their manuscripts, authors assign exclusive commercial re-use rights of the article to the journal.

Open Access License

All open access articles published in JAPI are distributed under the terms of the **CC BY-NC 4.0 license** (Creative Commons Attribution-Non-Commercial 4.0 International Public License). This license permits unrestricted use, distribution, and reproduction of the articles in any medium for non-commercial purposes, provided that:

- The original authorship is properly and fully attributed.
- The JAPI is cited as the original place of publication with correct citation details.
- If an original work is reproduced or disseminated in part or as a derivative work, this must be clearly indicated.
- No articles are reproduced for commercial use without prior consent from the JAPI. All licensing requests and permissions for commercial use will be managed by the Publisher.

For any re-use of content not covered by the CC BY-NC 4.0 license, authors should contact email ID onlinejapi@gmail.com.

Copyright form

Authors are required to submit a **Copyright Form** when submitting their manuscripts. This form formalizes the licensing arrangement and ensures compliance with journal policies.

Self-Archiving Rights

Authors are permitted to deposit the final electronic version of their article into an institutional or centrally organized subject repository upon publication. They must

include a link to the published version on the journal's website and attribute the journal and publisher as the original place of publication with correct citations.

Editorial and Publishing Policies

Anti-Plagiarism Policy

JAPI adheres to the [World Association of Medical Editors \(WAME\)](#) definition of plagiarism, which is the use of others published and unpublished ideas or words without proper attribution or permission, presenting them as original contributions. The journal maintains a strict anti-plagiarism policy and advises authors against any form of plagiarism.

- **Plagiarism Checks:** All submitted articles are checked using duplication-checking software. If plagiarism is detected, the Editor and journal committee will take appropriate actions as per the guidelines established by the Committee on Publication Ethics (COPE).
- **Post-Publication Detection:** If plagiarism is identified after publication, an investigation will be initiated. The journal reserves the right to notify the authors' institutions and funding bodies, retract the plagiarized article, or take legal action if necessary.
- **Reporting:** To report any incidents of plagiarism, contact the journal office at email ID onlinejapi@gmail.com

Protection of Research Participants

JAPI follows the recommendations set forth by the [International Committee of Medical Journal Editors \(ICMJE\)](#):

1. Researchers must ensure that human research is conducted in accordance with the 2013 revision of the Helsinki Declaration. Authors should obtain permission from relevant ethics committees prior to conducting research.
2. Identifying information should not be published unless essential for scientific purposes and with written informed consent from the patient or their guardian.
3. Non-essential identifying details should be omitted, and informed consent must be obtained if anonymity cannot be guaranteed.

Informed Patient Consent for Publication

Manuscripts must clearly state whether written or verbal informed consent was obtained from research participants.

- If consent was waived by the ethics committee, a justification must be provided. For exempt studies, reasons for exemption should be included.
- For patient-related content, authors must obtain written informed consent from patients or their legal guardians.

- If a patient is deceased or incapacitated, consent should be obtained from relatives.
- In cases where consent cannot be obtained, the responsibility for anonymization lies with the head of the medical team or the institutional review board.
- Any informed consent waivers must be documented in the manuscript.

Ethics Committee Approvals

All studies involving human participants must include:

1. The name of the ethics committee that approved the study.
2. Approval number and date.

If ethical approval is not required, this should be stated in the manuscript.

Clinical Trials

JAPI follows ICMJE recommendations for clinical trial registration:

1. Authors must register clinical trials in a public registry before enrolling participants.
2. Registries must include a minimum 24-item trial registration dataset.
3. Secondary data analyses should reference the primary trial registration number.

Data Availability Statement

Authors must include a Data Availability Statement detailing where supporting data can be found:

- Options include repository names, public domain resources, or availability upon request.
- If data are not publicly available, this must be clearly stated.

Authorship

The journal adheres to ICMJE recommendations for authorship:

- All authors must meet four criteria: substantial contributions to conception/design/data analysis; drafting/revising content; final approval; accountability for work integrity.
- The corresponding author is responsible for communication with the journal throughout submission and publication.

Changes to Authorship

Requests for changes to authorship after submission are generally not entertained unless accompanied by a signed agreement from all authors involved.

Author Identification

All authors are advised to provide an [ORCID iD](#) upon submission.

Author Contributions

Authors must specify their individual contributions according to [CRediT](#) taxonomy.

Non-Author Contributorship/Acknowledgment

Contributors who do not meet authorship criteria should be acknowledged in a specified section.

Disclosures of Conflict of Interest

Authors must disclose any financial or non-financial conflicts related to their work and complete an ICMJE disclosure form at submission.

Sources of Funding

Authors are required to declare funding sources received for their research, including funder names and roles.

Data Ownership and Permissions

Figures, data tables, and charts submitted must be owned by the authors. If not, permission from copyright holders must be obtained prior to submission. These editorial and publishing policies ensure that JAPI maintains high ethical standards while supporting authors in their contributions to medical literature.

Manuscript Preparation Guidelines

All types of submissions must adhere to a standard format as outlined in the “Manuscript Components” section below.

Reporting Guidelines

Authors must follow the [EQUATOR Network reporting guidelines](#) relevant to their study type. At the time of submission, authors should upload the appropriate checklist for their specific study. The EQUATOR wizard can assist in identifying the correct reporting checklist. Additional resources are available through the National Library of Medicine’s Research Reporting Guidelines.

Manuscript Categories

- **Editorials:** These provide commentary and analysis on articles published in the current issue. Editorials are solicited and should not exceed **1500 words** with up to **10 references**.

- **Research Articles:** These present original research findings and should include comprehensive data, methodology, and analysis.
- **Review Articles:** This category includes:
 - **Narrative Reviews:** These provide a comprehensive overview of a topic based on existing literature without a systematic approach.
 - **Systematic Reviews:** These follow a structured methodology to synthesize research findings from multiple studies. They may include meta-analysis, which quantitatively combines results from different studies to arrive at conclusions.
- **Case Reports:** The journal encourages submissions that highlight practical diagnostic and management considerations, focusing on **1 to 3 patients**. Identifying information must be omitted from descriptions, photographs, or pedigrees.
- **Case Series:** This is a descriptive study design detailing a series of cases related to a specific disease or clinical observation.
- **Letters to the Editor:** Letters addressing issues related to articles published in the last **6 months** are accepted. They should not exceed **1000 words** and include up to **4 references**. Selected letters may be forwarded to the original authors for their response.
- **Book Reviews:** Reviews of books relevant to the journal's audience will be published at the discretion of the Editorial Board. Books for review will be selected by invitation from recognized experts in the field.
- **Announcements:** Submissions regarding conferences, courses, awards, and other events should include contact information for further inquiries and be limited to **200-300 words**.

Manuscript Preparation

Manuscripts must be submitted as separate documents, including Manuscript Components mentioned.

Manuscript Sections

Manuscripts should be prepared using Microsoft Word (97-2013 or higher). The text must be double-spaced with **1-inch margins**, justified to the left margin, and formatted in **Arial 12-point font**. All pages should be numbered.

Cover Letter

The cover letter should address the Editor-in-Chief and explain why the manuscript merits publication in JAPI.

Title Page

The title should clearly convey the article's focus without abbreviations and include the study design (e.g., "case-control study").

- **Author Information:** Full names (first name, middle initial, last name), highest academic degrees, affiliations (department and institution with complete address), and ORCID IDs must be included. The corresponding author's details should also be provided.

Running Head

A running head of no more than **45 characters**, including spaces, should be provided.

Declarations Page

A separate document titled "Declarations" must include relevant declarations. If a declaration does not apply, it should still be noted as 'Not applicable' with an explanation.

Additional Requirements

1. **Change of Affiliation:** If an author changes affiliation before publication, their affiliation should reflect where most of the work was done.
2. **Corresponding Address:** Include contact details for the corresponding author.
3. **Author Name Listing:** Authors should be listed in First Name – Middle Name – Surname order for citation purposes.
4. **Ethics Committee Approvals:** Papers involving human participants must state ethics committee approval details.
5. **Patient Consent for Publication:** Informed consent is required for case reports, with statements included in submitted manuscripts.

These guidelines ensure that submissions to JAPI are consistent and meet high academic standards, facilitating a smooth review process and enhancing publication quality.