**PAKISTAN ARMED FORCES MEDICAL JOURNAL**

**Copyright Letter**

**Date:** \_\_\_\_\_\_\_\_ 2024

To: Editor PAFMJ

 PAFMJ OFFICE, ARMY MEDICAL COLLEGE

 RAWALPINDI

 Email: **PAFMJ@PAFMJ.ORG**

Dear Editor,

**Re: Copyright Assignment and Publishing Agreement - PAKISTAN ARMED FORCES MEDICAL JOURNAL**

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| **TITLE OF WORK:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I am the Principal / Corresponding Author of the Work, and my contact details are found in the signature block below. In order to submit the Work for publication with PAFMJ, I understand that:

* It is necessary to complete and submit this Copyright Letter, along with the *Journal Publication Terms & Conditions*.
* This Copyright Letter, along with the *Journal Publication Terms & Conditions*, together comprise the copyright assignment and publishing agreement between myself and PAFMJ relating to the Work.
* While primarily contemplating publication in PAFMJ, this documentation also allows me pay an associated fee to have the Work published on an open access basis.

I have signed and dated this Copyright Letter and the *Journal Publication Terms & Conditions*.

Yours faithfully

***Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Principal / Corresponding Author of the Work (“Assignor”)*

***Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Official Email:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Signature by corresponding Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(****Digital signature is not acceptable****)***

**Journal Publication Terms & Conditions**

1. **POLICY**

It is policy of the **Pakistan Armed Forces Medical Journal (PAFMJ)** to publish articles pertaining to different fields of medical sciences providing sufficient contribution to medical knowledge. The journal is presently being published bimonthly. The articles may include new experimental methods of medical importance; new interpretation of existing results or data pertaining to clinical problems and epidemiological work giving substantial scientific information pertaining to medical sciences. All such articles should aim for development of medical concepts rather than mere recording of facts. Incomplete, descriptive observational studies are discouraged for publication as original articles. Article/material that contradicts the Govt Policy, ORBAT/ORGS/insignias/statistics/data related to ops/trg should not be submitted in any form/context to PAFMJ.

Publications shall not contain anything which discloses Army's decision making process, operational training plans and combat readiness. The content should not put Pakistan and army in disrepute or create rift between state organization, Army and civil population of Pakistan.

* 1. Publications shall not contain anything which discloses Army's decision making process, operational training plans and combat readiness. The content should not put Pakistan and army in disrepute or create rift between state organs, Army and civil population of Pakistan.
	2. All such articles should aim for development of medical concepts rather than mere recording of facts. **Incomplete, descriptive observational studies will be discouraged for publication as original article.**
	3. **Clinical Trials:** All Clinical Trail’s submitted for publication must be registered in a registry, provide registration proof and all RCTs must be based on CONSORT statement. **Permission letter for clinical trial is mandatory for all Army Personnel**.
	4. A study more than 5 years old at the time of submission will not be accepted for submission.
1. **EDITORIAL FREEDOM**
	1. Chief Editor has full authority over the editorial content of the journal. There is no interference in the evaluation; selection or editing of individual articles either directly or by creating an environment that strongly influences decisions.
2. **MANUSCRIPT PROCESSING**

Upon the initial submission of the manuscript, the author is acknowledged and allocated a reference member for future correspondence. This process takes place within 2 days. The manuscript is categorized according to the type of article into Original, Review, Short communication, Case Report and so forth. Each type of article has a special format and should comply with the updated PAFMJ Guidelines for Authors, which are published in all issues and available on website. Normally an article is reviewed by at least two subject experts and the other member of the editorial committee. If the reviewer has not sent review within stipulated period, a first and second reminder letters are sent within 2-3 weeks. If after the 2nd reminder the reviewer fails to reply, the article is referred to the new reviewer. The usual delay is in the reviewing process owing to the reviewer's professional and academic commitments. The reviewer's comments are communicated to the author. The revised version of the article is sent back to the reviewers. A period of 2-4 months is set to finalize the process. The author will be given 2 weeks to incorporate the reviewers’ comments in the revised manuscript. First reminder will be given at three weeks if the author does not comply with the time lines. Second reminder will be given at 4th week. The article will be declined if no response is received (after two reminders) from the corresponding author concerned. Accepted manuscript is then handed to statistician for data analysis and verification of references respectively. Finally the acceptance letter is issued.

1. **COPYRIGHT STATEMENT**

**4.1** Any article submitted to PAFMJ must not be previously submitted to any other journal and must not be published in part or total. The authors will be requested to sign an agreement to **give copyright to the publishers.** The authors will also be requested to assist the editors in final proof reading of their articles before publication.

* On Submitting article to PAFMJ we agree that all copyright ownership is transferred to the PAFMJ even the article can be declined after the acceptance as per decision of the competent authorities.
* All the content available on PAFMJ website is the property of PAFMJ if created by PAFMJ, or of the person or entity who or which owned it prior to submission to PAFMJ.
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**LETTER TO EDITOR**

**5.1.** Opinions on topics and articles recently published in the journal will be considered for publication if they are constructive in nature and provide academic/clinical interest. These letters will be forwarded to author of the cited article for possible response. The editor reserves the right to shorten these letters, delete objectionable comments, make other changes, or take any other suitable decision to comply with the style of the journal.

**Letters Could Be of Two Types:**

1. Commenting either on recently published articles in the journal

2. The scientific letter include: reporting cases, outbreaks, or original research.

***Note:*** *All articles submitted to PAFMJ must only be submitted to this journal and may not have been published elsewhere in part or total. The authors will be requested to sign an agreement to give the copyright to the publishers. The authors will be required to assist the editors for reviewing proof before publication*.

**5.2.** **From Institutional Review Board / Biomedical Ethical Committee/ Ethical Review Committee**
Authors are required to send letter from Institutional Review Board / Biomedical Ethical Committee/Ethical Review Committee along with Original articles and Rapid communications

**5.3**. **Processing /Publication Fee**

The processing fee of **Rs. 2,000/-** (non-refundable) is to be paid at the time of submission of the article through **Online Transfer/Bank Deposit** payable in the favor of PAFMJ-AMC account Please ensure the following steps are completed. On your fee slip, clearly mention the author name, title and article number . After Deposit/transaction the fee slip, email a scanned copy to **pafmj@pafmj.org.** , upload the fee slip to the **Discussion tab on the OJS portal**. and send a hard copy of the fee slip to the PAFMJ Office, C/O Army Medical College, Abid Majeed Road, Rawalpindi-Pakistan **within 3 working days**. It is further intimated that AMC/ADC officers have to pay **Rs. 5,000/-** and the Civil authors` will have to pay **Rs. 10,000/-** as publication charges/fee, if the article is accepted for publication. The publication charges for case report and short communication will be half of the above charges. Research Protocol will be published with the same publication charges as that of case report. (Payable before issuance of acceptance letter).

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***Note:*** *The publication fee will not be refunded if the author withdraws the article after the acceptance letter has been issued.*

1. **WORD COUNT AND REFERENCING**

**6.1. FIELD MEDICINE**

It has been decided by the Editorial Board to include articles relating to various aspects of military medicine in the journal. These articles reflect various medical problems faced by the troops deployed in the field or hard areas and the preventive measures to overcome them.

**6.2. SHORT COMMUNICATION**

Short communication or brief report of research works, containing new findings. The short communication consists: Title, Abstract (structured - no more than 150 words), Keywords (max. 5), Introduction, Methods, Results, Discussion, Conclusion, Ethical Consideration, Acknowledgment and References. Short communications should not exceeding 2500 words from introduction through references. Short communications should contain no more than 3000 words totally. The number of tables/figures should be in maximum 3.

**6.3. REVIEW ARTICLE**

Types of review articles include: Critical review, Literature review/Narrative review, Mapping review, Meta-analysis, mixed study review, Overview, Systematic review, Rapid review, Scoping review, Systemized review, Umbrella review. They should be written by authors considered expert on the subject. Therefore, the corresponding author of the review article must be one of the authors of at least three articles presented in reference section. Summary must have the time period and the databases searched, number of articles selected for review as per ICMJE guidelines. For review article word count should be in range of 3000-4000 words (excluding references and abstract) with minimum 30 and maximum 40 references and 3–5 figures or tables.

**6.4. CASE REPORT**

Short report of cases, clinical experience, drug trails or adverse effects may be submitted. They should not exceed 1000 words, 10 bibliographic references and either two concise tables or one figure. The report must contain genuinely new information.

**ACKNOWLEDGEMENT**

**I read and acknowledge that I've completed the requirements below.**

* The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
* The study is not incomplete or descriptive observational study.
* The manuscript is composed of a SINGLE Microsoft Word file without author identifiers (names of authors or any other clue which may disclose identity of authors to peer reviewers). Manuscript should not include the name/s of supervisor/s , consultant/s of primary place (institute ) of study. The TITLE of the manuscript is written at the top of the first page. The tables and figures are placed at appropriate places WITHIN the text instead of putting them at the end. All manuscript should be typed in double spacing on A-4 paper (8.25” x 11.70” = 21.0 cms x 29.70 cms) white bond paper with one inch (2.5 cms) margin on both sides.
* The manuscript is on the format given in 'Information to Authors' and the references are in Vancouver style with citation numbers as superscript in the manuscript.
* Title page has been prepared in accordance with the specimen given on PAFMJ website.
* Author certificate duly signed by all authors and Corresponding Author clearly mentioned. (Sequence of authors will not be changed and authors will neither be added nor deleted once the manuscript is submitted to PAFMJ).
* Uploaded names of all the authors will submission on metadata
* Approval letter of Institutional Review Board (IRB)/Ethical Review Committee (ERC) has been attached
* The article words count for quantitative study should be in range 2000 - 2500 words (excluding references and abstract) with at least 18-25 references and 3-5 figures or tables. For qualitative study article word count should be in range of 3000-4000 words (excluding references and abstract) with at least 20-30 references and 3–5 figures or tables.
* All Clinical Trials submitted for publication must be registered in a registry. Provide registration proof.
* All clinical trials should be prepared according to CONSORT Guidelines.
* Bank draft of Pak Rupees 1500/- (non-refundable) has been prepared in the name of PAFMJ-AMC and posted to the following address: Editor PAFMJ C/O Army Medical College, Abid Majeed Road, Rawalpindi (Bearer or Crossed Cheques will NOT be accepted and may cause declination)

**ESSENTIALS TO DO WHILE MAKING THE SUBMISSION**

* **While making submission, all authors (contributions) must be added into the system in pre-decided sequence along with institutional affiliation of each authors.**
* **Each key word must be added separately one by one followed by a coma sign (,) instead of 'copy/pasting' all key words simultaneously.**

**FOUR sections to be filled in this document:**

 1. Title page

 2. Author certificate / Checklist.

 3. IRB/ERC approval letter

 4. Copy of bank draft for processing fee (non-refundable)

I**MPORTANT NOTE**

If any of the items found above are missing/not adhered to, the submission will be **DECLINED** automatically by the system. No claims of refund or delay in process will be entertained under such situation.

**TITLE PAGE**

**Article’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Corresponding Author:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Category of Article:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Institutional review board/ethical review committee certificate:** Attached / No-Attached

**Undertaking certificate:** Yes / No

**Processing Fee:** Rs. \_\_\_\_\_\_\_\_\_\_\_\_

**Word count of abstract:** 250

**Word count of body of the manuscript:** \_\_\_\_\_\_\_\_\_\_

**Number of tables and figures: (**3 to 5) \_\_\_\_\_\_

**References:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conflict of interest:** Yes / No

**Grant Support & Financial Disclosures:** Yes / No

**AUTHOR'S CERTIFICATE**

(All authors must sign. Please specify one author for correspondence)

**Title of Article:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Article’s Type:** Original Article, Review Article, Short Communication, Case Report

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***Note:*** *Once this certificate is submitted, no change in authorship will be accepted.*

***SAMPLE - AUTHOR’S CONTRIBUTION***

 *Mention all following points in front of each author’s contribution*

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2. Manuscript drafting or reviewing it critical for important intellectual Content
3. Has given final approval of the version to be published
 |
| CD | 1. Substantial contributions to acquisition of data,
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| EF | 1. Substantial contributions to analysis and interpretation of data
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| GH | 1. Substantial contributions to concept, study design
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**Anx ‘A’**

**CERTIFICATE**

1. I understand that the Reviewers are not paid for reviewing my article and they are doing this service as an honorary duty, more over the reviewers will complete the review of the article by taking out time out of their busy schedules. It is also known to me that there are other articles that have been already accepted and are in line for publication.

2. For the above reasons, I will not pressurize the Editorial Board members of PAFMJ to expedite my article review process to gain the letter of acceptance.

3. However, I shall continue to keep a track of my article to find out if there are any problems in my article or otherwise with regards to reviewing / publications / statistics that need by attention.

5. I shall keep the PAFMJ Pub Cell informed and updated whenever my Official

email/postal address/ unit/departmental address or mobile numbers are changed.

6. If I do not intend to publish in PAFMJ. I shall immediately inform the Editorial Board members of my intention through phone call/e-mail and post a letter to PAFMJ Publication Cell, documenting that I do not intend to publish my article in PAFMJ.

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**AUTHOR’S CHECKLIST**

To be filled and submitted by the Corresponding Author at the time of article submission

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| **S. No.** | **Nomenclature** | **Yes/No** |
| 1. | Abstract Word Count mentioned (Count \_\_\_\_\_250\_\_\_\_\_) |  |
| 2. | Article Word Count Mentioned (Count\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Excluding references |  |
| 3. | Submission of the article to any other journal (Yes, No) |  |
| 4. | Short Running Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 5. | Institution Review Board/Ethical Review Committee Certificate attached [setting(s) (where study has been conducted] |  |
| 6. | Author’s certificate with detailed contribution, signatures, official emails, affiliations and cell numbers of all the authors is attached (Authors names in order as agreed by the authors) |  |
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| 9. | Disclosure (if any) mentioned Presentation of the article in any conference, seminar, symposium before submission to PAFMJ |  |
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| 15. | References in Vancouver style |  |
|  | (References mentioned as 1, 2, 3 and so on as they appear in the text and as superscript not by full names of authors. At the end of the manuscript the references should also be numbered accordingly. DOI number of those references where it is available)PAFMJ follows Index Medicus style for references and abbreviated journal names according to the list of Journals indexed in Index Medicus. |  |

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