

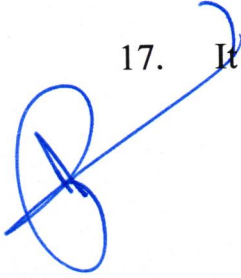
IMPORTANT SUGGESTIONS FOR PUBLICATION

Every editor should check and follow those suggestions points before applying for recognition and renewal of Journals:

1. The Journal website must contain comprehensive information about the journal, its aim and objective, ownership details, affiliation with any medical institution, professional specialty organization if any, frequency of publication, complete address with e mail and phone number of the Editor/Managing Editor, plagiarism policy, how they manage scientific misconduct. It is also advisable that the journal must have some mechanism of resolving any complaints against the journal by authors, reviewers or any other stake holders. Many reputed journals appoint Journal Ombudsman for this purpose.
2. Journal must ensure uniformity in structured abstract of every paper published. Similarly, uniformity in other details like how to write page numbers in references must be ensured.
3. Each manuscript must contain information about the Ethics Committee/IRB approval with reference number and the date of issue.
4. In case of multicenter studies, if data is used from different hospitals, permission to use data for each healthcare facility should be obtained.
5. In case there is no intervention, waiver certificate can be obtained from the EC/IRB.
6. In case of papers from FCPS Dissertations, apart from synopsis approval from RTMC of CPSP, ethics committee approval is also needed to take care of the ethical issues.
7. Journal website must have information about processing fee, publication charges, fast track processing policy if any and the fee. If there are no charges it should also be clearly stated.
8. Journal should clearly state Peer Review Policy i.e. single blind, double blind or Open Peer Review System. Each manuscript must be reviewed by at least two reviewers.
9. Journals should follow International Committee of Medical Journal Editors (ICMJE) latest guidelines regarding authorship as far as possible. There should be no place for Gift authorship and this intellectual corruption which is a menace must be checked.



10. Each manuscript must have individual contribution details of each listed author.
11. Each manuscript must contain information regarding conflict of interest, source of funding before the References.
12. Each published manuscript must have information regarding timeline i.e. date on which the manuscript was received for publication, date of Revision received, in case of more than one revision, each revision date must be mentioned followed by the date on which the paper was accepted for publication.
13. In case of Review articles, as per latest ICMJE guidelines, the Summary must contain information regarding the Data Bases used for literature search and the time period selected for this search.
14. Authors must be asked to clarify if they have taken any assistance from ChatGPT or any other Artificial Intelligence Tools for the preparation of the manuscript and if so, that particular part must be mentioned to ensure transparency.
15. While writing references, as per ICMJE Guidelines, in case of multiple authors, they must list up to six authors and then write et al.
16. Make sure that there are no discrepancies in formatting during page make up i.e. splitting references in two columns or two pages etc.
17. It is preferred that All manuscript published should have DOI



PAKISTAN MEDICAL AND DENTAL COUNCIL
Mauve Area, G-10/4, Islamabad



J-FORM

(To be filled by the Journal editor)

JOURNAL STATUS	<input type="checkbox"/> NEW APPLICATION	<input type="checkbox"/> RENEWAL
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BASIC JOURNAL INFORMATION

Journal Title *			
Journal URL:			
Editor (attach CV)	Name		
	Designation/Affiliation		
Editorial Board Members (number)	National _____	International _____	
Journal Office	Name: _____	Designation: _____	
Address	Address _____		
	Ph No: _____	Fax No: _____	Email: _____

PUBLICATION DETAILS

Type of Journal	<input type="checkbox"/> Specialty Journal	<input type="checkbox"/> Composite
Journal Affiliation	<input type="checkbox"/> University	<input type="checkbox"/> Institute
	<input type="checkbox"/> Professional Society	<input type="checkbox"/> Private
Publication Frequency	<input type="checkbox"/> Monthly	<input type="checkbox"/> Bi-monthly
	<input type="checkbox"/> Bi-annual	<input type="checkbox"/> Others
Press Declaration Dates	Year: _____ Month: _____	ISSN (P) No: _____
Date of Volume 1 Publication	Year: _____ Month: _____	No of ISSUES published during LAST YEAR _____
Current Issue Available	Vol. No. _____	Issue No. _____
		Year: _____

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MANUSCRIPT HANDLING			
Type of Journal Articles	Original Article <input type="checkbox"/> Yes / <input type="checkbox"/> No	Review Article <input type="checkbox"/> Yes / <input type="checkbox"/> No	Case Report <input type="checkbox"/> Yes / <input type="checkbox"/> No
	Short Communication <input type="checkbox"/> Yes / <input type="checkbox"/> No	Editorial <input type="checkbox"/> Yes / <input type="checkbox"/> No	Others <input type="checkbox"/> Yes / <input type="checkbox"/> No
TRACKING RECORD of each article from receipt to print is maintained		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Journal Articles - Free Access		<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Source of Funding		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tracking & Review system	<input type="checkbox"/> Hard Copies	<input type="checkbox"/> Via E mails	<input type="checkbox"/> Open Journal System-OJS <input type="checkbox"/> Other _____
Manuscripts Peer Reviewed (peer review record of latest issue to be provided to PMDC)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Review System	<input type="checkbox"/> Double blind	<input type="checkbox"/> Single blind	<input type="checkbox"/> Open
WHERE INDEXED / ABSTRACTED			
Indexed/Abstracted in	<input type="checkbox"/> Pubmed	<input type="checkbox"/> Scopus	<input type="checkbox"/> IMEMR
	<input type="checkbox"/> EMBASE	<input type="checkbox"/> other _____	<input type="checkbox"/> NIL
Impact Factor (IF)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, Latest IF _____
Clarivate Analytics Master Journal List		<input type="checkbox"/> Yes	<input type="checkbox"/> No
JOURNALS' POLICIES			
Editorial Policy- online availability		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Review policy- online availability		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plagiarism/Publication Ethics Policy- online availability		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Complaint Policy- online availability		<input type="checkbox"/> Yes	<input type="checkbox"/> No