



PM&DC Guidelines for Recognition of Publications and Journals

2018

The Ad-hoc Council of PM&DC in its 186th Session held on 29th October 2018 has approved the following Guidelines for recognition of Publications and Journals in the country. These guidelines shall come into force with immediate effect.

FREQUENCY OF RESEARCH PUBLICATIONS REVIEW MEETINGS

The Publications and Journals Committee shall hold quarterly meetings to PEER review the medical journals submitted for recognition to PM&DC. A copy of each medical journal, filled form J by the concerned officials and information required for review must be circulated to the members of the Committee well in time.

RESEARCH AND PUBLICATION QUALITY ASSURANCE

Quality assurance is essential process of quality management and shall be implemented by the members of the Committee. All the members shall be experienced and experts in medical journals. They must be chief editor or editor of a medical journal with high quality scientific publications in national and international journals with at least 3 year experience as an editor of a medical journal. They shall review according to a structured checklist and form for evaluation of journals (Form J). Each journal shall be evaluated by three experts and they shall give their independent evaluation reports. Inter Rater Reliability of evaluation reports must be calculated before decision. (Inter Rater Reliability 0.90 or 90% is excellent, 0.80 or 80% is good, 0.70 or 70% is acceptable. Below 0.07 is not acceptable and in such case of discrepancy of evaluation reports, majority decision will count.

PROCEDURE OF REVIEW

Review of medical journals submitted to PM&DC will be divided into two groups according to the difference in current status of the medical journals. First group shall consist of registration of new journals or de-recognized journals by PM&DC. Second group shall consist of renewal of already registered journals by PM&DC. Review for registration of new or de-recognized journals should be done on quarterly basis in a year to facilitate the quality research publications. Review of already registered journals must be done annually to maintain quality standards. All reviews must be documented and filled J form must be attached. The Editor of the journals should be communicated about the strengths and weaknesses of the medical journal for betterment of quality in publications.

CATEGORIZATION OF MEDICAL JOURNALS

The medical journals must be categorized according to their international audience and citation analysis gradually. Following internationally indexed journals shall be given higher category than non-indexed journals till December 2020.

1. Thomson Reuters (Impact factor, ^{Journals}Journal Citation Report, Master Journal list)
2. MedLine, PubMed, Index Medicus

3. PubMed Central, Scopus

REGISTRATION, INDEXING AND RENEWAL FEE

The registration and renewal fee should be revised regularly. Each Journal approved by the Council will be allotted a unique registration (Index Pakistan) number. A Dashboard shall be started till December 2020 to follow the status of journals and information regarding editorial board and reviewers, authors, citation analysis shall be continuously updated on the Dashboard.

FACILITATION OF COMMUNICATION

The medical journals and their editorial board should be facilitated and effective communication shall be established to improve quality of research publications. Any concern(s) raised from editorial board shall be heard and decision shall be communicated to the concerned person(s). The PM&DC will correspond with the Editor or the Focal person of the Journal who has been nominated by the Editor to correspond with the Council. After December 2020, Dashboard shall be used to track the status of journal(s) and for effective communication.

PLAGIARISM AND SIMILARITY INDEX

Plagiarism and similarity reports from *Turnitin plagiarism software* or *iThenticate* software are compulsory requirement before publications and may be demanded from the Editor at anytime by the PM&DC. The Committee shall decide about the complaints received about plagiarism and similarity index on case to case basis. The decision will be reported according to COPE and ICMJE guidelines. Every journal must have a Plagiarism policy, Ethical guidelines and instructions to Authors available on its website.

- Plagiarism shall be a punishable offence and any author found guilty of plagiarism will be liable for disciplinary action.

FREQUENCY OF PUBLICATIONS, REGULARITY AND PRINTED COPIES

- Journals should be published at least twice a year (every six months). Journals should mention the frequency of publication as per journal's declaration/policy (Bi-Annual, Quarterly, Bimonthly, and Monthly etc.) in printed journals and must have a journal website. The printed copies of the journals must not be less than 200 per issue of the journal.

- The new journals published should meet the following criteria in order to prove the regularity: -

1. Six months' publication: It should have published 2 issues in the last 1 year.



2. Quarterly publication: It should have published 4 issues in the last 1 year.
3. Bi-monthly publication: It should have published 6 issues in the last 1 year.
4. Monthly publication: It should have published 12 issues in the last 1 year.

MINIMUM NUMBER OF ORIGINAL ARTICLES

- Minimum 05 original articles should be published in an issue of the journal to be recognized by the PM&DC. The journals are encouraged to include other categories of articles (met-analysis, systematic reviews, editorials, evidence based medical practice, letters to editor, review articles etc.)

EVALUATION OF PERFORMANCE OF JOURNAL FOR RECOGNITION

- All journals to be recognized by PM&DC and included in Index Pakistan will be evaluated by PM&DC journal's committee for quality and regularity.
- New Journals with published issues as per above-mentioned criteria for regularity will be evaluated and recognized for one year.
- Previously recognized journals will be re-evaluated after one year for quality and regularity.
- If Publications and Journals Committee at anytime feels that the performance of the Journal has deteriorated sufficiently, the Editor of the Journal will be served a show-cause notice and after giving full opportunity, a final decision about de-recognition of the journal shall be taken by the Council.

EDITORIAL BOARD / ADVISORY BOARD

- The credentials of the board members must be taken into consideration. Policy of the journal should be approved by advisory board or editorial board in organization / society / institution etc. The policy about the journal must be on the website of the journal.
- The Chief Editor must be a senior editor having vast experience along with academic credentials and must not be taken as ceremonial post for head of institution or society etc. The CV of chief editor and editor must be submitted to PM&DC.
- The appointment of full-time Editorial Staff Member / Officer for every journal shall be ensured by the end of 2019.
- The Editorial board must be comprised of suitably qualified, national and international members.

- Minimum 25% of the board members must be international.
- Contact details and email addresses of the editorial board members must be provided to PM&DC.
- Editorial independence and autonomy of editorial board must be ensured for all journals owned / published by institutes, societies or private organizations etc. The committee shall give decisions to ensure editorial freedom.
- Editorials should be written by all members of editorial board or by invited experts.

WEBSITE / ONLINE PUBLICATION

- Beside printed version of journal, every journal must have an active website and online availability of the updated issues of journal. The citation record of the journal shall be updated regularly on the website.
- Archives of previous ten years published issues of the journal must be available on the journal website.
- Journals are encouraged to use online submission or journal management system till December 2020.

PEER-REVIEW MECHANISM:

- All journals must be peer reviewed through a transparent procedure. (Peer-review process and every report MUST be made available to PM&DC on request)
- Every journal must have a peer-review policy having appropriate model of review (open / single blind / double blind peer-review) and processes for handling conflicts of interest, appeals and disputes that may arise in peer review. Peer review policy must be available on website of the journal.
- All articles must be peer-reviewed at least by two reviewers of the relevant specialty. Review record of the journal must be submitted to PM&DC at the time of journal evaluation.
- Journals should develop database of peer reviewers and details of reviewers should be shared with PM&DC if required. Journals must have statisticians in the editorial team and statistical analysis should be verified before publication.

PUBLICATION ETHICS

- All journals must have the Publication Ethics policy, available on journal's website. Journals are encouraged to adopt "Committee on Publication Ethics (COPE)" guidelines for publication misconduct in their policies.

- Journals should raise their standing by getting indexed in ISI Thomson Reuters, Master Journal List, Medline, PubMed and credit must be given.

(<http://www.wame.org/about/recommendations-on-publication-ethics-policie>

<https://publicationethics.org/core-practices>)

AUTHORSHIP, DUPLICATE SUBMISSION AND UNDERTAKING BY THE AUTHORS

- All journals must follow ICMJE criteria for authorship (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>).

- All journals must also follow the ICMJE uniform requirements / recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals and incorporate these recommendations into Instruction to Authors.

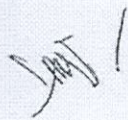
(<http://www.icmje.org/recommendations/>)

- Contribution of each author to qualify for authorship should be published with every manuscript.

- Each journal should obtain an undertaking from all authors stipulating that the material submitted to the journal is new, original and has not been submitted to another publication for concurrent consideration. This undertaking may be provided to PM&DC on demand. Ethical considerations and consent forms may be provided to PM&DC if required.

~~All Randomized Clinical Control Trials shall be registered and Consort statement may be provided if required.~~

- Any author can have only one article as 1st author, published in an issue of the journal.

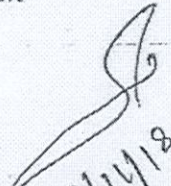


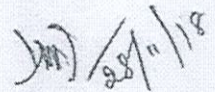
CREDIT FOR PUBLICATION OF RESEARCH PAPERS

- ORIGINAL ARTICLES, META-ANALYSIS, SYSTEMATIC REVIEWS

Credit may be given equal to six authors who will be nominated by the principal author and will be notified to the Editor before publication. The Authorship form must have signatures, designations, affiliations and contributions from each author. The original research articles, meta-analysis and systematic reviews shall be reviewed according to the policy of the journal and if required may be demanded by PM&DC. (Full Credit)

- Letter to Editor: No Credit
- Review Article / Chapter / Text Book: No Credit
- Dissertation / Thesis: No Credit
- Letter of Acceptance: No Credit


28/11/18


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Assistant Registrar
Journals Section