

Research Department

Policy Document for Publications

1. Institutional Review Board (IRB) Approval

1. IRB approval is **mandatory** for all research publications, with no exception for **case reports** and **review articles**, which shall be submitted for IRB **exemption**.
2. All research studies—whether **prospective or retrospective**, and whether **funded, self-initiated, or conducted for academic purposes**—must obtain IRB approval **before** the commencement of the research.
3. Data collection prior to IRB is not allowed and any research project in which data is already collected and presented for IRB, will be rejected.
4. All **investigators** must submit a full declaration of the **source of funding** to the IRB for approval.
5. A **Fund Monitoring Committee**, consisting of the **Principal Investigator** and a **member from the Accounts/Finance Department**, will monitor the **inflow and outflow** of project funds. Grant Manager to be appointed by the PI.

2. Study Progress and Completion Reporting

1. The **Principal Investigator (PI)** must submit either a **study progress report** or a **study completion report before** the approved study duration expires.
2. Failure to submit a progress report for ongoing research will result in the **denial of new approvals** until compliance is ensured.
3. An **expenditure report** and a **progress report** must be submitted to the **respective committee** and the **IRB** at **three-month intervals**.

3. Approval for Sub-Studies and Registry-Based Studies

1. All **sub-studies** originating from completed research and studies derived from **registries** must be submitted for IRB approval before initiation.
2. All **manuscripts** submitted to any journal for publication must first be submitted to the **Research Department**, where each manuscript will be assigned a **unique tracking ID**. Publications without a tracking ID will **not be considered** for **induction** and **promotion** purposes.

4. Miscellaneous recommendations of publications

1. Corresponding author should be a faculty member.
2. Ghost / Guest authorship illegal.
3. Principal author should be faculty member.
4. Faculty member is accountable for scientific integrity of data.
5. Conflicts related publication / scientific data / ethical concern should be confidentiality reported to Institutional Review Board (IRB) exclusively.

6. All authors are encouraged to draft the manuscript themselves without external help and generators.

The ICMJE recommends that author ship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or reviewing it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

5. Notification of Research Publication

1. The **Authors** must inform the **Research Department** about any publication resulting from an approved research protocol or any case report within 10 days of publication. NICVD Research Department will maintain and update a repository of publication on its website.
2. Failure to notify the department **may lead to restrictions** on submitting new protocols to the IRB.

6. Authorship Guidelines

1. All publications must **strictly** adhere to the **International Committee of Medical Journal Editors (ICMJE) Authorship Criteria**:
 - **Substantial contributions** to the conception or design of the work; or the acquisition, analysis, or interpretation of data.
 - **Drafting** or **reviewing** the work critically for important intellectual content.
 - **Final approval** of the version to be published
 - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
2. Individuals who do **not** meet all four authorship criteria should be acknowledged in the "**Acknowledgments**" section instead of being listed as authors.

7. Journal Selection for Induction and Promotion

1. Only research published in relevant **specialty/sub-speciality** specific journals indexed in **Web of Science (WOS), MEDLINE (PubMed), or Scopus** will be considered for **induction and promotion**, in addition to meeting the **national authorities' regulations**.

8. Policy on Predatory and Fake Journals

1. Research published in **predatory or fake journals** will **not** be considered for **induction and promotion** at NICVD.


2. NICVD will **disown** any fraudulent publication or publication made without proper IRB approval by formally notifying the respective **journals** and **competent authorities**.
3. Legal actions will be taken against all authors involved in fraudulent publications, including but not limited to:
 - **Termination of employment/training**
 - **Demotion**
 - **Case will be referred to PMDC, CPSP, and HEC for disciplinary actions as deemed appropriate**

9. Investigation and Disciplinary Actions

1. A **show-cause notice** will be issued to all authors involved in fraudulent publications, allowing **10 days** to submit a written explanation.
2. Failure to provide a satisfactory explanation within the given timeframe may lead to **legal action** as outlined above.

10. List of Predatory and Fake Journals

1. The **Research Department** will maintain and regularly update a **list of predatory/fake/low-quality journals** on its website. NICVD prohibits publication in the following journals. This may be revised subsequently
2. The list includes, but is not limited to, the following journals:
 - Pakistan Journal of Medical & Health Sciences
 - Journal of Health and Rehabilitation Research
 - Journal of Population Therapeutics and Clinical Pharmacology
 - Pakistan Journal of Health Sciences
 - The Professional Medical Journal
 - Journal of Pharmaceutical Research International
 - Annals of PIMS – Shaheed Zulfiqar Ali Bhutto Medical University
 - Indus Journal of Bioscience Research
 - ISAR Journal of Medical and Pharmaceutical Sciences
 - In Medical Forum Monthly
 - Propel Journal of Academic Research
 - International Journal of Health Sciences
 - Annals of Punjab Medical College


(PROF. TAHIR SAGHIR)
MBBS, FCPS (Card.), FSCAI, FACC
DIRECTOR CLINICAL RESEARCH
EXECUTIVE DIRECTOR &
CHAIRMAN ACADEMIC FACULTY

Copy to:

- All Faculty members.
- **Note:** For any comments, please respond within 10 days.