

## **Publication Ethics:**

**Articles submitted to Egyptian journal of Hospital Medicine must adhere with the ethical guidelines provided by the COPE (Committee of Publications Ethics (<http://publicationethics.org/>)).** It is important to avoid:

### **Fabrication of data**

Authors must be sure that all data in submitted article is clear and accurate. The editors of the Egyptian journal of hospital medicine may contact the authors to provide supporting raw data. In case of the explanation being not satisfactory enough, the submission will be immediately rejected, and necessary actions will be taken.

### **Plagiarism (including self-plagiarism)**

Plagiarism in any form is not accepted and if found, all stakeholders will be notified. During the peer-review process, the editors will check the similarities to other published articles by crosscheck against a giant database of published articles. Corrected articles will be verified once again to ensure that they do not have plagiarism issues. The reuse of your own work (data, words or theories) without proper citation is consider as self-plagiarism.

### **Multiple submissions**

It is unethical to submit the same manuscript to more than one journal at the same time. Doing this wastes the time of editors and peer reviewers, and can damage the reputation of journals if published in more than one.

### **Improper author contribution or attribution:**

All listed authors must have made a significant scientific contribution to the research in the manuscript and approved all its claims. Don't forget to list everyone who made a significant scientific contribution, including students and laboratory technicians.

### **Harmful substances and human or animal subjects**

Experimental work with humans, animals or harmful substances described in articles must have evidence of the approval of the relevant Ethical Committee of the Faculty/Institution in which the work was done and that the subjects gave informed consent to the work. The use of experimental animals must be performed in accordance with the relevant local or national animal welfare guidelines, and the experimental animals use should be minimized whenever possible and they should not suffer unnecessarily.

### ***Fair play and editorial independence***

Editors evaluate submitted manuscripts exclusively on the basis of their academic merit (importance, originality, study's validity, clarity) and its relevance to the journal's scope, without regard to the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. Decisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself. The Editor-in-Chief has full authority over the entire editorial content of the journal and the timing of publication of that content.

### ***Confidentiality***

Editors and editorial staff will not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### ***Disclosure and conflicts of interest***

Editors and editorial board members will not use unpublished information disclosed in a submitted manuscript for their own research purposes without the authors' explicit written consent. Privileged information or ideas obtained by editors as a result of handling the manuscript will be kept confidential and not used for their personal advantage. Editors will recuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships/connections with any of the authors, companies or institutions connected to the papers; instead, they will ask another member of the editorial board to handle the manuscript.

### ***Publication decisions***

The editors ensure that all submitted manuscripts being considered for publication to undergo double blind peer-review by at least two reviewers who are expert in the field. The Editor-in-Chief is responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and such legal requirements as are currently in force regarding libel, copyright infringement and plagiarism. The Editor-in-Chief may confer with other editors or reviewers in making this decision.

### ***Involvement and cooperation in investigations***

Editors (in conjunction with the publisher and/or society) will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every reported act of unethical publishing behavior will be looked into, even if it is discovered years after publication. If on the investigation, the ethical concern is well-founded, a correction, retraction, expression of concern or other note as may be relevant, will be published in the journal.

### ***Duties of Reviewers***

#### ***Contribution to editorial decisions***

Peer review assists editors in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. Peer review is an essential component of formal scholarly communication and lies at the heart of scientific endeavor.

### ***Confidentiality***

Any manuscripts received for review are confidential documents and must be treated as such; they must not be shown to or discussed with others except if authorized by the Editor-in-Chief (who would only do so under exceptional and specific circumstances). This applies also to invited reviewers who decline the review invitation.

### ***Duties of Authors***

#### ***Disputes with authorship***

The corresponding author is responsible for ensuring that the article's publication in the journal has been approved by all the other co-authors. All authors listed on a submitted article should have involved in the conception of the research idea or methodology design or acquisition, analysis and interpretation of data to the work reported. Submission to the Egyptian Journal of hospital medicine is taken by the journal to mean that all the listed authors have agreed to all of the contents and the responsibility is shared by both author and co-author. It is also the authors' responsibility to ensure that the articles are submitted with the approval of their institution. Any change to the authors list after submission, such as a change in the order of the authors or the deletion or addition of authors needs to be approved by a signed letter from every author. An acknowledgment from the editorial office officially confirms the date of receipt and the date of acceptance. Further correspondence and proofs will be sent to the corresponding author(s) until publication.

### ***Reporting standards***

Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of the significance of the work. The manuscript should contain sufficient detail and references to permit others to replicate the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective pieces should be clearly identified as such. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

### ***Duplicate publication***

Articles submitted must not include published contents (except in the form of an abstract or as part of the lecture or thesis) or be currently under consideration for publication in another journal at the time of submission. To verify originality, the manuscript may be checked by the originality detection service.

### ***Authors commitments***

The author should be aware of the major ethical issues before submitting and publishing the research such as duplicate publication, fabricated data, plagiarism (and self-plagiarism), disputes with authorship; breach of copyright and undisclosed conflict of interest.

### ***Potential conflict of interest***

All authors in submitted manuscripts must be honest about any conflicts of interest which may exist when the results interpretation are influenced by whether sources of research funding, or any form of financial support directly or indirectly by means of supplying equipment or materials from other people or organizations. Statement must declare any potential conflicts of interest in the manuscript, if no conflict exists authors should declare that there is no conflict of interest. The articles may be rejected or retracted if potential conflict of interest is detected and not declared to the journal during submission.

The Egyptian Journal of Hospital Medicine is committed to ensuring robust peer review and ethical standards in publication and quality of articles. The society promotes strict adherence to standards of ethical practices as defined by Code of Conduct of COPE which is expected from all the parties involved: Editors, Authors, Experts, Reviewers and the Publisher. The Egyptian journal of Hospital Medicine is committed to supporting stringent peer review process, scientific, ethical and quality standards in publishing.