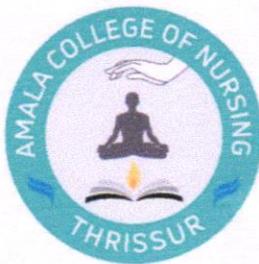




AMALA COLLEGE OF NURSING

AQAR (2023-2024)



CRITERION 3– Research, Innovations and Extension

Key Indicator 3.3– Research Publications and Awards

Metric No. 3.3.1- The Institution ensures implementation of its stated Code of Ethics for research.

SUBMITTED TO



National Assessment and Accreditation Council

CRITERION 3– Research, Innovations and Extension
Key Indicator 3.3 – Research Publications and Awards

**3.3.1 Norms and
guidelines for research
ethics and Publication
guidelines**

Norms and guidelines for research ethics and Publication guidelines

Norms and guidelines for research ethics and public guidelines

We believe that ethical publishing leads to a better science community, where ever and everyone is responsible for the work they do.

Norms for research ethics

1. Declare to your chosen journal that your manuscript is not published elsewhere
2. Declare any conflicts of interest
3. Check all co-authors meet criteria for authorship and ensure appropriate acknowledgements made in the manuscript
4. Include appropriate funding statements in the manuscript
5. Show informed consent and provide assurances that participants' rights are protected
6. Register clinical trials*
7. Be alert to bias and follow guidelines for accurate and complete reporting of a study
8. Inform the journal if you subsequently find errors in your research
9. Sign a copyright agreement
10. Get ethical clearance from institutional ethical committee
11. Respective heads of the departments must see the content prior submission of article.

**Where appropriate*

Guidelines for research ethics

Guidelines provide resources and practical advice on ethical concerns that arise in academic publishing for authors, researchers, editors, and other audiences.

Ethical standards for publication exist to ensure high-quality scientific publications, in scientific findings, and that people receive credit for their work and ideas.




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It includes:

1. Article Assessment
2. Plagiarism
3. Duplicate Submission and Redundant Publication
4. Citation Manipulation
5. Fabrication and Falsification
6. Authorship and Acknowledgements
7. Conflicts of Interest
8. Sanctions
9. Investigations
10. Corrections and Retractions

Article Assessment

All manuscripts are subject to peer review and are expected to meet standards of excellence.

Plagiarism

Authors must not use the words, figures, or ideas of others without attribution. A be cited at the point they are used, and reuse of wording must be limited and be quoted in the text.

Duplicate Submission and Redundant Publication

If authors have used their own previously published work, or work that is current as the basis for a submitted manuscript, they must cite the previous articles and in their submitted manuscript differs from their previous work.

Redundant publication, the inappropriate division of study outcomes into more (also known as salami slicing), may result in rejection or a request to merge submission of manuscripts, and the correction of published articles.



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Fabrication and Falsification

The authors of submitted manuscripts or published articles that are found to have falsified the results, including the manipulation of images, may incur sanctions, articles may be retracted.

Authorship and Acknowledgements

All listed authors must have made a significant scientific contribution to the research manuscript, approved its claims, and agreed to be an author. It is important to listen made a significant scientific contribution. Changes in authorship must be declared and agreed to by all authors. Anyone who contributed to the research or manuscript preparation, but is not an author, should be acknowledged with their permission.

Conflicts of Interest

Conflicts of interest occur when issues outside research could be reasonably perceived to affect the neutrality or objectivity of the work or its assessment. In most cases, this declaration will not stop work from being published nor will it always prevent someone from being involved in a review process.

Conflicts include the following

Financial funding and other payments, goods and services received or expected by the authors relating to the subject of the work or from an organization with an interest in the outcome of the work.

Affiliations being employed by, on the advisory board for, or a member of an organization with an interest in the outcome of the work

Intellectual property- patents or trademarks owned by someone or their organization

Personal-friends, family, relationships, and other close personal connections

Ideology -beliefs or activism, for example, political or religious, relevant to the work

Academic- competitors or someone whose work is critiqued



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Future Scope: What are the future possibilities of improvement in the research you performed? Discuss the limitations and benefits over historical research.

References: If you refer an external source in your paper, you should cite where you found that source. Give credit to the actual contributor, they deserve this.

Authors Short Profile: Short bio of all the authors, include a small picture also. People should know you too!

Finally, Make sure you are formatting your manuscript as per preferred journal Format given below-**Article Styling-**

- Font Family: Times New Roman
- Title Font Size: 24pt
- Author Names Font Size: 11pt, Bold
- Author Affiliation Font Size: 9pt
- Abstract Font Size: 9pt, Bold, Italic
- Keywords Font Size: 9pt
- Heading Font Size: 12pt, Bold
- Sub Heading Font Size: 10pt, Bold
- Table contents Font size : 9pt
- Table Heading Font Size: 9pt, Italic
- Figure/Table Caption Font Size: 10pt
- Reference Bullet Format: [1], [2]....
- Citation Format: [1], [2]...
- Line Spacing: 1.0 pt
- line spacing before after. nil
- Page size: a4
- Page orientation: portrait
- Number of columns: 2
- Column width: 3.38 inch
- Space between columns: 0.5 inch
- Page margins: top -0.7 inch, bottom - 0.7 inch, left - 0.67 inch, right - 0.56 inch, gutter - 0 inch, gutter position - left
- Author photo size: width 0.51 inch (keep aspect ratio)
- Header: 0.1 Inch
- Footer: 0.3 Inch



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Publication guidelines

- All submitted Research manuscripts must follow pattern given below

-Article Pattern-

Title (Maximum 120 Characters)
Author Name, Affiliation and Email ID
Abstract (Maximum 200 words)
Keywords (Maximum Five)
Introduction
Literature Survey Problem Definition
Methodology/Approach
Results & Discussion
Conclusion
Future Scope
References
Each Author (s) Short Profile with Photo(s)

Title: Title must be informative and specific. It should be easily understandable by reader and should reflect motive of the research paper

Author Name, Affiliation and Email ID: Author First name and Last name only. Please don't include salutations like Dr/Mr/Prof etc. If possible provide only your professional email id, instead of personal.

Abstract: One paragraph containing at most 100 words. It is a summary of the report describing the question investigated, the methods used, the principle results and conclusions

Keywords: Five most important terms that describe your research domain and specific problem area investigated.

Introduction: It is a brief section usually not more than a page. It should be informing the reader of the relevance of your research.

Literature Survey: This section includes a short history or relevant background of the research area being addressed.

Methods/Approach: This section should describe how you are supposed to rectify the problem, what approach or what methodology you are supposed to use in your paper

Results/Discussion: This section describes the outputs generated in the methodology section. Elaborate and compare your results with previous research performed in the past

Conclusion: Final extract of your research performed. Concisely elaborate your final output here



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Registration No. ECR/653/Inst/KL/2014/RR-22 (CDSCO, Government of India)
Amala Institute of Medical Sciences, Thrissur-680 555
(Affiliated to Kerala University of Health Sciences and Accredited A+)
E -mail: ethics.committee@amalaims.org

Ref.No: 31/EC/24/AIMS

Circular

Dated: 31/08/2024

A sitting of Ethics Committee, Amala Institute of Medical Sciences, Thrissur – 680 555, is scheduled to be held at 2 pm on Saturday, 28th September 2024, at College Council Hall.

Research projects and clinical trials, required for clearance from Ethics Committee may be submitted to the Ethics Committee office in the prescribed form with five printed copies of the protocol before 18/09/2024, as per below mentioned guidelines (more copies may have to be submitted if needed later). Those submitted without proof of clearance from Research Committee of this Institution will be rejected forthwith.

1. Initial review submission form (new addition- sample will be issued from ethics committee office)
2. Alignment –Font size 12, Spacing 1.15, Times New Roman Format. Protocol must have page number.
3. Title with name, designation, address and contact number of Investigator, Guide and Co Guide
4. Background / need/ significance of research project
5. Objectives
6. Research methodology in detail (setting, sample size, inclusion and exclusion criterion, Procedures and Statistical analysis)
7. Budget and advertisement details, if any
8. References, at least six in number
9. Format of information to participants in English, Malayalam and in participants' languages
10. Format of informed consent of participants in English, Malayalam and participants' Languages

Sample formats of 9 and 10 should be in the format available from EC office.

Participants should be available for clarifications if any, from 2 pm onwards, on 28/09/2024

Dr. SOJAN GEORGE K
ASSOCIATE PROFESSOR & SENIOR CONSULTANT
(MBBS, MD, DM, DNB IN GASTROENTEROLOGY)
TCMC No: 33440

Dr. Sojan George K
Member Secretary, IEC

To: Director/ Associate Director/ Principal, Amala Institute of Medical Sciences/ Amala College of Nursing/ Director, School of Nursing/Co-ordinator of Paramedical Course/ Head of Anatomy/ Anesthesiology/ Biochemistry/ Blood Bank/ Cardiology/ Clinical Immunology/ Community Medicine/ Dermatology/ Emergency Medicine/ Endocrinology/ Forensic Medicine/ Gastroenterology/ Medical Oncology/ Medicine/ Microbiology/ Nephrology/ Neurology/ Neuro Surgery/ Obstetrics & Gynecology/ Ophthalmology/ Orthopedics/ Oto-Rhinolaryngology (ENT)/ Pediatrics/ Pathology/ Pharmacology/ Physiology/ Physiotherapy/ Physical Medicine and Rehabilitation / Plastic Surgery/ Psychiatry/ Pulmonary Medicine/ Radiation Oncology/ Radio diagnosis/ Respiratory Medicine/ Surgery/ Surgical Oncology/ Urology/ Person –Secretary, Research Committee, Amala Institute of Medical Sciences, Thrissur – 680 555



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