



## **NATIONAL JOURNAL OF HEALTH SCIENCES (NJHS)**

# **POLICY MEMORANDUM**

### **1. Aims and Scope**

The **National Journal of Health Sciences (NJHS)** is a double blind peer-reviewed, open-access medical journal. Our aim is to provide a platform for researchers, clinicians, and healthcare professionals to share evidence-based research.

#### **Scope:**

We welcome original articles, review articles, case reports, and short communications in the fields of:

- Medicine and Surgery (all specialties)
- Dentistry
- Nursing
- Public Health and Epidemiology
- Allied Health Sciences
- Biomedical Sciences

### **2. Peer Review Policy**

NJH Sciences follows a rigorous **Double-Blind Peer Review** process to ensure impartiality and quality. This means the identity of the authors is concealed from the reviewers, and the identity of the reviewers is concealed from the authors.

#### **The Review Process:**

1. **Initial Screening:** Upon submission, the Editor-in-Chief and Editorial Staff screens the manuscript for scope, ethical compliances, formatting, and plagiarism. Manuscripts failing this check are rejected immediately (Desk Rejection).
2. **Reviewer Selection:** Qualified manuscripts are sent to at least **two or three independent reviewers**. In accordance with guidelines, we prioritize including at least one reviewer from an advanced country when possible.
3. **Review Timeline:** Reviewers are given 2–4 weeks to submit their reports.
4. **Decision:** Based on the reviewers' recommendations, the Editor-in-Chief makes one of the following decisions:
  - Accept
  - Minor Revisions Required
  - Major Revisions Required
  - Reject



5. **Dispute Resolution:** Dispute Resolution: In the event of conflicting reviewer reports (e.g., one accept, one reject), the Editor-in-Chief may appoint a third reviewer for a final decision.
6. **Editorial Independence:** All editorial decisions are based solely on the scientific merit, originality, and relevance of submitted work. Editors and the editorial board maintain full autonomy in the selection, review, acceptance, and rejection of manuscripts, ensuring transparency and impartiality in all editorial activities.

### 3. Plagiarism Policy

National Journal of Health Sciences strictly adheres to the anti-plagiarism guidelines set by the **Higher Education Commission (HEC)**, **PMDC**, and **COPE** (Committee on Publication Ethics).

- **Detection Tools:** All submissions are screened using **iThenticate@byTurnitin**.
- **Acceptable Limits:**
  - The overall **Similarity Index** must be less than **19%**.
  - The similarity from a **single source** must not exceed **5%**.
- **Self-Plagiarism:** Text recycling (reusing one's own previous work without citation) is not permitted.
- **AI and Large Language Models (LLMs):** AI tools (like ChatGPT) **cannot** be listed as authors. If AI tools are used for writing assistance, data analysis, or image generation, this must be explicitly declared in the "**Methods**" or "**Ethical Declarations**" section.
- **Consequences:**
  - **Pre-Publication:** Immediate rejection.
  - **Post-Publication:** If plagiarism is proven after publication, the article will be formally **Retracted**. A retraction notice will be published, and the authors' institutions and funding agencies may be notified.

### 4. Ethical Guidelines

As a health sciences journal, we strictly follow the guidelines of the **International Committee of Medical Journal Editors (ICMJE)** and the **Helsinki Declaration**.

- **Institutional Review Board (IRB) Approval:** All research involving human subjects or animals must have prior approval from an Institutional Review Board (IRB) or Ethics Committee. A statement detailing this approval, including the **Reference/Letter Number** and **date of issuance**, must be included in the "**Methods**" section.





- **Informed Consent:** For studies involving human participants, authors must state that written informed consent was obtained. For case reports involving photos where patients might be identified, specific written consent for publication is mandatory.
- **Animal Studies:** Research on animals must follow international guidelines and relevant institutional regulations.
- **Clinical Trial Registration:** The National Journal of Health Sciences (NJHS) requires that all clinical trials involving human subjects be registered in a public trials registry prior to the recruitment of the first participant (Prospective Registration), in accordance with ICMJE guidelines. The **Trial Registration Number (TRN)** and the URL of the registry must be clearly stated in the manuscript Abstract and the Methods section.

We accept registrations from any primary registry in the **WHO International Clinical Trials Registry Platform (ICTRP)** or the following ICMJE-approved registries:

- **WHO ICTRP:** <https://trialsearch.who.int/>
- **U.S. NIH:** [www.clinicaltrials.gov](http://www.clinicaltrials.gov)
- **Australia/New Zealand:** [www.anzctr.org.au](http://www.anzctr.org.au)
- **United Kingdom (ISRCTN):** [www.isrctn.com](http://www.isrctn.com)
- **European Union:** <https://www.clinicaltrialsregister.eu/>
- **Japan (UMIN):** [www.umin.ac.jp/ctr/index.htm](http://www.umin.ac.jp/ctr/index.htm)
- **The Netherlands:** [www.onderzoekmetmensen.nl/en](http://www.onderzoekmetmensen.nl/en)

## **5. Authorship Criteria**

National Journal of Health Sciences follows the **ICMJE** definition of authorship. Authorship credit should be based on four criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data.
2. Drafting the work or revising it critically for important intellectual content.
3. Final approval of the version to be published.
4. Agreement to be accountable for all aspects of the work.

**Acknowledgements:** Contributors who do not meet all four criteria (e.g., language editing, funding acquisition, general supervision) should be acknowledged in the "Acknowledgements" section.

## **6. Conflict of Interest**



All participants in the peer-review process including authors, peer reviewers, and editors must declare any conflict of interest.

- **Authors:** Must disclose any financial or personal relationships that could be viewed as influencing their work.
- **Reviewers:** Must disqualify themselves from reviewing specific manuscripts if a conflict of interest exists.

## **7. Allegations of Misconduct**

NJH Sciences takes allegations of scientific misconduct seriously. This includes data fabrication, falsification, and image manipulation.

- If misconduct is suspected, the Editorial Board will follow the flowcharts provided by COPE (Committee on Publication Ethics).
- Investigations will be conducted confidentially. If misconduct is proven, the journal reserves the right to retract the article and notify the author's institution.

## **8. Complaints and Appeals**

Authors who wish to appeal a rejection or register a complaint against the editorial process may submit a formal letter to the Editor-in-Chief.

- The appeal must provide a detailed justification and response to the reviewers' comments.
- The Editor-in-Chief's decision regarding the appeal is final.

## **9. Corrections and Retractions**

- **Corrections (Errata/Corrigenda):** If an honest error is found that does not affect the validity of the results, a correction notice will be published.
- **Retractions:** If the results are invalid due to misconduct or serious error, the article will be retracted, watermarked as "RETRACTED," and linked to a retraction notice.

## **10. Open Access and Copyright Policy**

- **Open Access:** National Journal of Health Sciences is an Open Access journal. All content is freely available without charge to the user or their institution immediately upon publication.
- **Licensing:** Articles are published under the **Creative Commons Attribution 4.0 International License (CC BY-NC-ND 4.0)**. This allows others to distribute, remix, adapt, and build upon the work, provided the original work is properly cited.
- **Copyright:** Authors retain the copyright to their work and grant the journal the right of first publication. Any *commercial use* of the work requires additional permissions from the authors.





## **11. Publication Fees**

National Journal of Health Sciences is a non-profit initiative. We do **not** charge any fee submission to publication fees (No APC).

## **12. Data Sharing Policy**

National Journal of Health Sciences encourages authors to share the data and other artifacts supporting the results in the paper by archiving it in an appropriate public repository. Authors may be asked to provide raw data in connection with a paper for editorial review.

## **13. Digital Archiving**

To ensure the long-term accessibility of scholarly content of the journal is preserved on the journal's main server. (Self-Archiving Policy).

### **Authorized and Signed by:**

**Usama Sultan Shamsi**  
**General Secretary**

