Editorial Policies

Permanyer was founded in Barcelona in 1973, as an international business group dedicated to medical publications, with offices in Spain, Switzerland, Mexico, and Portugal, and strong commercial links with more than 25 countries. With an extensive experience in the medical publishing sector, Permanyer publishes more than 50 scientific journals, such as: AIDS Reviews, Cancer & Chemotherapy Reviews, Dolor, Kranion, and Revista Española de Ortondoncia, to name a few. Some of them are included in Clarivate's Journal Citation Reports.

Our polices include:

- Peer review policy
- Editors and authors' ethical policies
- Plagiarism
- Corrections and retractions
- Contact for advertising and reprints
- Copyright permission
- Advertising policy

Permanyer reserves the right to contact funders, regulatory institutions, journals, and the authors' institutions in case of suspected research or publishing misconduct.

Peer review policy

All manuscripts submitted to Permanyer journals that are selected for peer review are sent to at least one, but usually two or more, independent reviewers, selected by the editors of each journal. The editor decides the referees based on their expertise on the field and considering to avoid potential conflict of interests.

Editors, authors, and reviewers are required to keep confidential all details of the editorial and peer review process on submitted manuscripts. Unless otherwise declared as apart of open peer review, the peer review process is confidential and conducted anonymously; the identities of reviewers are not released.

Reviewers must maintain confidentiality of their manuscripts. If a viewer wishes to seek advice from colleagues while assessing a manuscript, the reviewer must consult with the editor and should ensure that confidentiality is maintained, and that the names of any such colleagues are provided to the journal with the final report. Regardless of whether a submitted manuscript is eventually published, correspondence with the journal, referees' reports and other confidential material must not be published, disclosed or otherwise publicized without prior written consent. Reviewers should be aware that it is our policy to keep their names confidential and that we do our utmost to ensure this confidentiality. We cannot, however, guarantee to maintain this confidentiality in the face of a successful legal action to disclose identity.

Editors and authors' ethical policies

The editors of Permanyer journals may seek advice about submitted papers, not only from technical reviewers, but also on any aspect of a manuscript that raises concerns. Ethical oversight includes policies on consent to publication, publication on vulnerable populations, ethical conduct of research using animals, ethical conduct of research using human subjects, handling confidential data, including ethical business/marketing practices.

Authors must follow transparency and ethical practices, as described by the Committee on Publication Ethics (COPE) <u>Core practices from COPE</u>. Our journals follow the criteria established by the International Committee of Medical Journal Editors (ICMJE) <u>Uniform Requirements for Manuscripts Submitted to Biomedical Journals</u>.

For all the manuscripts submitted to Permanyer's peer reviewed journals, the authors must include their declaration of authorship, copyright statement and adherence to ethical practices, according to the instructions for authors of their chosen journal.

Depending on the category of their manuscript, authors will provide proof of adherence to any of the following guidelines:

- CONSORT (http://www.consort-statement.org/). In addition, all trials must be registered in one of the international databases, and the corresponding registration number must always be indicated.
- STROBE (<u>www.strobe-statement.org</u>).
- STARD (<u>www.equator-network.org/reporting-guidelines/stard/</u>).
- EQUATOR initiative (http://www.equator-network.org/).
- PRISMA statement: (http://www.prisma-statement.org/).
- CARE international quality guideline (<u>www.equator-network.org/report-ing-guidelines/care/</u>).

Protection of people and animals

All studies that involve data, procedures, treatments, etc. in humans must have written authorization from an ethics committee of the participating institution, which must be attached to the manuscripts submitted on the platform, in addition to following the ethical guidelines of the World Medical Association and the Declaration of Helsinki, available at: http://www.wma.net

Confidentiality

Authors are responsible for following the protocols established by their respective health centers, to access the data of the clinical files when carrying out any type of scientific research, for which they must declare compliance with this requirement. Authors have the obligation to guarantee that they are in possession of the written informed consent for the participation of each subject in the study. This document must be attached to the platform of the site. The authors should mention in the "Methods" section that the procedures performed on the subjects were carried out after obtaining an informed consent.

Privacy

The corresponding author is responsible for ensuring the right to privacy of patients by protecting their identity both in the text of the article and in the images. They may not use names, initials or hospital medical record numbers (or any other type of data irrelevant to the investigation that could identify the patient) or in the text or in the photographs; unless such information is essential for scientific purposes. In such cases, it may be included in the article provided that the patient or their parent or legal guardian provides written informed consent for its publication.

Funding

Authors must declare any funding sources involved in the development of the research or the publication.

Conflicts of interest

There is a conflict of interest when the author had or has economic or personal relationships that could be considered as a cause of bias or influence the results of the study. The potential conflict of interest exists regardless of whether the authors consider that these relationships influence their scientific criteria or not. The authors will describe, in the cover

letter and in the additional information section of the platform, any financial or personal relationship that they had or have, at the time of writing or sending the manuscript, with people or institutions and that could give rise to a conflict of interest related to the manuscript that is submitted for publication. The declaration will be recorded in the printed and digital journal.

Rights procurement

Authors must declare that the content of their manuscript is original and that it has not been published previously, nor has it been sent or submitted for consideration in any other publication format, either in its entirety or in any of its parts. The opposite constitutes a serious breach of scientific ethics. In the same way, authors who reproduce previously published materials (text, tables or figures) in their article are responsible for obtaining the appropriate permits to reproduce those materials in our journal. The corresponding author must obtain written authorization from the copyright's holder of such materials and send a copy to our journal.

Plagiarism

The journal does not accept previously published material and will not consider for publication manuscripts that are sent simultaneously to other journals, nor redundant or duplicate publications, that is, articles that substantially overlap another already published, printed or electronic media. Authors must inform in the cover letter about previous postings or publications of the same work, in whole or in part, that may be considered redundant or duplicate publication. It is necessary to quote and include the reference(s) of these previous publications in the new manuscript. These restrictions are not applicable to published abstracts of communications, papers or conferences presented at national or international scientific meetings.

If plagiarism is detected during the peer review process, the manuscript may be rejected. If plagiarism is detected after publication, we may issue a correction or retract the paper, as appropriate. We reserve the right to inform authors' institutions about plagiarism detected either before or after publication.

Corrections and retractions

Our journals may publish corrections, retractions, and expressions of concern as appropriate, and as quickly as possible. We follow the <u>ICMJE</u> and <u>COPE</u> guidelines where applicable and include the <u>CrossMark</u> service. By applying the CrossMark logo to each publication, our journals are committed to maintaining the most up-to-date version and alerting readers to changes if, and when, they occur.

Advertisements and reprints

Please contact *frank.garcia@permanyer.com* for further information.

Copyright permission

Requests for permission to reproduce images or other materials published in Permanyer journals should be addressed to permanyer.com

Advertisement policy

Some of the journals edited by Permanyer are accepting collaboration with advertisements. If you are interested in inserting advertisements, please contact permanyer@permanyer.com for further information.