

OceanSide Publications, Inc.

Journal Ethical Publishing Policies, Statements, and Other Policies

*The following statements and policies apply to all journals that comprise the family of journals published by OceanSide Publications, Inc. (“OceanSide”). These include **Allergy and Asthma Proceedings**, the **Journal of Food Allergy**, and the **Journal of Precision Respiratory Medicine**. Before submitting your manuscript for publication, please review these statements and policies to ensure that your Work adheres to this guidance. The manuscript submission process is explained elsewhere (see *Instructions to Authors*).*

JOURNAL STATEMENTS:

OceanSide’s journals follow the ethics, guidelines, and policies established by the **Committee on Publication Ethics (COPE)**, **World Association of Medical Editors (WAME)**, and the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals formulated by the **International Committee of Medical Journal Editors (ICMJE)**. All parties involved in the publication process (authors, editors, reviewers, and the publisher) are expected to comply with these Core Practices, Recommendations, and Journal policies as related to their specific roles, including but not limited to the issues of authorship, dual submission, plagiarism, manipulation of figures, competing interests, research ethics, and other ethical issues.

ETHICAL PUBLICATION POLICIES:

Conflict of interest and relationship disclosure policy

Consistent with ICJME Recommendations and a commitment to transparency, OceanSide’s journals require authors to disclose all financial and nonfinancial relationships and activities as well as conflicts of interest, actual or perceived. This disclosure policy applies to authors and all other participants in the peer review process. Whereas authors are required to complete and submit ICMJE Disclosure Forms at the time of manuscript submission, reviewers are required to disclose to the editors any potential conflicts that could influence (actual or perceived) their opinions of the manuscript; and they must recuse themselves from providing peer reviews of manuscripts for which they possess any potential for bias. Reminders of these requirements are included in the “invitation to review” letter sent to potential reviewers. Reviewers are further reminded that it is a journal policy not to share or take advantage of having gained the author’s intellectual knowledge before manuscript publication.

Published articles will include statements that report authors’ conflict of interest relationships, the source of the manuscript’s financial support, and the extent of any sponsor involvement in study design, data (collection, analysis, and interpretation), and writing. Authors of a study financially

supported by a sponsor who has a financial interest in the study's outcome are requested to include a statement on the manuscript title page indicating whether they had full access to all of the data in this study and that they take responsibility for the integrity of the data and the accuracy of the data analysis.

Research participant protection policy (humans and animals)

In accordance with the **Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals**, when submitting research Work involving human data, authors are required to have obtained the following before the initiation of the research:

- ethics committee review approval from a governing Institutional Review Board or Ethics Committee
- informed consent from study subjects and patients,

The methods section of the Work should include a statement that clearly describes the informed consent process and the ethics committee or Institutional Review Board (IRB) approval. This statement should include the full name of the institution that provided approval and the approval number. In the rare instance where no formal ethics committee was available, authors should indicate if procedures were performed in accordance with the Helsinki Declaration as revised in 2013. If clarification on this issue is required, editors retain the right to investigate further to determine whether the research was appropriately conducted in accordance with the Helsinki Declaration. Additionally, for the submission of Works that include personal information or human images, the author must have obtained appropriate consents, permissions, and releases.

When reporting experiments on animals, authors should indicate whether institutional and national standards for the care and use of laboratory animals were followed. Statements describing adherence to specific guidelines for the ethical treatment of animal must be included in the methods section of the manuscript. Further guidance on animal research ethics is available from the International Association of Veterinary Editors' Consensus Author Guidelines on Animal Ethics and Welfare, the ARRIVE guidelines, the EU Directive 2010/63/EU for animal experiments, and the National Research Council's Guide for the Care and Use of Laboratory Animals.

Publication misconduct policy

Publication misconduct, broadly defined by COPE as "any practice that may affect the reliability of the research record in terms of findings, conclusions, or attribution," is not tolerated.

According to ICJME, misconduct "includes but is not necessarily limited to data fabrication; data falsification, including deceptive manipulation of images; purposeful failure to disclose relationships and activities; and plagiarism."

Suspected misconduct will be investigated in conformity with COPE flowcharts. When misconduct is confirmed to exist, OceanSide will take appropriate measures to correct the scientific record. These measures may include issuing a correction or retraction of the published Work and banning future manuscript submissions. If any interested party identifies potential misconduct, they are requested to bring it to the attention of the journal's editorial manager.

Plagiarism and duplicate submission/publication policy

OceanSide regards plagiarism and self-plagiarism as scientific misconduct and, if identified in submitted materials, will be investigated as per the COPE guidelines. Plagiarism, as defined by the World Association of Medical Editors (WAME) Publication Ethics Committee, is "the use of others' published and unpublished ideas, text, figures, tables, data (or other intellectual property) without attribution or permission, and presenting them as new and original rather than derived from an existing source." This applies regardless of the source of the intellectual property. "Self-plagiarism refers to the practice of an author using portions of their previous writings on the same topic in another of their publications, without specifically citing it formally in quotes."

Whereas duplicate submission is defined as the concurrent submission or prior publication of similar Work in another journal or elsewhere, per ICJME, duplicate publication is defined as "publication of a paper that overlaps substantially with one already published, without clear, visible reference to the previous publication." As a requirement of the manuscript submission process, authors must confirm in their cover letter that they have not submitted their Work (or a similar manuscript) elsewhere. If a somewhat similar Work has been submitted or published elsewhere, the authors must also submit a copy of that Work along with a description summarizing how the submitted Work differs. Prior publication of an abstract of the Work, clinical trial results on a clinical trial registry site, or data contained in assessment reports published by regulatory agencies will not affect consideration. It is the responsibility of reviewers and editors to evaluate and notify the journal's editorial manager of any suspected plagiarism, duplicate submissions/publications, and any potential misconduct during the review process. Additionally, OceanSide uses Similarity Check (a service provided by Crossref and powered by iThenticate) and/or similar tools to check submitted content for originality. Suspected misconduct arising from the submission process, will be investigated as per the most recent version of the COPE guidelines.

The consequences of plagiarism may include any of the following:

- Plagiarism identified in the pre-publication phase shall result in manuscript rejection.
- Plagiarism identified in the post-publication phase shall result in the issuance of a correction or retraction.
- Banning the author from future manuscript submissions.
- Additionally, the authors' affiliated institution(s) may be informed.

The consequences of duplicate submission may include any of the following consequences:

- Duplicate submission that is identified in the pre-publication phase shall result in manuscript rejection.
- Duplicate submission that is identified post-publication phase shall result in the issuance of a correction or retraction.
- Banning the author from future manuscript submissions.
- Additionally, the authors' affiliated institution(s) may be informed.

OTHER PUBLICATION POLICIES:

Peer review policy

Upon submission, manuscripts will be screened for having met required submission criteria by the editorial manager, then assessed by the Editor-in-Chief (EIC) for journal suitability. If deemed suitable, between 2 and 4 independent expert reviewers will be assigned to assess the scientific quality of the paper. The EIC is responsible for issuing the manuscript decision, which may be “accept, reject, or revise and resubmit.” The EIC shall have full authority over the editorial content of the Journal. Although EIC decisions of “rejection” are generally final, the authors have the right to appeal a decision by submitting a detailed rebuttable letter to the editor. Reviewer anonymity is the default setup of the peer review process; however, reviewers have the option to disclose their identity by appending their name to their peer review comments. All peer review participants are asked to maintain the integrity of the peer review process by treating manuscripts fairly, disclosing any conflicts of interest related to the manuscript, recusing themselves from the peer review process when conflict exists, maintaining confidentiality, being timely in completing their tasks. Editors, associate editors, and editorial board members who submit manuscripts for peer review and consideration of publication will not be allowed to participate in the peer review process or influence editorial decisions regarding their submitted Work. To reduce the potential for bias, all author identifiers will be removed from their submitted Works. Authors are welcome to submit the names of potential reviewers for whom are not conflicted by personal or professional relationships; however, it shall be left to the editors’ discretion whether or not to select the suggested reviewers.

Confidentiality policy

In order to maintain the integrity of the peer review process, peer reviewers, editors, and editorial managers shall treat submitted material and correspondence as confidential until the time of its publication. Furthermore, they are prohibited from taking advantage of any information they gain through the peer review process. Conflict of interest disclosures will be held in strict confidence during the review process. However, if the Work is accepted for publication, all relevant conflicts of interest will be disclosed in conjunction with its publication. Suspected misconduct arising from the review process, will be investigated as per the most recent version of the [COPE guidelines](#).

Authorship/contributorship policy

In accordance with ICMJE Recommendations, the responsibility for the determination of authorship is delegated to the authors, and should be based on meeting all four of the following criteria:

- 1) being a substantial contributor to the conception and/or design of the Work; or the acquisition, analysis, or interpretation of data for the Work;
- 2) having drafted the Work or revised it critically;
- 3) having approved of the submitted version of the Work;
- 4) accountability for the Work.

Contributors who do not meet all four criteria are referred to as “non-author contributors.” The appropriate place to acknowledge their contribution is in the acknowledgment section of the manuscript text, provided that the contributor gives their written permission to be listed (a journal requirement).

The order in which authors are listed is the responsibility of the author group. Changes to the order of authors post-manuscript submission will require written approval by all authors affected by the change.

The author group shall designate a “corresponding author,” and that individual will be charged with primary responsibility for communication and administrative duties during the manuscript submission, peer-review, and publication process.

These duties shall include providing or obtaining:

- details of authorship,
- details of ethics committee approval,
- clinical trial registration documentation,
- disclosures of relationships and activities,
- availability throughout the submission, peer-review and post publication phases
- responses to editorial queries, critiques and additional information requests in a timely way
- distributing copies of all correspondence to all listed authors,
- written permission to be acknowledged from all acknowledged individuals

NIH public access compliance policy

If the author(s) indicates that their research was sponsored by the NIH, the manuscript will be sent to PubMed Central for public access posting.

Inclusivity policy

In order to convey respect to all people, the content of submitted Works should use inclusive language throughout.

Image manipulation policy

Image manipulation is not tolerated. All submitted figures must be true representations of research results.

Advertising policy

Advertisements shall be clearly identifiable as advertisements in OceanSide's journals. The editor of each journal shall have full and final authority for approving print and online advertisements and for enforcing advertising policy. The following is prohibited:

- Advertising in exchange for influence on editorial decisions.
- Advertisements for products proven to be seriously harmful to health.
- Selling advertisements contingent on being juxtaposed with editorial content on the same product.

Criticisms regarding advertisements should be communicated directly to the editor.

Copyright policy

The copyright policies for each of the journals in OceanSide's family of journals are specific to each journal. For further details, please see the instructions to authors for the specific journal to which you are submitting.

Reporting and data sharing policy

Clinical trial registration, reporting, and data sharing

A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes.

Consistent with ICMJE's trial registration policy, clinical trials are required to be registered in a public trials registry at or before the time of the first patient enrollment in order to be considered for publication. The registry must be a publicly accessible registration that is a primary register of the WHO International Clinical Trials Registry Platform. Authors should post the trial registration number at the end of the manuscript's abstract.

When reporting the results of randomized controlled trials, authors are encouraged to follow the CONSORT guidelines (www.consort-statement.org), submitted together with the CONSORT checklist and accompanied by a flow diagram as described by CONSORT.

Consistent with ICMJE's trial data sharing policy, manuscripts reporting clinical trial results must contain a statement describing how clinical trial data will be shared. Ideally, this statement should include the following information: whether individual deidentified participant data will be shared; what data will be shared; whether additional, related documents will be available; when the data will become available and for how long; by what access criteria data will be shared.

When using shared data, authors of secondary analyses must attest that their use was in accordance with the terms (if any) agreed upon their receipt. Authors must reference the source of the data, explain how their analysis differ from previous analyses, seek collaboration with those who collected the data, and appropriately recognize their efforts.

Observational study reporting

When reporting the results of observational studies, authors are encouraged to be consistent with recommendations of the STROBE statement, available at www.strobe-statement.org

Systemic review and meta-analysis reporting

When reporting meta-analysis of randomized clinical trials, authors are encouraged to be consistent with recommendations of the PRISMA guidelines, available at www.prisma-statement.org

Diagnostic study reporting

When reporting diagnostic studies, authors are encouraged to be consistent with recommendations of the STARD statement, available at www.stardstatement.org

Post-publication discussions and corrections policy

Post publication discussion is encouraged in the format of letters to the editor, which shall be published along with author responses. In cases where post-publication errors are identified, corrections will be published. Additionally, as mentioned above, in cases where misconduct is confirmed to exist, the publisher will take appropriate measures to correct the scientific record, including issuance of a correction or retraction of the published Work and a ban on further manuscript submissions by the authors of the Work.

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