

Conflict of Interest Disclosure Policy

DEFINITION

Conflict of interest may affect authors, peer reviewers, or Editorial Board members. The *IJMSC* defines conflict of interest as any financial or personal relationships with individuals or organizations occurring within the preceding 2 years that could inappropriately influence or be perceived to influence a submitted manuscript (for authors), a manuscript review (for peer reviewers), or general service to the journal (for Editorial Board members).

Potential conflicts of interest include employment, patents or royalties, intellectual property rights, lecturing or consulting fees, participation on paid advisory boards or review panels, honoraria, equity ownership/stock options (excluding diversified mutual funds), paid expert testimony, grant support from industry, and other payments from a commercial entity. For further details, refer to the International Committee of Medical Journal Editors (ICMJE), *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*, “Author Responsibilities—Conflicts of Interest” (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/author-responsibilities--conflicts-of-interest.html>).

AUTHORS

Policy

All authors must disclose any relationships that could be viewed as presenting conflicts of interest in a Disclosures section at the end of the manuscript, following the Acknowledgments section and preceding the References. If an author has no conflicts of interests to disclose, this must be stated. All sources of funding for the work must also be disclosed in this section. The Disclosures section of the manuscript will be visible to any peer reviewers and will be published with the article if the manuscript is accepted.

Procedures

1. As part of the electronic submission process, the submitting author must check one of the following boxes:

- o **Yes**, a potential conflict of interest exists for one or more of the authors and is disclosed in a Disclosures section at the end of the manuscript. All sources of funding for the work have also been disclosed in the manuscript.

- o **No**, no potential conflict of interest exists for any of the authors. The following statement is included in a Disclosures section at the end of the manuscript: "The authors have no conflicts of interest to disclose." All sources of funding for the work have also been disclosed in the manuscript.

2. Upon manuscript acceptance, each author must sign a conflict of interest disclosure statement that appears on the Authorship Form, as follows:

Conflict of Interest Disclosure. I certify that all potential conflicts of interest were disclosed in the manuscript. *If any were not disclosed in the manuscript, they are listed below.* Any changes to this disclosure information between now and the time of publication of the article will be relayed promptly to the *IJM*SC Editorial Office.

PEER REVIEWERS

Policy

Peer reviewers must disclose any actual or potential conflicts of interest in reviewing specific manuscripts and disqualify themselves from a specific review if there is a potential for bias.

Procedures

1. The form letter sent to a potential reviewer inviting him or her to review a specific manuscript instructs: "If you have a conflict of interest that could affect your ability to provide an unbiased review of the manuscript, please decline the assignment."

EDITORIAL BOARD

Policy

Members of the Editorial Board must disclose all relationships that may pose an actual or potential conflict of interest relevant to this role. This information is filed in the *IJM*SC

Editorial Office. In addition, members of the Editorial Board must refrain from making any decisions or recommendations about manuscripts in which they have a personal, professional, or financial interest. Failure to disclose relevant conflicts of interest is grounds for dismissal from the Editorial Board.

Procedures

1. Each Editorial Board member must complete and sign a conflict of interest disclosure form at least every 2 years.

2. The disclosure form contains the following declaration:

I declare that neither I nor any member of my immediate family has had a financial or nonfinancial relationship that has the potential to compromise my objectivity as a member of the *IJM*SC Editorial Board within the past 24 months.

3. If any potentially conflicting relationships exist, the Editorial Board member must check relevant boxes from a list indicating specific types of relationships and must provide the name of the entity and the nature of the relationship.