

# **JOURNAL OF INDIAN PHYSICIAN ASSOCIATES**

**(JIPA)**

## **Regulatory Guidelines, Operational Framework and Structural Organization**

**Ashish Gaur, Editor-in-chief**

The Journal of Indian Physician Associates (JIPA) is a premier platform for the academic and professional growth of Physician Associates (PAs), particularly in India providing an opportunity for PAs and other health professionals to present their research work. The JIPA acknowledges the foundational role of the Indian Association of Physician Assistants (IAPA) in its creation and continuous support. However, JIPA operates independently in terms of editorial, operational, and recruitment matters. While the journal benefits from IAPA's established reputation and resources, which enhances former's visibility and credibility, JIPA retains full autonomy in all aspects of its editorial processes, and governance.

The founder members of JIPA played a crucial role in conceptualizing and establishing the journal, including its editorial framework, vision, and initial structure and they retain lifelong inclusiveness and association with JIPA. The intellectual ownership of JIPA's foundational structure and concept resides with these founder members. The journal is designed to be a collaborative and dynamic platform, governed by its own by-laws, with ongoing contributions from its editorial board, contributors, and the wider community of PAs.

## **MISSION**

JIPA is dedicated to empowering PAs (and comparable) worldwide, with a primary focus on India, by offering a platform for the dissemination of cutting-edge clinical knowledge, evidence-based practices, healthcare research, and the latest technological advancements. We aim to foster a global community of lifelong learners, promote collaborative research, and contribute to the continuous improvement of healthcare delivery both in India and globally.

## VISION

JIPA envisions being the leading journal that shapes the future of healthcare by empowering PAs to drive evidence-based, patient-centered care across India and globally. Our goal is to establish ourselves as an integral contributor to a technologically advanced and evidence-driven healthcare system in India, inspiring the next generation of healthcare professionals.

## OBJECTIVES

- **To Promote Knowledge Dissemination**  
Provide a platform for PAs and healthcare professionals to share and access cutting-edge clinical knowledge, evidence-based practices, and the latest advancements in healthcare and technology.
- **To Advance the Physician Associate Profession**  
Contribute to the professional development of PAs by publishing research, case studies, and educational content that enhances their clinical skills, knowledge, and impact in healthcare.
- **To Foster Collaboration and Research**  
Encourage interdisciplinary collaboration and promote research that advances healthcare practices, with a focus on the roles and contributions of PAs within the healthcare system.
- **To Enhance Global and Local Healthcare Practices**  
Support the continuous improvement of healthcare delivery by providing high-quality, evidence-based information relevant to both global and Indian healthcare settings.
- **To Elevate Standards of Medical Education**  
Support the ongoing education and training of PAs by publishing articles that bridge the gap between theoretical knowledge and practical application in healthcare settings.
- **To Engage the Broader Healthcare Community**  
Act as a resource for not only PAs but also other healthcare professionals, policy

makers, and academics, contributing to the broader healthcare dialogue in India and globally.

- **To Maintain Editorial Integrity and Excellence**

Uphold the highest standards of editorial quality by ensuring all published content undergoes a rigorous peer-review process, maintaining the credibility and impact of the journal.

- **To Foster Lifelong Learning**

Promote a culture of continuous learning and professional growth among PAs and healthcare professionals, supporting their development through relevant research, articles, and educational content.

## **ARTICLE I: NAME, PURPOSE, AND TARGET READERSHIP**

1. **Name:** The name of this publication shall be *The Journal of Indian Physician Associates* (referred to as "JIPA").
2. **Purpose:** JIPA is a peer-reviewed academic journal dedicated to the publication of high-quality scholarly research, analysis, and commentary on PA education and practice, Clinical Sciences, Public Health, and Primary Health Care. Its mission is to advance knowledge, foster critical discourse, and contribute to the development of PAs, Clinical Sciences, Public Health, and Primary Health Care.
3. **TARGET READERSHIP**  
Physician Assistants (PAs), surgical associates, healthcare professionals, doctors, PA students, healthcare administrators, policymakers, and other key stakeholders in the healthcare sector.

## **ARTICLE II: COMPOSITION**

1. **The Editorial Board**

The editorial board shall consist of the following positions:

- Editor-in-Chief (EIC)
- Co-Editor-in-Chief (CO-EIC)

- Managing Editor (s)
- Section Editors
- Research Editors
- Student Editorial Assistants

## **1.2 Strategic and Advisory Roles**

In addition to the Editorial Board, an International Veritas Council shall be established, consisting of distinguished individuals from around the world. These members will help elevate the journal's recognition through their expertise, prominence in the healthcare field, and extensive professional networks.

An Advisory Board may be established, though its creation is optional, and membership is by invitation only.

A strategic position named Chief Scientific Communication & Digital Strategy Officer (CSCDSO) shall also be established for overseeing the journal's media marketing, digital presence, and technological advancements.

**1.3 Founder Members:** Gomathi Sundar, Ashish Gaur, and Tanmay Acharia are the founder members of JIPA.

### **1.3.1 General Powers**

- **Advisory Role**

Founders retain a permanent advisory role, even without holding an active editorial position. This will involve providing guidance on strategic direction, ethical considerations, and long-term goals. The Editorial Board must consult with founders on significant policy changes.

- **Oversight and Safeguarding**

Founders have a limited oversight role to ensure the journal adheres to its original mission and values. They serve as a safeguard against deviations from established ethical standards or academic rigor.

- **Bylaws Amendments**

Founders have a special voting right or veto power regarding amendments to the bylaws, particularly those that affect the journal's core principles.

### **1.3.2 Potential Informal Powers**

- **Historical Authority**

Founders possess unique historical knowledge of the journal's origins, development, and challenges, granting them a certain authority in discussions about its future.

- **Expertise and Network**

Founders likely have extensive expertise in intellectual property and allied laws, as well as valuable professional networks, which can serve as a significant resource for the journal.

- **Reputational Influence**

The reputations of the founders can enhance the journal's credibility, attracting authors, reviewers, and readers.

- **Mediation and Conflict Resolution**

In the event of internal disputes, founders can act as mediators, drawing on their experience and impartiality.

- **Succession Planning**

The role of founder members should be considered in the context of long-term succession planning, to ensure a smooth transition of leadership.

In essence, while founders may not retain day-to-day operational control when not in an active post, their historical significance and expertise provide valuable guidance and continuity to JIPA. They shall remain integral to all decision-making processes, proceedings, and the electoral process concerning bylaw amendments.

## **ARTICLE III. EDITORIAL BOARD- POSITIONS, TERMS OF SERVICE, AND SELECTION GUIDELINES**

## 1.0 Editorial Board

### 1.1 The Editor-in-Chief (EIC) Co-Editor-in-chief (CO-EIC)

- One each in number as position.
- It is a voluntary, nonpaying, temporary position.
- **Term of office**

They shall hold their positions for a term of five (5) years.

The term is renewable at the discretion of the existing Editor/ Co editor in chief if there is possibility of hung seat.

- **Selection**

The EIC/CO EIC will be selected from Editorial Board

- **Eligibility**

- Should be a member of IAPA
- Should have served one full term of 3 years in the editorial board without a time lag.
- They shall be selected purely on basis of experience at work, and contribution towards scientific writings.
- Minimum bachelor's degree (4 years with one year intern from UGC recognized University. Master's PA Degree is applicable too.
- Minimum 20 years plus experience as active clinical PA with lifetime IAPA membership is mandatory.
- MBA in healthcare is mandatory to understand Business and financial /legal operations.
- Minimum 2-3 publications as primary or co-author is mandatory.

### 1. Managing Editor

- Shall be one in number.

- It is a voluntary, nonpaying, temporary position.
- **Term of office**
  - The term shall be three (3) years, subject to agreement by the, EIC/CO EIC or they may elect a replacement through discussion.
- **Selection**
  - The Managing Editor shall be selected by EIC/CO EIC and Founding members.
- **Eligibility**
  - Should be a member of life member of IAPA
  - Minimum 15 years of active clinical experience as PA is mandatory.
  - Applicants should possess a PA degree (A four-year baccalaureate degree from a UGC recognized University). Master's PA Degree is applicable too.
  - Should have a minimum of 2-3 publications as primary author or co-author.

## **2. Editorial Board Members (referred to as Section Editors)**

- The Editorial Board will consist of 10 to 12 members, including 2 non-PA members. The number of members can be increased by the EIC or CO EIC if they find a particular individual's credentials to significantly benefit JIPA.
- It is a voluntary, nonpaying, temporary position.
- **Term of office**
  - Editorial Board Members will serve a term of three (3) years.
- **Selection**
  - Editorial Board Members will be selected based on an application process, followed by interviews conducted by the EIC/CO EIC and Research Editors.
  - The final decision will rest with the EIC.
- **Eligibility for section editors who are PAs**
  - Should be a life member of IAPA
  - 15+ years of experience as a PA in clinical service.

- Graduation from a reputable 4-year (inclusive of 1-year internship) UGC-recognized university. Master's PA Degree is applicable too.
- A minimum of 2-3 published papers in national or international journals, either as a primary or co-author.
- **Non-PA section editors**
  - Will be chosen by the EIC and Co-EIC.
  - The 2 non-PA positions are reserved for leaders in the fields of education, public health, primary healthcare, or biomedical science.
  - Preference will be given to individuals in leadership positions actively engaged in these areas.

#### **1.4 Research Editor**

- The number of posts can range from 2 to 3.
- At least one position will be held by an Indian PA who is a life-member of IAPA.
- This is a voluntary, non-paying, temporary position.

Voting rights rest only with the research editor from India

- **Selection**
  - The Research Editor position is purely advertisement-based, with the selection process based on the candidate's profile.
  - Selection will be made by the EIC, CO EIC, and Founder Members.
- **Eligibility**
  - A clear role and active contribution in the field of scientific writing for over 15 years.
  - Minimum of 5 years of association with an Editorial Board (Of Reputated Indexed Journal Only), is mandatory.
- **Term of office**
  - The term for this position is 5 years.



### 3. **Student Editorial Assistants**

- The total number of assistants can range from 6 to 10. However, There is no limit and members can be added at discretion of EIC, CO EIC if found suitable and eligible
- Student editorial assistants' positions are temporary, non-paying, and voluntary positions.
- Three positions are exclusively reserved for Indian PA students (interns) or coordinators. The number of position shall be increased based on need and/or recognition of exceptional credentials in an individual. Such recommendations may be made by the editorial board.
- Three positions are reserved for international students. The number of positions may be increased by the EIC/CO EIC if an individual had exceptional credentials that would benefit JIPA. Such increases can be made upon the recommendation of the International Veritas Council.
- The term of the position will last for the duration of the individual's internship or final year of their master's program. The term may be extended by a maximum of 1-2 additional years based on mutual agreement.
- For appointment of international students, the selection process is entirely based on the application and an interview conducted by the International Veritas Council-, if need be (IVC), & mandatorily or solely in collaboration with the EIC and CO EIC.
- Appointment of Indian students will be managed by the Managing Editor in coordination with the EIC/CO EIC.
- Indian students selected for editorial assistant positions should seek IAPA life membership if they have not already received it.
- The student editorial assistants shall have no voting rights in the journal.
- International Student Editor Assistants can be considered for the post even with experience as per their state laws. If a candidate is working with some experience and still enrolled in some capacity as a student /intern he/she is eligible for the post.

### 2. **Strategic and Advisory positions**

## **2.1 International Board Members** [also called the International Veritas Council (IVC)]

- The International Board Members will consist of 5 to 10 members.
- The number of members may be increased by the EIC or Co-EIC if an individual's credentials are deemed to provide significant benefits to the journal.
- This is a voluntary, non-paid, temporary position.
- Will serve a term of five (5) years.
- Appointments will be made solely based on invitation.
- The selection of members will be handled by the EIC/CO EIC in collaboration with the Founder Members.
- Selected members should be recognized global leaders in the PA field, prominent PA educators, editorial board heads of leading PA journals, or office bearers of renowned PA organizations in their respective countries.

## **2.2 Advisory Board**

The establishment of the Advisory Board is optional. When deemed necessary, the following guidelines shall apply during its constitution:

- The board shall consist of a maximum of six members.
- This is a non-paid, voluntary position.
- Advisory Board members shall be selected by the EIC and Co-EIC, in consultation with the existing Editorial Board.
- Candidates will be selected based on the following criteria:
  - Expertise and experience in relevant fields.
  - Reputation and standing in the academic or professional community.
  - Commitment to the journal's mission and goals.
  - Willingness to contribute actively to the journal's development.
- Advisory Board members shall serve a term of three years, renewable at the discretion of the EIC and Co-EIC.
- Advisory Board members shall have no voting rights in the JIPA journal.

- A two-thirds majority vote shall be required to decide on the premature termination of any Advisory Board member or to make amendments to the terms and conditions of the Advisory Board.
- Advisory Board members are not liable for the content of the journal.
- Advisory Board members do not hold legal decision-making authority regarding the journal.

### **Chief Scientific Communication & Digital Strategy Officer**

- **Establishment**

The position of Chief Scientific Communications & Digital Strategy Officer (CSCDSO) is established to enhance the journal's visibility, impact, and digital presence.

- **Purpose**

The CSCDSO shall be responsible for developing and implementing strategies related to media marketing, journal production coordination, indexing, impact factor enhancement, digital dissemination, and technological advancement, as outlined in the responsibilities section.

- **Eligibility**

The candidate must have worked with a Journal Board or a publication platform for a minimum of 5 years. A strong background in marketing, particularly in digital and scientific communication, is highly desirable. Experience working as a PA will be considered an advantage. This is a voluntary, non-paying position.

In absence of a suitable candidate, this position will be over seen/ filled by in and as CO-EIC .

- **Selection**

The selection of CSCDSO will be made by the EIC, CO EIC, and Founder Members.

- **Staff**

The officer may have one assistant if needed. The assistant can be a student editor assistant who is keen for the job and is deemed to be suitable for post by EIC/CO-EIC.

- **Term of office**

- The term of CSCDSO is for three years.
- **Reporting**  
The CSCDSO shall report directly to the Editor and Co-Editor in Chief.
- **Removal**  
The CSCDSO may be removed for cause, including but not limited to:
  - Neglect of duties.
  - Violation of ethical standards.
  - Actions detrimental to the reputation of the journal.
  - Removal requires a consensus of the EIC and Co-EIC and, Founder members.

## **ARTICLE IV: RESPONSIBILITIES**

### **1.1 Editor-in-Chief (EIC):**

The EIC oversees the overall management and direction of the journal including:

#### **Leadership and Vision:**

- **Setting Editorial Direction:** Defines the journal's scope, mission, and long-term strategic goals, ensuring its relevance and impact within its field.
- **Building and Managing the Editorial Team:** Recruits, appoints, and oversees the editorial board, section editors, managing editors, and other staff. This includes defining roles, delegating responsibilities, and fostering a collaborative, productive work environment.
- **Representing the Journal:** Serves as the public face of the journal, representing it at conferences, meetings, and within the broader academic community. Builds relationships with authors, reviewers, and other stakeholders.

#### **Content Oversight:**

- **Final Publication Decisions:** The EIC has the final authority on which manuscripts are accepted for publication, ensuring that all published work meets the journal's standards for quality, rigor, and relevance. The EIC is also responsible for communicating the final decision to the author regarding acceptance or rejection of the submitted manuscript.
- **Maintaining Editorial Standards:** Establishes and enforces the journal's editorial policies, guidelines, and ethical standards, ensuring consistency and integrity in the

publication process. This includes policies on authorship, peer review, conflicts of interest, and data sharing.

- **Ensuring Quality Control:** Oversees the overall quality of published content, collaborating with editors and reviewers to identify and address any issues related to scientific validity, clarity, or presentation.
- **Overseeing the Peer Review Process:** While section editors manage the day-to-day peer review process, the EIC ensures its integrity and effectiveness. The EIC may intervene in complex or controversial cases.

#### **Strategic Management:**

- **Financial Oversight:** Responsible for the journal's budget and financial sustainability, working with the publisher or managing board to ensure the journal's financial health.
- **Journal Promotion and Development:** Develops and implements strategies to promote the journal, increase readership, and attract high-quality submissions. This includes marketing efforts, social media engagement, and collaborations with other organizations. This may be executed by the editorial manager in collaboration with the technical team.

#### **Ethical Responsibilities:**

- **Upholding Ethical Standards:** Ensures that all published research adheres to the highest ethical standards, including those related to human subjects' research, animal welfare, and data integrity.
- **Addressing Ethical Concerns:** Investigates and addresses any allegations of research misconduct, plagiarism, or other ethical violations.

### **1.2 Co-Editor-in-chief**

The Co-EIC assists the EIC in all aspects of journal management and assumes the Editor's responsibilities in their absence. Specific duties include:

- **Specialized Content Areas:** The Co-Editor may focus on specific sections or areas of the journal's content, providing expertise in those areas.
- **Editorial Team Management:** Manages the editorial board and coordinates with International Associate Editors.
- **Strategic Initiatives :** Leads initiatives to enhance the journal's visibility and impact.

- **External Relations :** Represents the journal at conferences and builds relationships with other organizations and stakeholders.
- **Decision-Making Process:** Collaborates with the Editor-in-Chief in the decision-making process, particularly in editorial and publication matters.
- **Recruitment:** Assists in the recruitment of the Managing Editor, Editorial Board members, and the Student Editorial Board.
- **Editorial Board Meetings:** Organizes periodic meetings with the editorial board to review and update editorial policies.
- **Archival Management:** Oversees the archiving of data, resources, and materials related to the journal's editorial process and administrative functions, ensuring that all relevant documents are securely stored and easily accessible for future reference.

### **1.3 Managing Editor**

- Conducts the initial assessment of submitted manuscripts to ensure alignment with the journal's scope and standards.
- Checks for redundancy in manuscripts (e.g., identifying re-submissions of previously published papers with slight modifications to title and content, splitting of a published study into smaller studies and submitting).
- Evaluates potential ethical violations and consults with the EIC, Co-EIC, and research editors to determine if the manuscript should be rejected at this stage. If rejection is decided, communicates this to the authors.
- Upon clearance of the initial manuscript assessment, selects the appropriate section editor and research editor based on the manuscript's subject and type, and forwards the manuscript to them for further review.
- Ensures double-blind review (single blind review for invited articles) throughout the process, maintaining the anonymity of both authors and reviewers.
- Oversees the peer review process, ensuring that reviewers meet deadlines and submit feedback on time.
- **Manages Time Lines:** Ensures the editorial process remains on schedule, tracking each stage of the peer review, revision, and final decision processes.
- **Tracks Manuscripts:** Monitors the status of all manuscripts (e.g., under review, revisions requested, accepted, rejected) to ensure no manuscript is overlooked.

- Organizes and participates in review meetings with the EIC to provide reports on the editorial process and journal performance, helping to guide decisions on editorial policy.
- Once a manuscript is accepted, ensures it is ready for publication, coordinating with student editorial assistants and production teams for layout, copyediting, and final publication preparation.
- Assists in promoting the journal via email campaigns, social media outreach, and networking with professional associations to increase both submissions and visibility.
- Tracks the journal's performance (e.g., impact factor, readership statistics) and identifies opportunities for growth and improvement.
- Maintains comprehensive records of all editorial processes, manuscript statuses, reviewer feedback, and author communications.
- Ensures adherence to ethical standards, including proper authorship attribution, conflict-of-interest disclosures, and plagiarism checks.
- They are mediator correspondents between EIC, CO EIC and Editorial Board, SEA's and Authors.

#### **1.4 Section Editors**

Functions under the direct oversight of the Managing Editor. They shall approach EIC, CO EIC via Managing Editor only. Similarly, SEA India/International shall approach or can be approached by SE only via Managing Editor.

- Responsible for selecting and inviting suitable peer reviewers for manuscripts, ensuring a balanced and unbiased selection process.
- Collaborates with the editorial board to align the section's focus with the journal's overall mission and strategic goals.
- Promotes the journal through outreach efforts and actively contributes to discussions at professional events.
- When revisions are requested by reviewers or research editors, ensures constructive and timely feedback is provided to authors.

- Follows up with authors to ensure that revisions are submitted within the specified timeline and that all reviewer concerns are adequately addressed.
- Acts as a point of contact between authors, reviewers, and research editors, facilitating effective communication.
- Identifies and resolves issues within the peer review process, including conflicts between reviewers, plagiarism concerns, or ethical issues.
- If contradictory reviews are received, assigns a third reviewer or acts as the referee to resolve discrepancies.
- Coordinates with the research editor to arrange for a statistical reviewer when needed.
- Communicates the final decisions from reviewers to the research editor, Managing Editor, EIC, and Co-EIC.
- Solicits articles relevant to their section from their academic or professional community.
- Minimum 5 papers contributions would be deemed mandatory from their channel, network and peers. This won't be considered against their profile if the criteria aren't met but would certainly earn them brownie credentials in their promotions in hierarchy.

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#### **1.4 Research Editors**

- There will be two research editors: one for Quantitative Studies and one for Qualitative Studies.
- The research editor focuses on the scientific rigor, methodology (sampling, study design, data collection, etc.), and the overall validity of the research. They ensure the study design and analysis are sound, the research question is clearly defined, and that the study follows appropriate scientific protocols.
- Reviews the ethical aspects of the study, ensuring proper informed consent from participants and adherence to ethical guidelines.
- Communicates suggestions for improvement to the section editor and recommends a statistical reviewer when necessary.



- Evaluates whether a manuscript should be accepted, revised, or rejected based on reviewer feedback and scientific merit, and recommends decisions to the EIC, while keeping the Co-EIC, managing editor and section editor informed.
- Reviews manuscripts every six months to assess trends in author manuscript quality and conducts open educational sessions to guide authors in avoiding common research mistakes.
- Organizes periodic educational sessions for the editorial board on research methodology.
- Reviews invited review articles and provides direct feedback to the authors.
- Suggests topics for special features to the editorial board.
- Recommends topics or invites experts to contribute to review articles.

### **1.5 Student Editorial Assistants**

- Carry out tasks under the guidance of the EIC, Co-EIC and Managing Editors.
- They are assigned to section editors for their learning process and communication to/for the Author as per the papers contributed by them via their channel to Section Editor.
- Conduct the initial assessment of manuscripts, reviewing their scope, completeness, and formatting, and performing plagiarism checks.
- Forward the manuscript to the Managing Editor for evaluation, to ensure alignment of the manuscript with the journal's scope and standards.
- Monitor the manuscript's progress through the editorial process to ensure timely completion and alert the Managing Editor if any steps are delayed.
- Promote the journal through outreach efforts at institutions with PA programs and via social media platforms.
- Perform copyediting on accepted manuscripts prior to publication.
- Assist with the formatting of manuscripts, figures, and tables as necessary.
- Support the Editor-in-Chief (EIC) and Co-Editor-in-Chief (Co-EIC) with archival management.
- Minimum 5 papers contributions would be deemed mandatory from their channel, network and peers. This won't be considered against their profile if the criteria aren't

met but would certainly earn them brownie credentials in their promotions in hierarchy.

#### **4. International Veritas Council**

The IVC members are selected to assist in international collaborations and help raise the journal's global visibility.

- Collaborations and Recognition: Assist in fostering international collaborations and promoting JIPA in their home countries and PA forums.
- Peer Review: Serve as peer reviewers and proof-readers for the journal if needed.

#### **5. Advisory Board**

- Strategic Vision: Guidance on the journal's long-term direction, scope, and impact.
- Expertise and Insight: Advice on emerging trends, research priorities, and best practices in relevant fields.
- Networking and Outreach: Assistance in building relationships with key stakeholders, including researchers, institutions, and funding agencies.
- Reputational Enhancement: Contributing to the journal's credibility and visibility through their expertise and standing.
- Ethical Guidance: Providing advice on ethical considerations related to publication and research.
- Development and Growth: Provide strategic advice on the journal's development and assist in identifying potential authors, reviewers, and collaborators.
- Engagement: Participate in periodic meetings with the Editorial Board and promote the journal within professional networks.
- Contributions of a minimum of five (5) papers from their respective channels, networks, and peers will be considered mandatory. While failure to meet this requirement will not negatively impact their profile, achieving this benchmark may enhance their prospects for promotion within the organizational hierarchy.

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#### **1.7 Chief Scientific Communications & Digital Strategy Officer**

- Develop and execute a comprehensive media marketing plan.

- Coordinate journal production with third-party vendors.
- Manage indexing, impact factor, and accreditation processes.
- Oversee the journal's digital presence and technological advancements.
- Fulfil all other duties as outlined in the CSCDSO job description.

## 1. **Peer Reviewers**

- The peer reviewer focuses on providing feedback from the perspective of subject matter expertise and evaluating the paper's contribution to the field.
- They review the clarity, originality, and overall quality of the research but are not responsible for checking every aspect of the methodology in depth like the research editor.
- The peer reviewers are selected by the section editors. Assistance in identifying relevant peer reviewers may be sought from the Veritas Council, Advisory Board, or Editorial Board.
- They make recommendations to the EIC and Research Editors regarding manuscript acceptance, revision, or rejection from the subject matter point of view.

## **ARTICLE IV: PUBLICATION PROCESS**

Manuscript Submission: Manuscripts must be submitted electronically in accordance with the journal's submission guidelines.

- Peer Review: All submissions will undergo a double-blind peer-review process except for invited articles and unless otherwise determined by the Editorial Board.
- Editorial Decision: The EIC and Co-EIC, in coordination with the Research Editors, will make the final decision on whether to publish a manuscript, based on the peer-review reports and editorial evaluation.
- Copyright: Authors retain copyright of their work, granting JIPA a license to publish. Details of the license will be published on the JIPA website.

- Open Access: JIPA's open access policy will be published on the JIPA website.
- Publication Frequency: The frequency of publication will be determined by the EIC and Co-EIC. Currently, JIPA aims for biannual editions.
- As JIPA aims to get indexed, JIPA would enter the agreement of Accepting few paid articles on discretion of EIC, CO EIC & Founder members. Few articles will be kept mandatorily free specially consideration for students.

#### **ARTICLE V: FINANCIAL MATTERS**

1. Funding: JIPA will be funded through subscriptions, grants, institutional support etc.,
2. All financial transactions will be managed through a separate account for JIPA. This account may be attached to the primary IAPA account at its head office, with signatory authority vested in the EIC and the IAPA General Secretary/treasurer. Else it would be preferred for JIPA to have its separate bank account with EIC, CO-EIC as signatories.
3. Financial Management: The Editor/Co-Editor and Founder Members will be responsible for managing the journal's finances. The IAPA **may** be consulted in the decision-making process if necessary or need be , at discretion of EIC ,CO EIC or founder members
4. Transparency: Financial records will be maintained and made available for review upon request.

#### **ARTICLE VI: AMENDMENTS**

- Amendment Process: These bylaws may be amended by a two-thirds vote of the Editorial Board, Research Editors, and Editor/Co-Editor-in-Chief. Founder Members hold special veto power. The IAPA President may preside as a neutral member.
- Effective Date: Amendments will take effect upon approval by the EIC/Co-EIC.

- Amendments to the bye-laws will be considered during the annual meeting of the journal board. Annual meetings shall be arranged after release of each edition.
- A chartered accountant may be/will be appointed in consultation with the editorial board to audit the accounts of the journal annually.

## ARTICLE VI: ETHICAL STANDARDS

- **Plagiarism:** JIPA will maintain a strict policy against plagiarism. All submissions will be screened for plagiarism.
- **Conflicts of Interest: Editorial Board** members and **reviewers** must disclose any potential conflicts of interest.
- **Ethical Conduct:** All individuals involved in the publication process must adhere to the highest ethical standards.
- **Confidentiality agreement:** All editorial members, advisors, and strategists must commit to a confidentiality agreement, ensuring that they will not disclose any internal matters of JIPA externally.

## Article VII: Website and Online Presence

1. **Official Website:** JIPA will maintain an official website for the dissemination of information and publications. Until then, IAPA will co-host the journal.
2. **Online Archives:** All published articles will be archived online.
3. **Social media:** JIPA may establish and maintain a presence on social media platforms.

## Article VIII: Dissolution

1. **Dissolution:** In the event of dissolution, any remaining assets will be distributed in accordance with applicable laws and regulations.
2. **Archiving:** Prior to dissolution, all published articles will be archived in a publicly accessible repository.

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## Article IX:

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Article IX : Explanation of "Powered by IAPA" - Journal of Indian Physician Associates (JIPA)

The designation "Powered by IAPA" signifies a foundational and exclusive relationship between the Indian Association of Physician Assistants (hereinafter referred to as 'IAPA') and the Journal of Indian Physician Associates (hereinafter referred to as 'JIPA'). This relationship is governed by the following specific terms and conditions:

1. **Financial Commitment:** IAPA shall provide financial support covering fifty percent (50%) of the annual operational running costs *or* the basic minimum costs required to sustain JIPA's essential operations (including, but not limited to, digitalization, indexing, and website maintenance) for the release of its editions, particularly during periods of financial hardship or unforeseen crisis, ensuring the Journal's continuity.

**Initial Establishment Funding:** IAPA is expected to bear the primary financial responsibility for the initial establishment costs required to launch JIPA. In the event IAPA declines to provide said initial establishment funding, the JIPA Founder's Group is authorized to seek and secure alternative funding sources, including but not limited to sponsorships from pharmaceutical companies or other relevant entities, to commence JIPA's operations. Such refusal by IAPA places the "Powered by IAPA" designation and the associated relationship detailed herein at risk. The continuation of the "Powered by IAPA" status under these circumstances is contingent upon the JIPA Founder's Group providing explicit, written consent to IAPA, affirming the continuation of the designation, potentially as a gesture of goodwill.

2. **Exclusive Association:** JIPA shall maintain exclusivity in its foundational partnership with IAPA. JIPA is prohibited from establishing a comparable 'Powered by' or substantially similar supportive relationship with any other current or future physician assistant organization within India, unless IAPA provides explicit, written consent to

dissolve the current exclusive association, thereby releasing JIPA from this obligation and permitting it to seek alternative affiliations if necessary for its sustenance.

3. **Financial Management Protocol:** All financial transactions for JIPA shall be processed through a dedicated bank account held under the name of IAPA, potentially designated as a JIPA subsidiary account. Notwithstanding this structure, operational control and sole signatory authority for managing and executing all transactions pertaining to this account shall reside exclusively with the serving Editor-in-Chief (EIC) and Co-Editor-in-Chief (Co-EIC) of JIPA.
4. **Founder's Group Integrity:** If any member of the original JIPA Founder's Group departs, resigns, or otherwise ceases involvement for any reason, no new individual shall be appointed or admitted as a replacement to the said Founder's Group. The Founder's Group shall thereafter consist solely of the remaining original members until such time as the group naturally dissolves.
5. **Contingency upon Founder Group Dissolution:** Should the JIPA Founder's Group cease to exist entirely, whether due to the death or voluntary exit of all its constituent members resulting in the group becoming vacant, all rights, ownership, intellectual property, operational control, and responsibilities associated with JIPA shall automatically, irrevocably, and perpetually devolve to IAPA. IAPA shall thereafter assume full stewardship of JIPA.