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## About the journal

The *Journal of Indian Physician Associates (JIPA)* is a peer-reviewed journal that publishes original research, case reports, policy-to-practice studies, and commentaries relevant to Physician Associates (PAs), with a primary focus on India and inclusion of the global PA community. The journal also welcomes contributions from other healthcare professionals involved in interdisciplinary and collaborative care.

JIPA focuses on clinical practice, PA education and integration, allied health, and health policy, with the aim of advancing evidence-based practice and the evolving role of PAs in healthcare systems.

## Scope of the journal

The Journal of Indian Physician Associates (JIPA) publishes research and scholarly work on Physician Associate (PA) education, clinical practice, healthcare systems, and professional development. The journal primarily focuses on the PA profession while also welcoming contributions from other healthcare professionals engaged in interdisciplinary and collaborative care.

## Who can submit

JIPA welcomes submissions from Physician Associates, Surgical Associates, and other healthcare professionals, including clinicians, educators, and public health experts.

Authors must have the legal right to submit the work, either as the copyright holder or with appropriate authorization.

## Article Categories

JIPA accepts the following types of submissions:

- Original Research Articles
- Review Articles
- Case Reports
- Opinion/Perspective Articles
- Letters to the Editor
- Academic Innovation
- Student Section (Research Briefs, Case Snippets)
- Personal Narratives

## Editorial and Peer review

JIPA follows a double-anonymized peer review process. All submissions are initially assessed by the editorial team for suitability and adherence to journal scope and standards. Manuscripts deemed suitable are typically sent to at least two independent reviewers for evaluation of scientific quality and relevance. Based on reviewer feedback, the editorial team makes a decision to accept, request revisions, or reject the manuscript. The Editor-in-Chief holds final responsibility for all publication decisions.

### **Editorial Independence and Conflict of Interest**

Editors are not involved in decisions on manuscripts in which they have a personal, professional, or financial conflict of interest. Such submissions are handled independently in accordance with the journal's standard peer review process.

### **Appeals**

Authors may submit a reasoned appeal against an editorial decision by writing to [editorinchiefjipa@gmail.com](mailto:editorinchiefjipa@gmail.com). Appeals should clearly outline the grounds for reconsideration, such as potential factual errors or concerns regarding the review process.

Only one appeal per manuscript will be considered. Appeals are evaluated by the editorial team, and may result in re-evaluation or re-review of the manuscript. Submission of an appeal does not guarantee a change in the original decision. The decision on the appeal will be final.

## Ethics and Publication Policies

### **General Ethical Principles**

Authors must adhere to the highest standards of publication ethics. Submission of a manuscript to JIPA implies that the work is original, has not been published previously (except as a preprint), and is not under consideration elsewhere.

Authors are responsible for ensuring that:

- The work is free from plagiarism, data fabrication, and falsification.
- All sources are appropriately cited and permissions obtained where required.
- Authorship accurately reflects individual contributions, and all listed authors have approved the manuscript.
- Any conflicts of interest (financial or non-financial) are disclosed.
- All sources of funding and the role of funders are clearly stated.

For research involving human participants, authors must provide details of ethical approval and confirm that informed consent has been obtained. For case reports, explicit consent for publication must be obtained from the patient or guardian.

Use of generative AI tools must be transparently declared, and authors retain full responsibility for the accuracy and integrity of the content.

Failure to comply with these ethical standards may result in rejection, retraction, or further action by the journal.

### **Patient Consent and Ethical Approval**

For studies involving human participants, authors must confirm that ethical approval has been obtained from an appropriate institutional review board or ethics committee, where required.

Authors must also confirm that informed consent has been obtained from all participants.

For case reports and clinical images, explicit written consent for publication must be obtained from the patient or guardian. Identifiable information should not be included unless essential and supported by consent.

### **Submission Declaration**

Submission to JIPA implies that the manuscript is original, has not been published previously (except as a preprint or academic thesis), and is not under consideration elsewhere. All authors must approve the submission, and the work must have been conducted with approval from the relevant institutional or regulatory authority where required.

Once accepted in JIPA, the article must not be republished elsewhere in the same form without prior written permission from the journal

### **Preprint Policy**

JIPA permits the submission of manuscripts that have been previously shared as preprints (e.g., on recognized preprint servers such as medRxiv or bioRxiv). Posting a manuscript as a preprint will not be considered prior publication.

Authors must disclose any preprint version of their manuscript, including the DOI or link, at the time of submission.

### **Clinical Trials Registration**

Clinical trials must be registered in a publicly accessible registry prior to participant enrolment. The registration number should be included in the manuscript, preferably in the abstract.

Authors must follow appropriate reporting guidelines (e.g., CONSORT, STROBE, PRISMA, CARE) where applicable

### **Inclusive Language**

Manuscripts should use inclusive, respectful, and non-discriminatory language. Authors should avoid bias, stereotypes, and unnecessary references to personal characteristics unless relevant to the research.

### **Sex and Gender Reporting**

Where relevant, authors should clearly define and report sex and/or gender variables in their study design, analysis, and interpretation. If not applicable, this may be stated as a limitation.

## **Authorship and Contributions**

### **Authorship**

All authors should have made substantial contributions to the conception or design of the work, acquisition, analysis, or interpretation of data, and to drafting or critically revising the manuscript. All authors must approve the final version and agree to be accountable for the integrity of the work.

A corresponding author must be designated to communicate with the journal during the submission and review process.

### **Changes to Authorship**

Authors should carefully determine the authorship list and order at the time of submission. Requests to add, remove, or rearrange authors must be made by the corresponding author with a clear justification and written consent from all authors.

Changes to authorship are generally not permitted after acceptance of the manuscript.

## **Declarations**

### **.Declaration of Competing Interests**

All authors must disclose any financial or personal relationships that could influence or bias their work. If no competing interests exist, authors should state: *“The authors declare no conflict of interest.”*

The resulting Word document containing your declaration should be submitted along with the manuscript submission. It is important that the Word document is saved in the .doc/.docx/pdf file format. Author signatures are not required.

### **Funding Disclosure**

Authors must disclose all sources of financial support for the research and/or preparation of the manuscript. The role of the funding source, if any, should be clearly stated, including involvement in study design, data collection, analysis, interpretation, or decision to submit the manuscript.

If the funding source had no such involvement, authors should state this explicitly.

If no funding was received, authors should include the statement:  
*“No external funding was received for this work.”*

### **Declaration of Generative AI Use**

If generative AI tools were used in the preparation of the manuscript, this must be clearly disclosed. Authors remain fully responsible for the accuracy, integrity, and originality of the content.

AI tools must not be listed as authors.

A disclosure statement should be included in the manuscript before the references section. For example:

*“The authors used [name of tool] to assist with [purpose]. All content was reviewed and approved by the authors.”*

If no AI tools were used, no statement is required. AI tools do not meet authorship criteria and must not be listed as authors.

### **Data Availability Statement**

Authors are encouraged to include a Data Availability Statement describing where supporting data can be accessed or the reasons for its unavailability.

## **Submission Requirements**

Corresponding author must ensure that all required documents and information are prepared prior to submission.

### **Cover Letter**

A cover letter is required for all submissions and must include:

- A statement confirming that the manuscript is original and not under consideration elsewhere
- Confirmation that all authors have reviewed and approved the manuscript
- Disclosure of any prior dissemination (e.g., preprint, conference abstract), if applicable
- Full contact details of the corresponding author (email and phone number)

### **Files Required for Submission**

Authors must submit the following:

- Main manuscript file (including tables and figures)
- Cover letter
- Conflict of interest declaration
- Funding statement
- Ethical approval documentation (if applicable)

Additional supporting documents (e.g., reporting checklists) should be included where relevant.

### **Author information**

Authors must provide:

- Full names of all authors
- Institutional affiliations
- ORCID ID
- Corresponding author designation and contact details

### **Permissions**

Authors are responsible for obtaining written permission for any previously published material (including figures, tables, or text excerpts) and must provide appropriate attribution.

## Manuscript Preparation

### General Structure

Original research articles should follow a structured format:

1. Introduction
2. Methods
3. Results
4. Discussion
5. Conclusion
6. References (numbered reference list)

Other article types may follow a flexible structure but should maintain logical organization and clarity.

### Abstract and Keywords

1. Most submissions must include an abstract (except Letters to the Editor and selected student submissions)
2. Original research articles should use a structured abstract (Introduction, Methods, Results, Conclusion)
3. Maximum length: 300 words
4. Include 3–5 keywords

### File format and formatting

- File format: Microsoft Word (.doc or .docx)
- Font: Times New Roman, 12 pt
- Line spacing: Double-spaced
- Margins: Standard (1 inch on all sides)

### Tables, Boxes and Figures

- Tables, boxes and figures should be embedded within the manuscript near their first mention
- Each must be clearly numbered and titled. If graphs are provided, Axes (x and y) must be clearly labeled.
- Figures should be of sufficient resolution for publication

### References

- References must follow the American Medical Association (AMA), 11th edition style
- In-text citations should appear as superscript numerals in order of appearance

- The reference list should be numbered sequentially

## Article-Specific Guidelines

Authors should adhere to the following requirements based on the type of submission.

### Original Research Articles

- **Word limit:** 3500–5000 words (excluding references)
- **Abstract:** Structured (max 300 words)
- **Keywords:** 3–5
- **References:** Up to 40
- **Tables/Figures:** Up to 10
- **Structure:** Introduction, Methods, Results, Discussion, Conclusion

**Reporting Guidelines:** Authors must follow appropriate reporting standards (e.g., CONSORT for clinical trials, STROBE for observational studies).

### Review Articles (Systematic or Narrative)

- **Word limit:** Up to 6000 words
- **Abstract:** Unstructured
- **References:** Up to 60
- **Tables/Figures:** Up to 10
- **Structure:** Introduction, relevant subheadings, conclusion

**For systematic reviews:** A clear methodology and a PRISMA flow diagram are required.

### Case Reports

- **Word limit:** Up to 2500 words
- **Abstract:** Unstructured
- **References:** Up to 10
- **Tables/Figures:** Up to 5
- **Structure:** Introduction, Case Presentation, Discussion, Conclusion

### Opinion / Perspective Articles

- **Word limit:** Up to 2500 words
- **References:** Up to 20
- **Tables/Figures:** Up to 3
- **Structure:** Flexible, but should be logically organized

### **Letters to the Editor**

- **Word limit:** Up to 1000 words
- **References:** Up to 5
- **Tables/Figures:** Not permitted (figures optional if essential)
- **Structure:** Brief communication with clear argument or observation

### **Academic Innovation**

- **Word limit:** Up to 2000 words
- **References:** Up to 15 (recommended)
- **Tables/Figures:** Up to 3
- **Structure:**
  - Introduction (educational need)
  - Description of innovation
  - Implementation
  - Outcomes
  - Lessons learned / recommendations

### **Research Briefs**

- **Word limit:** Up to 1500 words
- **References:** Up to 10
- **Tables/Figures:** Up to 2
- **Structure:** Background, Objective, Methods, Key Findings, Interpretation

### **Case Snippets**

- **Word limit:** Up to 1000 words
- **References:** Up to 5
- **Figures:** Up to 2
- **Structure:** Introduction, Case Description, Key Insight, Reflection

### **Personal Narratives**

- **Word limit:** 800–1200 words
- **References:** Optional (up to 3)
- **Figures:** Optional (1)
- **Structure:** First-person reflective narrative

# Submission Process

## Submission

Submissions must be completed directly on the Digital Showcase platform:

Digital Showcase Website – <https://digitalshowcase.lynchburg.edu/cgi/editor.cgi?context=jipa>

Submissions can also be assessed via [www.jipa.co.in](http://www.jipa.co.in).

Kindly email the submission to [editorinchiefjipa@gmail.com](mailto:editorinchiefjipa@gmail.com), with CC to [coeicjipa@gmail.com](mailto:coeicjipa@gmail.com) and [arockiagrazy@gmail.com](mailto:arockiagrazy@gmail.com).

Please note that submission through both platforms, along with the email submission, is mandatory.

Ensure all required documents (as listed in Section 8) are included at the time of submission

The manuscript file should include the main text, tables, and figures

The subject line of the email should include the article type and corresponding author's name

## Post-Submission Communication

All correspondence regarding the manuscript, including editorial decisions and revision requests, will be communicated to the corresponding author via email.

## Post-Acceptance

If authors require a delay in publication after acceptance, they should inform the editorial team at the earliest opportunity by writing to [editorinchiefjipa@gmail.com](mailto:editorinchiefjipa@gmail.com) with cc to [coeicjipa@gmail.com](mailto:coeicjipa@gmail.com) and [arockiagrazy@gmail.com](mailto:arockiagrazy@gmail.com).

The journal will make reasonable efforts to accommodate such requests; however, delayed publication cannot be guaranteed.

# Publication Model & Copyright

## Access and Publication Model

JIPA is a subscription-based journal. Published articles are accessible through the journal's official platform [www.jipa.co.in](http://www.jipa.co.in) and the IAPA website <https://iapaonline.org/>.

There are no article processing charges (APCs) for submission or publication at this time.

Upon acceptance, authors will be required to transfer copyright in accordance with the journal's publication policies.

Authors may use their published work for non-commercial purposes in accordance with the journal's copyright and sharing policy.

# Submission Checklist

## Manuscript and Documents

- Cover letter included
- Manuscript file submitted in **Microsoft Word format (.doc or .docx) only**
- Manuscript includes text, tables, and figures in a single file
- Abstract included (where applicable)
- 3–5 keywords included

## Cover Letter

- Full names of all authors listed
- Institutional affiliations of all authors included
- Corresponding author clearly identified
- Corresponding author's email and contact number provided
- Statement confirming manuscript is original and not under consideration elsewhere
- Disclosure of preprint or prior presentation (if applicable)

## Author Information

- Full names and affiliations of all authors provided
- Corresponding author details complete
- ORCID iD provided for corresponding author (recommended)
- ORCID iDs provided for all authors (if available)

## Declarations (included in manuscript before references)

### Conflict of Interest

- Statement included (or “The authors declare no conflict of interest”)

### Funding

- Funding disclosure included (or “No external funding was received for this work”)

### Ethics Statement (Concise)

- Ethics statement included in **1–2 lines**, mentioning:
  - Ethics approval (if applicable)
  - Informed consent obtained

### Generative AI Use

- AI use disclosure included (if applicable)

### **Manuscript Quality and Formatting**

- Manuscript written in clear, grammatically correct English
- Font: Times New Roman, 12 pt
- Line spacing: Double-spaced
- Tables and figures are numbered and placed appropriately
- All abbreviations defined at first use
- SI units used where applicable

### **References and Citations (AMA Style)**

- References follow **AMA (11th edition)** style
- In-text citations are superscript numerals
- References are numbered in order of appearance
- All cited references appear in the reference list and vice versa
- Journal names abbreviated as per standard indexing (e.g., PubMed)
- For more than 6 authors, list first 3 followed by “et al.”
- Citation ranges use an en dash (–), not a hyphen
- Superscripts placed after punctuation
- Web references include URL and access date

### **Permissions**

- Permission obtained for any previously published material (if applicable)

### **Final Check**

- All required documents are uploaded to <https://digitalshowcase.lynchburg.edu/cgi/editor.cgi?context=jipa> and emailed to [editorinchiefjipa@gmail.com](mailto:editorinchiefjipa@gmail.com), with CC to [coeicjipa@gmail.com](mailto:coeicjipa@gmail.com) and [arockiagrazy@gmail.com](mailto:arockiagrazy@gmail.com).
- Email subject line includes article type and corresponding author name

### **Note**

Submissions that do not meet these requirements may be returned prior to peer review.