

The *MSURJ* Editorial Policies

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Authorship and Non-Author Contributors

MSURJ follows the [definition of authorship and contributorship](#) set out by the International Committee of Medical Journal Editors. Researchers who have significantly contributed to the conception or design of the work or to the acquisition, analysis, or interpretation of data, and to the drafting or scientific revision of the manuscript should be listed as authors. All authors must approve of the submitted manuscript and any published content and of their name being attached to these manuscripts. All authors must agree to be personally accountable for their own contributions.

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Research Ethics

For research requiring approval from an Institutional Review Board (IRB; or the equivalent at your institution), a statement must be included under the methods section indicating that the specific named IRB reviewed your work. MSURJ will address ethics concerns pursuant to the Committee on Publication Ethics' (COPE) [guidelines](#). Works for which authors do not satisfactorily address ethics concerns raised by reviewers will not be considered, and the authors' institutions or other authorities may be notified.

Reproducibility & Data Availability

All necessary information for the critical interpretation of reported work and for evaluation and verification of the analysis and conclusions must be made available immediately. Any restrictions to such information must be explicitly disclosed on submission by inclusion in the email body; authors should be prepared for these statements to be included in their Acknowledgements section following consultation with the editors.

Data not presented in the main manuscript may be included in a public repository licensed under a CC0 or CC-BY licence or in the Supporting Information if presentable in document format broken into US letter-sized pages. Deposited datasets should be cited as per the Author Instructions and stated in the Acknowledgements section. Guidance on repository selection is provided here by PLoS: <https://journals.plos.org/plosone/s/recommended-repositories>. The reported materials and methods must be sufficient for ensuring reproducibility.

Competing Interests

Any interests or relationships which may influence the submitted work must be disclosed to the editors. These may include sources of funding, personal financial interest (e.g. shares in companies which may be affected by the work), and memberships in related organisations, amongst others. Disclosures may be included in the submission email body. MSURJ reserves the right to publish these statements by modifying the Acknowledgements section. Authors should be as transparent as possible; the editors will work with authors to determine what will constitute a competing interest which must be declared to the readership.

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MSURJ will not consider manuscripts including original works or findings which have previously been published. Authors are not to divide a study between multiple manuscripts where substantially new conclusions are not drawn.

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Investigation of research misconduct occurs in a confidential manner, being restricted only to those involved in the editorial and review process and to any funders, regulatory agencies, the author's affiliated institutions, and other journals. Throughout this process, the authors will remain anonymous in any communications outside the Editorial Board until abundant evidence is gathered and the author is unable to provide a satisfactory response, when the allegations and evidence may be forwarded to the author's institutions or other regulatory agencies. In such cases, authors will be barred from consideration for publication with *MSURJ* in the future.

Corrections, Retractions, & Post-Publication Statements

MSURJ follows the [basic policy of Nature Portfolio](#) and may publish notices of correction to previously published articles when changes are made “to correct an important error(s) made by the author(s) that affects the scientific integrity of the published article, the publication record, or the reputation of the authors or the journal.”

Where issues cannot be resolved by a correction, retractions are considered according to COPE's [guidelines](#), including but not limited to when it is determined after publication that the article contains plagiarism, unethical research, or improperly supported conclusions. The original article text will remain alongside a published notice of retraction detailing the reasons for retraction and the parties calling for retraction. Pursuant to COPE guidelines, editors will always seek to reach an agreement with authors on the wording of the retraction notice, but editors are ultimately responsible for its crafting. Undue prolonging of negotiations will not be accepted.

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All editors, authors, and reviewers are obligated to maintain confidentiality in journal related matters. Details of the editorial process pertaining to particular manuscript submissions are not to be shared with anyone not party to the editorial process.

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Peer-Review & Editorial Process

All received submissions are first read and evaluated by the MSURJ Editorial Board, on the basis of the publication criteria set out in the Author Instructions, Publication Rights Agreement, and these Editorial Policies. Rejected submissions are returned to the authors, with an evaluation of the manuscript if requested. Authors are free to submit revised manuscripts at any time.

The short-listed articles (including supplementary material) undergo the peer-review process. Copies of the manuscript are sent to the selected reviewers, who are knowledgeable professors or graduate students in the given field. MSURJ uses a double-blind peer review. Upon receipt of the reviews, the comments are combined with those of the Editorial Board to reach a decision of the article's suitability for publication. The editors are ultimately responsible for the decision on manuscript acceptance or rejection.

The conditional publication decision, comments from reviewers, and, if requested, an evaluation of the article justifying the decision are forwarded to the author. In order for publication of the article to proceed, outstanding issues in the manuscript must be amended in accordance with the recommendations. It is the responsibility of editors to evaluate, according to arguments of the reviewers and authors, whether such issues have been adequately addressed, including by continued discussion with reviewers especially in the cases of differing opinions.

An accepted manuscript is copy-edited and prepared for its publication layouts and various formats. Authors are given a final proof of the article in press for approval.

Appeals

Authors who feel their submission was rejected from publication with *MSURJ* in error are free to resubmit a manuscript at any time along with reasoned and supported justification and/or any edits which had been requested during the editorial process. We will treat such resubmissions the same as any other manuscript from the point in the editorial process to which it had previously progressed. MSURJ does not guarantee successfully appealed manuscripts to be published in the same issue as that for which the submission was initially made.

Complaints

MSURJ takes any complaints against the conduct of our organisation, members of our organisation, or reviewers seriously. These may include improper use of research data made available to anyone during our editorial process. The primary contact for these concerns is the editors-in-chief at msurj.sus@mail.mcgill.ca, and they are responsible for investigating staff misconduct. If the complaint is against any of the editors-in-chief, any managing editor may be contacted to initiate proceedings pursuant to [our constitution](#). Alleged misconduct will first be addressed by contacting the

relevant parties with the specific complaint, anonymised. We may also seek advice from other journals and institutions. Ultimately, subsequent investigation and action will be referred to the relevant institutions or funding bodies of the accused parties.