

SQUMJ - Standard Covering Letter

This form covers Declaration of Author Contributions, Source of Funding, Copyright Transfer and Declaration of Conflict of Interest. The signature of the Corresponding Author at the bottom of this form certifies compliance with all sections. Manuscripts will not be processed until the Corresponding Author has completed this form and uploaded it along with the manuscript to SQUMJ at: www.editorialmanager.com/squmj/

To: The Editor-in-Chief, SQU Medical Journal, College of Medicine & Health Sciences,
Sultan Qaboos University, Post Box 35, PC 123 Al-Khod, Oman.

Please find enclosed my/our paper entitled:

Please consider it for publication in the SQUMJ. I/we certify that this paper has not been submitted for publication elsewhere and will not be submitted to another publication be it print or electronic. Likewise, this paper has not been published elsewhere either in part or in its entirety in either print or electronic format. Upon acceptance of this manuscript, the copyright will transfer to SQUMJ.

Full name and signature of Corresponding Author:

Full postal address of Corresponding Author:

E-mail address of Corresponding Author:

COPYRIGHT TRANSFER

In order that SQUMJ may disseminate the articles submitted and accepted by SQUMJ authors must transfer copyright to SQUMJ. If the article has multiple authors, the corresponding author takes responsibility for transferring the rights of all authors to SQUMJ by signing this form. However, all published articles will be licensed by SQUMJ under a [Creative Commons Attribution License](#) that allows others to freely share the work with an acknowledgement of the work's authorship and initial publication in this journal.

1. The authors hereby transfer all copyrights in and to the manuscript named above in all forms and media, now or hereafter known, to the SQUMJ and effective if and when the manuscript is accepted for publication in SQUMJ.
2. The authors retain the following nonexclusive copyrights, to be exercised only after the manuscript has been published in online format on the SQUMJ website:
 - a) Reprint the manuscript in print collections of the author's own writing.
 - b) Present the manuscript orally in its entirety.
 - c) Use the manuscript in theses and/or dissertations.
 - d) Reproduce the manuscript for use in courses the author is teaching. (If the author is employed by an academic institution, that institution may also reproduce the manuscript for course teaching.)
 - e) Distribute photocopies of the manuscript to colleagues, but only for non-commercial purposes.
 - f) Reuse figures and tables created by the author in future manuscripts the author writes.
 - g) Post a copy of the manuscript on the author's personal website, departmental website, and/or the university's intranet, provided a hyperlink to the manuscript on the SQUMJ website is included.
 - h) In all the instances under clause 2a) through 2g) above, the author will give proper credit to the original publication in SQUMJ as follows:

This research was originally published in SQUMJ. Author(s). Title. Sultan Qaboos University Med J Year; vol:pp-pp. © Sultan Qaboos University Medical Journal.

3. The authors understand that if and when the manuscript is accepted for publication in SQUMJ it will be pre-published online in open access format one to two months before the issue appears in print. It will also appear in the SCOPUS Index in Abstract format and in PubMed as a 'Free PMC article' (full text freely available).

4. The authors warrant that the manuscript (or its essential substance) has not been published other than as an abstract in any language or format and has not been submitted elsewhere for print or electronic publication consideration.

5. The authors warrant that the manuscript does not contain any material the publication of which would violate any copyright or other personal or proprietary right of any person or entity.

6. The authors will obtain and include with the manuscript written permission from any respective copyright owners for the use of any textual, illustrative, or tabular materials that have been previously published or are otherwise copyrighted and owned by third parties. The authors agree that it is their responsibility to pay any fees charged for permissions.

CONFLICT OF INTEREST DISCLOSURE

Sultan Qaboos University Medical Journal is committed to ensuring the integrity of all its activities. The SQUMJ Conflict of Interest Policy requires each author to disclose all relevant financial and other interests that might be construed as resulting in an actual, potential, or apparent conflict in one's role as contributor to SQUMJ, regardless of amount or value.

Nothing in the disclosure statement shall be regarded as creating a presumption of impropriety in the existence of financial interests or other relationships. SQUMJ's purpose is to inform peer reviewers and readers of the existence of financial relationships pertinent to the article in the interest of the full transparency of the peer review and publication processes.

This form must be filled out and signed if and when any of the authors has any conflict of interest to disclose. It also needs to be filled out if none of the authors have a conflict of interest to declare.

During the peer review process, the conflict(s) of interests will only be disclosed to editors and reviewers who will keep them confidential.

If the paper is accepted for publication in SQUMJ, all disclosures will appear in both the print and online edition of the article in the Conflict of Interest section at the end of the article.

Please tick the relevant box below:

Either:

No author of this paper has a conflict of interest, including specific financial interests, relationships, and/or affiliations relevant to the subject matter or materials included in this manuscript.

Or:

The authors certify that all conflicts of interest, as applicable to each author, including specific financial interests, relationships, and/or affiliations relevant to the subject matter or materials included in this manuscript are disclosed in the manuscript, in the Conflict of Interest section.

These interests may include one or more of the following: employment; consultancy within the past two years; ownership interests - including stock options - in a start-up company, the stock of which is not publicly traded; ownership interest - including stock options but excluding indirect investments through mutual funds and the like - in a publicly traded company; research funding; honoraria directly received from an entity; paid expert testimony within the past two years; any other financial relationship (e.g., receiving royalties); membership on another entity's Board of Directors or its advisory committees (whether for profit or not for profit).

SOURCE OF FUNDING

Please complete here giving the name of the funding organisation and grant number for your work (or insert 'Unfunded'):

ETHICAL CONSIDERATION & CONSENT (*Please put 'N/A' if not applicable*)

Original studies:

Please provide the institution name that granted ethical approval (for original studies) and the ethical approval code:

Please provide information about how patient informed consent was obtained:

For Clinical Trials:

Clinical trials require to be registered with any public clinical trial registry for processing at SQUMJ.

Please provide information about where the clinical trial was registered and the registration number:

For Case Reports & Series:

Please provide a statement confirming that patient informed consent was obtain for publication of the case (Case Series can also be processed with institutional ethical approval alone):

DATA AVAILABILITY STATEMENT

Please select one of options below:

The data that support the findings of this study are available from the corresponding author upon reasonable request

OR

Other:

CONTRIBUTION TO THE WORK

I, the undersigned, corresponding author of this manuscript, agree to the conditions stated above and certify that I and my co-authors have contributed to all of the following:

1. Substantial contributions to conception and design, acquisition of data or analysis and interpretation of data.
2. Drafting the article or revising it critically.
3. Final approval of the version to be published.
4. Agreed to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Name of Corresponding Author:

Organisation:

Signature: