



Course in Medical Editing 2019



University of Health Sciences, Lahore

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May 3rd, 2019

Certificate Course in Medical Editing

Background and Introduction

University of Health Sciences (UHS) Lahore has played a vital role in promoting the art of medical writing and scientific publishing. During the tenure of Prof. Major Gen. (Retd) Muhammad Aslam as Vice Chancellor, UHS hosted the second National Conference of Pakistan Association of Medical Editors (PAME) from April 26-27, 2014 and Third National Conference of PAME from April 1-2, 2016. Earlier Prof. Gen. M. Aslam had organized the First National Conference on Medical Editing at Army Medical College Rawalpindi from April 23-25, 2007 when he was Principal of AMC. UHS has also hosted a large number of Workshops on Medical Writing, Medical Editing, Peer Review besides training courses for Editors at UHS as well as other medical universities and its affiliated medical colleges all over Punjab.

However, it is highly disappointing to note that till January 2019 only three medical journals from Pakistan have earned place in the prestigious Journal Citation Report by Web of Sciences issued by Clarivate Analytics of USA more commonly known for its Impact Factor (IF). These include Pakistan Journal of Medical Sciences, Journal of Pakistan Medical Association and Journal of College of Physicians & Surgeons Pakistan. IF, it may be mentioned here is one of the important criteria to judge the standard and international ranking of medical journals.

The number of medical journal published from Pakistan is over one hundred and they all vary in their quality and most of them are being published by medical institutions or professional specialty organizations. They are trying their best to improve their publications but have not succeeded simply because first most of these editors are **working as part time**. The faculty members have been given additional responsibility of editing the journal and being too busy with teaching, training, patient care, administration responsibilities in addition to some involvement in research work, they can hardly do justice because editing a journal is a full time job and a team work. Secondly, they have had **no training** whatsoever in editing and publishing a journal. Third important reason is that they do not enjoy enough **Editorial Independence** which is extremely important if one has to maintain some standard.

Pakistan Association of Medical Editors (PAME) (and its predecessor organization Pakistan Medical Journalists Association) ever since its inception have also been organizing some hands on workshops on medial writing and peer review besides training courses for editors with the prime objective of improving the quality of manuscripts accepted for publication and improve the standard of journals. However, no formal training programme exists for the editors or those who wish to take it as a professional career.

A Certificate Course in Medical Journalism was first proposed by Shaukat Ali Jawaid & Dr. Maqbool H. Jafary in 2006 at the EMAME conference held at Bahrain. Later at the EMAME conference held at Shiraz in 2015, the idea to start a Master's Programme in Medical Journalism was discussed in detail at Shiraz in a meeting which was participated by Prof. Maj. Gen. Mohammad Aslam, Shaukat Ali Jawaid, Dr. Fatema Jawad, Prof. Jamshed Akhtar, Prof. Akhtar Sherin and Dr. Muhammad Irfan. Later on the discussions continued in Pakistan and numerous meetings were held at the offices of JPMA in Karachi wherein it was decided to have this course split in four modules of six months duration each. The likely contents of the course were also discussed and Prof. Maj. Gen. Aslam the then VC UHS promised to start the course once the contents are finalized and all other formalities are completed. When he retired, this project again went into cold storage.

The need to start such a course was once again revived when Prof. Javed Akram took over as Vice Chancellor of University of Health Sciences Lahore. He also organized a National Conference on Medical Journalism at UHS from January 18-20th 2019 which was preceded with numerous workshops. Mr. Shaukat Ali Jawaid presented the details of the proposed course in Medical Journalism at the Board of Advance Studies meeting of UHS held on **September 6, 2018** which agreed in principle to start this programme and Mr. Shaukat Ali Jawaid was appointed as the Course coordinator for this course for which the UHS issued a notification on **16th November 2018**. He was also entrusted the responsibility to contact other editors, seek their help, assistance and guidance to prepare the course contents. Discussions were held with various editors through e mail and later during the National Conference on Medical Journalism held at UHS from 18-20th January 2019. Apart from the local editors, some distinguished editors whose input was sought from overseas during their visit to Pakistan included Prof. Ahmad Bader and Prof. Sultan Ayoub Meo from Saudi Arabia and Prof. M.B. Rokni from Tehran, Iran. After in depth discussions, it was decided that one should start a programme which should be feasible, practical and can be implemented easily. Hence, instead of going for Masters' Programme in Medical Journalism, it has been decided that:

1. Let us start with a basic Certificate Course in Medical Editing with six months duration.
2. This will be followed by an Advance Course in Medical Editing again with six months duration.
3. These will be on line courses based on **two contact session of five days each** from 9.00 AM to 5.00 PM daily with **Forty Credit hours**. Hence two contact sessions will have **eighty credit hours** in all. The candidates will be given assignments during the course which they will maintain in their respective portfolios. These portfolios will be used for final assessment in addition to short questions paper and viva examination. This portfolio must be signed by the Mentor of the candidate.

4. The candidates will get pre-reading material before the contact session and they will come prepared after reading it.
5. There will be in-course assessment which will comprise of **60% marks** while **40% marks** will at the end of module on final assignment.
6. Each candidate will be allotted a Mentor who will be responsible for guiding them and offer any help, assistance they need during the course.
7. The candidates will be provided a soft copy of Course Resource book which will contain useful informative material which will be helpful to them during their training.
8. **All graduates in medical and allied health sciences i.e. MBBS, BDS, BSc in Nursing and Physiotherapists, pharmacy graduates will be eligible for admission.**
9. **Selection of the candidates will be based on interview. Admission to the advanced course will be on successful completion of the Basic Course.**
10. **The course fee will be Rs. 30,000/- (thirty thousand) in addition to Admission Fee of Rs. 10,000/- (Ten thousand) for every course.**
11. Apart from the Course Faculty, working journalists from general media may also be invited during the contact period to give their input and address the course participants.
12. Few days on the job training for the course participants at the offices of journals recognized for this training course will be an important part of this course.

Faculty Members

1. Shaukat Ali Jawaid Chief Editor Pakistan Journal of Medical Sciences, Karachi.
2. Fatema Jawad Editor-in-Chief Journal of Pakistan Medical Association, Karachi
3. Jamshed Akhtar Editor, Journal of College of Physicians & Surgeons Pakistan, Karachi
4. Akhtar Sherin, Chief Editor Khyber Medical University Journal, Kohat
5. Prof. Saira Afzal, Editor Annals of KEMU Lahore.
6. Masood Jawaid Associate Editor Pakistan Journal of Medical Sciences Karachi.
7. Mr. Atif Director Media and Publications at UHS Lahore.

Note: More Faculty members can be co-opted as per requirements.

Curriculum Committee for the Course

1. Prof. M. Akbar Chaudhry (Chairman) AZNMC Lahore
2. Shaukat Ali Jawaid, Chief Editor Pakistan Journal of Medical Sciences
3. Prof. Maj. Gen. (R) Muhammad Aslam Pro VC, NUMS, Rawalpindi
4. Dr. Fatema Jawad Editor-in-Chief JPMA
5. Prof. Akhtar Sherin Chief Editor KМУJ
6. Prof. Jamshed Akhtar Editor JCPSP
7. Prof. Ahmad Bader, Saudi Arabia.
8. Prof. Sultan Ayoub Meo, Saudi Arabia
9. Prof. M.B. Rokni, Islamic Republic of Iran.
10. Mr. Asad Zaheer Registrar UHS
11. Prof. Saqib Mahmood Controller Examinations UHS
12. Mr. Mohammad Atif Director Media and Publications UHS
13. Co-opted Members: Mr. Mujahid Deputy Treasurer UHS, Mr. Hasan Raza Deputy Registrar UHS and Mr. Waqas Latif QEC UHS

Certificate Course in Medical Editing at a Glance

- **Two Modules – In Six Months**
- **Each Module of 12 weeks**
- **Face to Face Contact Session in each module:**
- **Five Days Duration (40 hours) – Monday to Friday (9:00 am to 5:00 pm)**
- **First Module: October to December:**
- **Second Module: January – March:**

In Each Module:

- **Pre Reading based Assignment**
- **In-module Tasks / Group activity / Individual assignments**
- **End of contact session assignment**
- **End of Module assignment**

Certificate in Medical Editing

Module One

First Contact Session (Five days 9.00 AM to 5.00 PM. Total Credit Hours 40)

Outcomes. At the end of this contact session the participant will be able to

1. Distinguish between the different types of medical writing.
2. The essential components of different sections of original scientific paper, distinguish between structured abstract and summary of original article, reviews.
3. Importance of copy editing
4. Different systems of peer review, their advantages and disadvantages.
5. How to prepare a reviewer's database, set up a peer review system
6. Different Business models for long term sustainability of the Journal.
7. Different types of scientific misconduct and how to handle them.
8. How to use Open Journal System.

How the participants learn:

During this contact session the following topics will be covered by various faculty members on rotation. One faculty member who may be assisted by another faculty member will be responsible for the whole day.

Topics

1. Introduction to medical journalism
2. Literature search
3. Structured abstract, summary for review article
4. Different types of medical writing OA, Reviews, Meta analysis, case reports, special communications etc.
5. How to do copy editing
6. Magazine production
7. Online production
8. News and feature writing
9. Introduction to print and electronic media
10. Different business models
11. Introduction to different WHO Regions
12. **Peer Review system:** Types of Peer Review, single, double blind, Open Peer Review System, their advantages and disadvantages.
13. English for medical writing
14. Introduction to Plagiarism.
15. Journalism skills
16. Functional English
17. Forms and Platforms of writing
18. Introduction to Open Journal System

On the Job Training in recognized journal offices

Day Three to Day Five. In course Assignments: (Details given at the end of second contact session)

Module Two

Second Contact Session (Five Days 9.00 AM to 5.00 PM Total Credit Hours 40)

The following topics will be covered during this contact session by various faculty members.

1. Scientific misconduct, plagiarism, fabrication, falsification, duplicate and redundant publications, how to deal with scientific misconduct
2. Authorship problems and citation amnesia
3. ICMJE authorship guidelines
4. Introduction to different bodies of editors i.e. ICMJE, COPE, WAME, EMAME, APAME

Day Three to Five: Assignments during the course including Final Assignment

Assignments

1. Write a brief Essay on any topic related to Health Services (Assessment of English language)
2. What is the difference between Review and Meta Analysis? Brief description with two examples.
3. Copy editing of an article.
4. Write a brief note on background of ICMJE, who gave this idea and when it got established.
5. Is ICMJE Guidelines on authorship mandatory, if not what is the practice in the real world?
6. What is meant by contributor ship and can it check intellectual corruption like gift authorship.
7. Authorship scenario. Take a decision and describe What is the justification for your decision.

Assessment

1. Keep a complete record of your assignments. At least five assignments are essential for the course.
2. **Case Study:** Look at the latest issue of any journal which has not yet been indexed by Clarivate Analytics known for Impact Factor. Have a critical look and write suggestions how it can be improved further.
3. Portfolios will be compared with each other. Any plagiarism or copy paste will lead to rejection of the portfolio and failure.
4. One soft copy of the portfolio should be sent to UHS and the second soft copy should be provided in a CD. One hard copy of the portfolio should be presented at the time of final assessment which will be returned to the candidate.

VIVA examination

- Candidates with incomplete portfolio will not be eligible for viva examination.
- Minor modification can be corrected and resent to one of the examiners before due date
- Major modification- the candidate will have to re-appear in the viva examination.
- Portfolio cover sheet should be completed before submission and included with portfolio.
- Add your personal observation Form. What were your expectations and how far they have been fulfilled?
- Quality of contents of the course: Adequate Too Much Too Little

Appendices

1. Portfolio cover sheet should be completed before submission and it must be accompanied with:
2. Examiner's form to be used for final assessment.
3. Personal observations Form.



Advance certificate in Medical Editing 2019



University of Health Sciences, Lahore

Prepared by **Shaukat Ali Jawaid**
Course Coordinator
Chief Editor, Pakistan Journal of Medical Sciences, Karachi.
May 3rd, 2019

Advance Certificate Course in Medical Editing

Learning Outcomes: At the end of this contact session the participants will be able to:

1. How to interpret similarity index after plagiarism check and handle it
2. How to do appropriate retraction
3. What are the Rights and Responsibilities of Editors?
4. How to effectively utilize the editorial team, reviewers, and editorial board members
5. Relevance and importance of Impact Factor, How to calculate it
6. Insight into different trial registries, equator statement of clinical trials

First Contact Session

(Five Days daily from 9.00 AM to 5.00 PM. Total Credit Hours 40)

During this contact session the following topics will be covered by various faculty members. One faculty members who may be assisted by another faculty member will be overall responsible for a day.

1. Retraction How to Handle it.
2. Similarity index, how to interpret it
3. How to minimize plagiarism
4. Practical application how to use Turnitin, iThenticate
5. Advertisement policy.
6. Communication with authors
7. Rights and Responsibilities of Editors
8. Rights and Responsibilities of Publishers
9. Editorial Board, National, International Advisory Boards
10. Bibliography, Reference management,
11. ENDNOTE
12. Indexing services, PubMed, PubMed Central, Medline etc.
13. Impact Factor, ISI Web of Sciences
14. Research Methodology
15. Tables, Figures, their Relevance
16. Research Writing
17. Introduction to various Trial Registries
18. Equator statement of RCTs
19. Scientometrics IF, Hirsch Index, other indexes
20. Legal issues faced by Journals.
21. Conflict of Interest in Medical Journalism
22. Conflict resolution in Medical Journalism

Day- Three to Day-Five. Assignments during the course

Second Contact Session

(Five days daily from 9.00 AM to 5.00 PM. Total Credit Hours 40)

1. Prepare a brief note on how you would like to implement the experience gained to improve the standard of your journal. What will be your short term goals and long term Goals.
2. Critical analysis of one of the latest issues of any journal. Highlight the deficiencies and give suggestions to improve it.
3. Write a Review on any book published by some local author
4. Write your impressions of time spent in a Journal office describing how useful it has been to achieve the objectives of this course.
5. Write a feature on any medical institution with particular emphasis on its contributions to promote the art of medical writing and scientific publishing.

Assessment (60% marks for in-course assessment 40% marks at final assessment)

- 1.
2. Keep a complete record of your assignments. At least five assignments are essential for the course.
3. **Case Study:** Look at the latest issue of any journal which has not yet been indexed by Clarivate Analytics known for Impact Factor. Have a critical look and write suggestions how it can be improved further.
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Appendices

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2. Personal observations Form.

Useful books for further reading

1. Peer Review in Health Sciences. Eds. Fona Godlee & Tom Jefferson. Published by BMJ Books, London. 1999
2. How to Write, Publish and Present in the Health Sciences. A Guide for Clinicians and Laboratory Researchers. Ed. Thomas Lang. Published by American College of Physicians, Philadelphia, USA. 2010.
3. Manual for editors for health science journals – EMAME
Website: <http://applications.emro.who.int/dsaf/dsa1034.pdf>
4. How to Read a Paper: The Basics of Evidence Based Medicine. (Second Edition) Ed. Trisha Greenhalgh. BMJ Books, London. 2004
5. Scientific Writing: A Guide to the Art of Medical Writing & Scientific Publishing. Eds. Shaukat Ali Jawaid and Masood Jawaid. Published by Professional Medical Publications. Karachi. Pakistan. 2018.
6. Medical Writing: Basic Definitions and Some Useful Information. (Second Edition) Eds. Shaukat Ali Jawaid, Masood Jawaid. Published by Professional Medical Publications, Karachi. Pakistan. January 2017.
7. Proceedings of National Conference on Medical Editing held at Army Medical College, Rawalpindi – Pakistan. April 23-25, 2007. Compiled and Edited By: Shaukat Ali Jawaid, Dr. Maqbool H. Jafary, Maj. Gen. (R) Prof. M. Aslam. PDF Available at <http://pame.org.pk/Books/NCME/contents.htm>
8. Proceedings of EMMJ5 Medical Journals Conference organized by PAME at Karachi. December 2010. Compiled and Edited By: Shaukat Ali Jawaid, Dr. Maqbool H. Jafary, Dr. Masood Jawaid. PDF Available at http://pame.org.pk/Books/EMMJ-5_Proceedings/index.html