

## Affiliation and its Change during the Revision Stage *ScienceGuardians* Guidelines for

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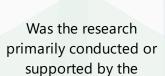
## Affiliation and its Change during the Revision Stage

Original Research/Review Paper Post Peer-review & Upon Receiving an Editorial Decision Decision-Making & Implementation Process Doc. No.: SG-Rev-24-04-01

Steps in the **Decision-Making & Implementation Processes** for Authors to Establish the Necessity of Updating Author Affiliation During the Revision of an Original Research or Review Article Without Compromising Ethical and Legal Standards.



Providing inaccurate or unverified affiliations may expose authors to potential ethical and legal consequences in the future.



original affiliation?

All authors have provided their official

affiliations, and their

associations with the listed

institutions are verified

through formal contracts?



List both the original affiliation where the research was conducted and the new affiliation for the author's current position. Indicate in a footnote or acknowledgment section that the research was primarily conducted at original affiliation.



Proceed with updating to the new affiliation only.

Verify that there are no contractual or intellectual property obligations with the original affiliation to prevent exposing the authors to ethical/legal liabilities in the future.



Have all co-authors given their consent in writing for the affiliation changes, with any potential conflicts of interest (COI) addressed and all stakeholders agreeing to the modifications?



Resolve any issues with co-author consent before proceeding. If any co-authors do not agree to the affiliation changes, the new affiliation should not be included in the manuscript.



Affiliation changes have been found acceptable and classified as best practice.



**Submission Process** Doc. No.: SG-Rev-24-04-02