



Affiliation and its Change during the Revision Stage

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

Original Research/Review Paper
Post Peer-review & Upon Receiving an Editorial Decision

Decision-Making & Implementation Process
Doc. No.: SG-Rev-24-04-01



The Steps to the **Submission Process** of a Revised Manuscript with Updated Author Affiliation(s) During the Revision Process of an Original Research or Review Article, Ensuring Compliance with Ethical and Legal Standard.

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

Action 1: Cover Letter*

The corresponding author must clearly and explicitly mention in the Cover Letter the addition of new affiliation(s), detailing the reason for the change, confirming that the research was primarily conducted at the original affiliation, and assuring that all co-authors have consented to the modifications.

Action 2: Revised manuscript

All modifications to affiliations should be clearly highlighted or tracked using the track changes feature in the revised manuscript.

* Example of Affiliation Changes in the Cover Letter:

During the revision process, the professional affiliation(s) of the author(s) listed below have changed. Although the research for this manuscript was primarily conducted under the auspices of [Original Affiliation(s)], the author(s) have recently joined [New Affiliation(s)]. To maintain transparency and ensure proper attribution, we have listed both affiliations: [Original Affiliation(s)], where the research was performed, and [New Affiliation(s)], the current institution(s) of the author(s). This approach acknowledges the contributions of both institutions and accurately reflects the current position(s) of the author(s).

Submission Process of the Revised Manuscript

If not updated automatically, authors should ensure that the author affiliation(s) are updated and that the new affiliation(s) are included.



Submission of the Manuscript

Cite this protocol as:
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Guidelines for Affiliation
and its Change during the
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