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Sugata Ghosh

Signed by Sugata Ghosh, Date: 22-Aug-2025 09:30 AM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

Signed by RAGHAVENDRA KULKARNI, Date: 14-Aug-2025 12:46 PM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

Memorandum of Agreement

Made this 23-Aug-2025 day of ______ 2025 at New Delhi

between

the BLDE (Deemed to be University), Vijayapura, BM Patil Road, Bangaramma Sajjan Campus, Vijayapura, Karnataka 586103 (herein referred to as the " UNIVERSITY") which expression shall, where the context admits, include the UNIVERSITY's' executors, administrators and assigns or successors in business as the case may be (represented through its Authorized Signatory, Dr. Raghavendra V. Kulkarni, Registrar, BLDE (Deemed to be University))

AND

Sage Publications India Pvt Ltd, Unit No. 323-333, 3rd Floor, F-Block, International Trade Tower, Nehru Place, New Delhi – 110019 (hereinafter referred to as 'Sage'), which expression shall, where the context admits, include any publishing imprint subsidiary to or associated with Sage, and Sage's executors, administrators and assigns or successors in business as the case may be.

It is mutually agreed as follows concerning a Journal entitled BLDE University Journal of Health Sciences (herein referred to as 'the Journal')

Rights and Responsibilities of the UNIVERSITY

1. The UNIVERSITY represents to Sage that it owns the Journal.

2. The UNIVERSITY has editorial control of the Journal, including appointment and remuneration of the Journal's Editor(s) and Editorial Advisory Board. The UNIVERSITY shall designate a Managing Editor(s) or Editor-in-Chief to act as its agent in fulfilling the editorial commitments of the UNIVERSITY under the terms of this agreement. The UNIVERSITY represents and warrants that, having editorial control over the selection of the matter, the UNIVERSITY takes full responsibility for the contents thereof including compliance with all applicable laws, rules and regulations.

3. The Aims and Scope of the Journal are set out in Schedule 1. The UNIVERSITY shall be entitled to change the Aims and Scope of the Journal. The UNIVERSITY shall consult with Sage prior to making any change to the aims and scope of the Journal which might reasonably be construed as significantly affecting the Journal's saleability to its existing subscribers.

4. The UNIVERSITY will not publish a Journal or other publication that competes substantially or wholly with the Journal, except with Sage. This does not apply to Journals that do not compete directly in subject scope or audience. This also does not apply to Journals or other publications which were contracted or published at the time of signature of this Agreement.

5. The UNIVERSITY will make every reasonable effort to assist Sage in obtaining all back stocks of the Journal including any electronic versions/digital files of the Journal and the necessary rights and permissions for Sage to make use of the electronic versions/digital files of the Journal. UNIVERSITY will bear the complete cost of back issues digitization if searchable web-ready PDF files are not available.

6. The UNIVERSITY shall supply Sage with a complete list of current and past subscriptions (where available) up to the last issues published in the [2025] volumes of the Journal Collection. In the event that Sage is unable to obtain said information from the UNIVERSITY, or if the subscription details vary significantly from the information previously supplied by the UNIVERSITY, then Sage reserves the right

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to conduct further due diligence and the right to renegotiate and revise the terms of this agreement. The UNIVERSITY shall make every reasonable effort to assist Sage in obtaining this information.

Grant of Rights

7. The UNIVERSITY grants to Sage the sole and exclusive right and licence to produce, print, digitise, publish, market and sell the Journal and all materials original to the Journal throughout the world in all formats and all present or future media and to license further the Journal or any part or abridgement of the Journal or any part of the Journal in all present or future media and in all languages and formats, throughout the world for the term of this Agreement and all renewals thereof.

8. Any arrangement made under the terms of this Clause for material published, digitised and made electronically available by or for Sage shall remain valid after the termination of the Agreement. All printed copies, digital files and electronic media and products created by or for Sage at Sage's expense shall remain the exclusive property of Sage. Sage reserves the non-exclusive right to continue to generate, create/manufacture and sell such copies and any further copies, whether print copies, digital files or any other electronic media or products, as created or licensed for creation or manufacture by Sage or its licensee, contractor or agency, after termination of this Agreement. Sage shall pay the UNIVERSITY royalties on such net sales receipts as required under Clause 32 below.

9. (a) In the event Sage should desire the rights to develop a book or books based upon material originally published in the JOURNAL, such volumes shall be developed under separate agreements between the UNIVERSITY and Sage and shall provide for royalties to be paid to the UNIVERSITY on such reprint volumes. However, Sage reserves the right to appoint its own Editor for reprint volumes (and to debit his/her fees to the royalty payable to the UNIVERSITY) in the event that the UNIVERSITY is unable to provide an Editor. In the event the UNIVERSITY should desire to develop such volumes, it shall grant the publisher a 90-day (ninety-day) right of first option to publish such volumes.

(b) In the event that Sage should desire to publish a translation or adaptation of any or all issues of the JOURNAL in any general or regional language throughout the world, the fees and/or royalties payable to the Translators or Adaptors shall be charged against the royalties payable to the UNIVERSITY on the sale of the said translations or adaptations. Should Sage signify in writing its refusal (which will be within 90 (ninety) days of receiving a written request from the UNIVERSITY) to publish a translation or adaptation of any or all issues of the JOURNAL in any language or dialect, the UNIVERSITY shall then, subject to agreement with Sage as to terms, be at liberty to arrange elsewhere for a translation or adaptation in that particular language or dialect.

Where Sage licenses the translation rights of any article appearing in the JOURNAL or of any or all issues of the JOURNAL to another publisher, whether in or outside India, Sage shall pay the UNIVERSITY 50% (Fifty per cent) of the net sum received by Sage in respect of such rights. UNIVERSITY shall be responsible for conveying to the individual contributors who originally wrote the licensed material such portion of the UNIVERSITY's share of the said licensing fees as the UNIVERSITY shall deem appropriate.

Contributor Agreements

10. The Contributor Agreement set out in Schedule 3 sets out the obligations and rights of authors of contributions to the Journal.

11. The UNIVERSITY, or the Editor(s) appointed by and acting on behalf of the UNIVERSITY, shall obtain for every contribution to the Journal a Contributor Agreement signed by the author(s) of that contribution which grants to the UNIVERSITY and Sage all necessary rights to publish the material original to the contributor and all third-party material contained in the Contribution. If a Contribution contains copyrighted material from another source, then the Contributor shall obtain permission for use from the copyright holder and attach this permission to the Contributor Agreement.

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12. In the absence of a signed Contributor Agreement acceptable to Sage, Sage reserves the right not to publish the work.

13. The UNIVERSITY reserves the right to allow a contributor of an article in the Journal to use all or part of such an article in any printed book or article they may subsequently write or edit over their own name, provided it is re-published after it appears in the Journal and that correct acknowledgement is given to the original publication and copyright holder.

Publication

14. Sage shall begin publication of the Journal starting with Volume 11, Issue 1, March 2026. It will be published 4 times in a year – March, June, September and December.

15. The Journal will be published OnlineFirst and Editor(s) will provide to Sage complete content for each issue at least 16 weeks prior to the first day of the scheduled month of publication. The trim size will be Double Demy (11"x 8.5") and it will be published in Colour in online and in print with the inside pages at 90GSM Art Paper with Matt Finish. Each Volume will consist of not more than 500 editorial pages. Each issue will contain approximately 125 editorial pages. In the event the UNIVERSITY wishes to increase the number of pages in any given volume beyond the number of pages stipulated above, the Editor(s) shall discuss this request with Sage at least four weeks in advance of the content submission deadline, as given above, applicable to the second issue of the concerned volume. The UNIVERSITY shall reimburse Sage for the additional pages at INR 2000 (Rupees Two Thousand) plus GST and the Invoice would be raised once only after exceeding the applicable volume page budget.

Sage shall be responsible for informing the EDITOR of the amount of manuscript needed for each issue and shall be responsible to hold for subsequent publication any material received in excess of the required amount. In no event shall Sage be obliged to publish any issue less than three months following the submission of copy, nor shall Sage be obliged to print in any given issue more than the agreed upon number of pages except as set forth above. Sage shall provide web-based submission system (ScholarONE – Manuscript Central) to the journal.

16. Sage shall provide plagiarism check run (conducted by EDITOR) on the submitted articles through plagiarism software at no additional cost up to 500 articles. Articles beyond will be charged at an additional cost of INR value (bank TT buying rate) equivalent to USD 1 per article along with applicable taxes, if any. Further, Sage shall also provide plagiarism check on all accepted articles without any cost.

17. Sage shall make appropriate arrangements to ensure that the Journal will be published on an open access basis under the applicable Creative Commons License, so that users will be able to access, read, and download the full-text files of published research contributions at no charge.

18. Sage shall copyright each issue of the Journal in the name of the UNIVERSITY.

Responsibilities of the Editor

19. The Editor shall fulfil the responsibilities as specified below. The UNIVERSITY shall ensure that the Editor fulfils this obligation

20. The Editor(s) shall be responsible for the compilation and peer-review of each issue (ensuring a double-anonymized review with a minimum of 2 independent reviews per article) and shall provide Sage with all contributions electronically via ScholarOne with all necessary illustrations in a form suitable for publication, acceptable to Sage and ready for production no less than 16 weeks prior to the first day of the scheduled month for publication of each issue. In the event any illustrations are not provided in final,

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reproducible form, Sage may have the artwork prepared at the UNIVERSITY's cost. The Editor(s) of the Journal shall be responsible for editing the articles of each issue of the Journal for technical content, form, conciseness, clarity, and accuracy. Sage shall be responsible for copy-editing, typesetting and proof-collation unless otherwise agreed in writing between the UNIVERSITY and Sage.

21. The Editor(s) shall read, check and correct the proofs and return them to Sage within 5 days of their receipt, failing which Sage may consider the proofs as passed for press – this process and timeline is subject to change as per future discussions mutually and suggestions of Editor(s). The Editor(s) may alter the text of any article in the proofs thereof, on condition that all charges for alterations made by him/her (exclusive of correcting printer's or publisher's errors) shall be charged to the UNIVERSITY and paid for by the UNIVERSITY, and Sage shall have the right to charge and collect such excess from the UNIVERSITY from future earnings.

22. The Editor(s) shall be responsible for sending copies of any reviews of books published in the Journal to publishers of the books.

23. The Editor(s) shall sign a Contributor Agreement for each contribution that they make to the Journal.

24. The Editor(s) shall additionally, adhere to all the duties, responsibilities and guidelines as provided under Schedule – 2 of this Agreement and will ensure compliance with all laws, rules and regulations as may be applicable. The Editor shall also ensure that no intellectual property rights of third parties are infringed.

Warranties and Copyright Infringement

25. The UNIVERSITY warrants to present for publication only material which is in no way whatever a violation or an infringement of any existing copyright or licence, which contains nothing libellous, in which all statements purporting to be facts are true, and in which any recipes or formulae or instructions are not injurious to the user and indemnifies Sage against all actions, suits, proceedings, claims, demands, damages and costs (including any legal cost or expenses properly incurred and any compensation costs and disbursements paid by Sage on the advice of their legal advisers to compromise or settle any claim) occasioned to Sage in consequence of any breach of this warranty or arising out of any claim alleging that the Journal constitutes an infringement of copyright or contains libellous or defamatory matter. By signing their Contributor Agreement as a condition of publication in the Journal, Contributors warrant and indemnify the UNIVERSITY and Sage against any actions and claims.

The UNIVERSITY further warrants and represents that the title of the journal is not being used by any Government/Semi Government Departments, for publishing another journal or publication of the same name. It further warrants that it will not have any tie-up/collaboration with any foreign organization in future without the prior permission of the Government of India in respect of the publication of the Journal. The UNIVERSITY indemnifies Sage against all actions, suits, proceedings, claims, demands, damages and costs (including any legal cost or expenses) occasioned to Sage in consequence of any breach of this warranty or arising out of approvals as described under Clause 1 of the Agreement.

26. Should Sage require the UNIVERSITY to alter any content of the Journal which may be construed as legally objectionable, infringing copyright, libellous or likely to be actionable by law, the UNIVERSITY will be responsible for altering or removing the content as advised, but any such alteration or removal shall be without prejudice to and shall not affect the UNIVERSITY's liability under this Agreement.

27. If at any time during the continuance of this Agreement the copyright of the Journal in the reasonable opinion of Sage be infringed, and the UNIVERSITY after receiving written notice of such infringement from Sage refuse or neglect to take proceedings in respect of the infringement, Sage shall be entitled to take proceedings in the joint names of Sage and the UNIVERSITY upon giving the UNIVERSITY a sufficient and reasonable security to indemnify the UNIVERSITY against any liability for costs, and in this event any sum received by way of damages shall belong to Sage.

Signature______ Sugata Ghosh Signed by Sugata Ghosh, Date: 22-Aug-2025 09:30 AM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

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28. If the UNIVERSITY is willing to take proceedings and Sage desires to be joined with them as a party to the proceedings and agrees to share the costs, then if any sum is recovered by way of damages and costs such sum shall first be applied in payment of the costs incurred and the balance shall be divided equally among the UNIVERSITY and Sage. The provisions of this clause are intended to apply only in the case of an infringement of the copyright in the Journal affecting the interest in the same granted to Sage under this Agreement.

Responsibilities of Sage

29. Sage shall be responsible for all matters relating to the production, manufacturing, design, promotion, marketing, inclusion of adverts, and distribution of the Journal. Sage shall have the sole right to determine production, manufacturing procedures, processes and materials.

30. Sage shall have the sole and final right to determine all prices and discounts whether related to subscription sales, single copy, back issue, or other sales including commercial sales, and Sage reserves the right to review such prices as future circumstances dictate.

31. Sage shall make available in a bulk shipment to the UNIVERSITY fifty (50) complimentary print subscriptions to the Journal, which includes any print subscriptions due to the Editor(s), the editorial board and for exchange with other Journals. Sage shall make available to the UNIVERSITY any additional subscriptions to the JOURNAL on request at a discount of 35% (Thirty-five percent) on the institutional price for South Asian subscribers. Each print copy will be as per the journal's specifications in Double Demy (8.5"X11") size in Colour in online and in print with the inside pages at 90GSM Art Paper with Matt Finish. These complimentary and additional subscriptions are not for re-sale/commercial purposes and may not be distributed to institutions. No royalty will be paid on those copies. Any mailing charges for providing the copies directly to any member's addresses would be as per actual charges.

32. Subvention and Royalties:

A) Subvention:

The UNIVERSITY will pay a subvention of INR 17,00,000 (Rupees Seventeen Lakhs only) plus applicable taxes, to Sage for the first year of publication of the four issues of the journal. This will be payable annually in four equal installments – on signing in 2025 and in the months of April, July and October in 2026. Subsequently, each year from 2027 onwards, the UNIVERSITY will pay a subvention subject to a 5% increase on the previous year's subvention again paid in four equal installments in the months of January, April, July and October. Each volume of the journal will consist of not more than 500 pages wherein each issue will consist of approximately 125 pages. Subvention will not be adjusted with Royalty in any case and will have to be paid mandatorily as per agreed terms and timelines.

Publication Year	Annual Subvention (for 4 issues per year) (excluding taxes)	Invoice to be raised in four equal installments/ Payment timelines
2026	17,00,000 + GST	On signing in 2025 Apr, Jul, Oct – 2026
2027	17,85,000 + GST	Jan, Apr, Jul, Oct – 2027
2028	18,75,000 + GST	Jan, Apr, Jul, Oct – 2028
2029	19,68,750 + GST	Jan, Apr, Jul, Oct – 2029

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2030	20,67,187 + GST	Jan, Apr, Jul, Oct – 2030

B) Royalties:

Sage agrees to pay to the UNIVERSITY royalties on Net Revenues at the following rates:

15% (fifteen percent) of the net revenues on sales made at the institutional rate in India and South Asia;

15% (fifteen per cent) of the net revenues on sales made at the individual rate in India and South Asia;

15% (fifteen per cent) of the net revenues on all sales made by Sage's Affiliates, of regular Subscriptions that are serviced by the supply of JOURNAL copies

15% (fifteen per cent) of the net revenues on advertising revenue

On Subsidiary Right to (Licensing) – 15%

Net Revenues for the purposes of this Agreement would mean Sales Revenues after deduction of discounts, agent commission and taxes, if any. Sage shall submit to the UNIVERSITY an annual royalty statement by 30th June of each year for the preceding 12 months ending the 31st of March. Within thirty days of the statement date Sage shall pay the UNIVERSITY all royalties then due. Any taxes payable shall be borne by the UNIVERSITY.

General

33. The UNIVERSITY or its representative shall have the right upon written request to examine during normal business hours, with advance notice of 30 working days, the records of account of Sage in so far as they relate to the sales and receipts in respect of the Journal, which examination shall be at the cost of the UNIVERSITY.

34. Unless the context otherwise requires, words in this Agreement denoting the singular shall include the plural and vice versa and words denoting any one gender shall include all genders and words denoting persons shall include corporations, partnerships, limited liability companies and other legal entities.

35. This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understandings whether written or oral appertaining to the subject matter of this Agreement and may not be varied except by an instrument in writing signed by all the parties to this Agreement. Nothing in this Agreement excludes either party's liability for fraud or death or personal injury caused by a party's negligence.

36. In the event that any copies of any issue of the JOURNAL are sold off as remainders, Sage shall pay the UNIVERSITY 10% (ten per cent) of the net receipts from such sales. If the copies are sold off as remainders at cost or less than cost, then no payment shall be made to the UNIVERSITY. The UNIVERSITY will be entitled to purchase copies of the issues being remaindered at the remainder price. As a rule, no issues will be remaindered or pulped before 5 (five) years have passed from the date of publication, but Sage reserves the right to remainder or pulp any or all issues prior to the completion of 5 (five) years from the date of publication.

37. The headings in this Agreement are for convenience only and shall not affect its interpretation. References to Clauses are to clauses of this Agreement.

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38. The parties must comply with the General Data Protection Regulation ('GDPR') and the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all relevant data protection and privacy legislation in other jurisdictions. If applicable, the parties agree to implement a GDPR compliant data processing agreement.

39. The UNIVERSITY and the Editor shall respect and follow the Sage's (Third Party) Anti-Harassment and Bullying Policy, which is designed for safeguarding interests of all personnel engaged with Sage. The UNIVERSITY and the Editor shall familiarize themselves with the policy, which is available on Sage website (https://in.sagepub.com/en-in/sas/third-party-anti-harassment-and-bullying-policy-india) and shall act in a manner which is consistent with the Policy. The parties agree that the spirit and purpose of the policy is upheld and respected at all times.

Indemnity

40. The UNIVERSITY shall indemnify Sage and hold it harmless against any loss, damages, expenses, costs including loss of business or profits, incidental, consequential, punitive or exemplary damages caused to any person, including Sage, its officers or a third party, as a result of the content or information contained in the journal or as a result of breach of this agreement or of any representation or warranty contained herein.

Breach and Notice

41. If either party breaches any of the material terms of this Agreement, the other party shall be permitted to terminate this Agreement upon giving one hundred and eighty (180) days' written notice to the breaching party; provided, however, that such notice shall be given no more than sixty (60) days after the discovery of any such breach; and provided, further, that such notice shall specify the exact nature of the breach and allow the breaching party sixty (60) days in which to correct such breach.

Force Majeure

42. Neither Party will be liable in any respect for failure to perform its obligations under this Agreement if hindered or prevented, directly or indirectly, by war (declared or undeclared), industrial action or labour dispute, national emergency, fire, flood, windstorm or other act of God, strike or lock-out, pandemic, epidemic, cyber-attack or labour dispute, order or act of any government, whether foreign, national or local, whether valid or invalid, or any other cause of like or different kind beyond the reasonable control of the affected Party (each a "Force Majeure"), but without the affected Party being guilty of any contributory negligence.
The affected Party will inform the other Party immediately of a Force Majeure event indicating the presumable duration and extent of such contingency. The affected Party will promptly use all reasonable efforts to settle such contingencies so that the performance of its obligations under this Agreement can be resumed as soon as possible.
In the event that the Force Majeure (i) precludes either party from meeting its obligations under this Agreement for a period of more than 6 months, the other party will have the right (i) to terminate this Agreement forthwith by written notice to the affected party (ii) find alternative business partner/vendor/service-provider/customer. The affected party will, at the request of the other party, assist with a smooth transition in the above situation.

Term, Termination and Notice

43. This Agreement shall become effective upon the date of signature by both parties and continue for a period of 5 years through the publication of Volume 15 (2030). Unless notification, by the UNIVERSITY or by Sage is delivered in writing by 31st December 2029, this Agreement shall be renewed automatically for further successive periods of 5 years, with the same notice period as specified above.

Signature__________ Sugata Ghosh Signed by Sugata Ghosh, Date: 22-Aug-2025 09:30 AM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

Signature__________ Signed by RAGHAVENDRA KULKARNI, Date: 14-Aug-2025 12:46 PM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658

44. In the event this Agreement terminates, all rights and obligations of the parties automatically terminate except for those specified in Clauses 8, 25, 26 and 40 above and all obligations in respect of material from the Journal to which access continues to be required by paid subscribers, licensees or purchasers. In this event, Sage reserves the non-exclusive right to continue providing in perpetuity online/electronic access to all content of the Journal, including all backfiles, published and/or digitised and/or made electronically available by Sage to customers who have subscribed to, purchased or otherwise obtained the rights to that content prior to the date of termination or who subsequently purchase any products conceived, manufactured or licensed for manufacture by Sage or its licensees, which include content of the Journal published and/or digitised and/or made electronically available by Sage. Net revenues arising from such supply shall be treated as net sales receipts for the payment of royalties in Clause 32 above.

45. The UNIVERSITY agrees that, should the UNIVERSITY not wish to renew this Agreement and gives notice to Sage under Clause 43 above; it will inform Sage of the publishing arrangements offered by another Publisher. Sage reserves the right to make an offer to continue publishing the Journal by matching these terms. However, the UNIVERSITY is not obliged to accept this offer.

46. This Agreement shall be construed in accordance with the laws of India regardless of its place of execution.

47. Any notice required or permitted by this Agreement to be given to a party shall be in writing, and shall be delivered in the case of the UNIVERSITY to

Dr. Raghavendra V. Kulkarni
Registrar
BLDE (Deemed to be University), Vijayapura-586103, Karnataka, India
Tel (W): +91-8352-262770 Extn.2327
Email: registrar@bldedu.ac.in

and in the case of Sage to

Sugata Ghosh
Deputy Managing Director
Sage Publications India Pvt Ltd.
Unit No. 323-333, 3rd Floor, F-Block
International Trade Tower, Nehru Place
New Delhi – 110019

sugata.ghosh@sagepub.in
Telephone: +91 11 4053 9222

or to such other address as either party may specify.

Signature ______ Sugata Ghosh Signed by Sugata Ghosh, Date: 22-Aug-2025 09:30 AM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

Signature ______ Signed by RAGHAVENDRA KULKARNI, Date: 14-Aug-2025 12:46 PM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

Sugata Ghosh Signed by Sugata Ghosh, Date: 22-Aug-2025 09:30 AM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

SIGNED______________________________________

Sugata Ghosh, Deputy Managing Director for Sage Publications India Pvt Ltd.

IN THE PRESENCE OF:

Debbie Dhar Signed by Debbie Dhar, Date: 23-Aug-2025 01:36 PM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

SIGNATURE____________________________________

Name of WITNESS: Debbie Dhar

Address of WITNESS: Address: F-1085, G.F., C. R. Park, New Delhi - 110019

Signed by RAGHAVENDRA KULKARNI, Date: 14-Aug-2025 12:46 PM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

SIGNED______________________________________

Dr. Raghavendra V. Kulkarni, Registrar for BLDE (Deemed to be University)

IN THE PRESENCE OF:

Signed by Dr Praveen Ganganahalli, Date: 14-Aug-2025 12:49 PM +05:30, DocID: 7788ebfc-9f8a-47d3-b507-a82b72ec6658.

SIGNATURE____________________________________

Name of WITNESS: Dr. Praveen Ganganahalli

Address of WITNESS: Additional Professor, Department of Community Medicine, BLDE (Deemed to be University), Shri B.M. Patil Medical College, Hospital & Research Centre, Vijayapura, Karnataka, India

Schedule 1

Aims and Scope

BLDE University Journal of Health Sciences, a publication of BLDE University, is a peer-reviewed online journal with Semi-annual print on demand compilation of issues published. The journal allows free access (Open Access) to its contents and permits authors to self-archive final accepted version of the articles on any OAI-compliant institutional / subject-based repository.

Scope of the Journal

The journal will cover technical and clinical studies related to health, ethical and social issues in field of animal pharmacology, clinical pharmacology, pharmacokinetics, drug metabolism, toxicology, teratology and clinical trials. Articles with clinical interest and implications will be given preference.

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Schedule 2

Editorial Operations

The Editor will:

- familiarise themselves with best practice and additional resources available in the Sage Journal Editor and Sage Journal Author Gateways and direct contributors to the latter as appropriate.
- review Sage's expectations around Ethics & Responsibility (https://in.sagepub.com/en-in/sas/ethics-responsibility-india) and Ethics Approval and Informed Consent Statements (https://in.sagepub.com/en-in/sas/editor-resources-ethics-approval-and-informed-consent-statements-india).
- comply with accepted ethical and peer-review standards, including best practices as identified by the Committee of Publication Ethics (COPE), or the International Council of Medical Journal Editors (ICJME), or the Council of Science Editors, or as otherwise defined by Sage.
- uphold the Journal's reputation in public forums including social media interactions, whether in a personal or professional capacity.
- maintain confidentiality of editorial correspondence.
- develop an Editorial Board that reflects a range of subject expertise in the field, is gender balanced and is geographically and ethnically diverse.
- The Editor agrees to fully engage with, and effectively apply, the peer review tools provided by Sage to support ethical peer-review practices. The Editor will treat as confidential information the type and functionality of the tools provided by Sage along with details of any past or ongoing publication ethics cases. The Editor will receive guidance from Sage on the best use of the tools and will be expected to contact Sage staff supporting ScholarOne via email with any questions regarding use, interpretation, or application of the tools. The Editor acknowledges it is their responsibility to make best use of the tools provided to minimise risks posed by publication ethics misconduct and ensure preventive actions are taken when required.

Submissions and Peer Review

- Ensure that all submissions are handled through the Sage web-based submission system, and not by email or other manual process.
- Ensure all associate editors are using the Sage web-based submission system fully.
- Respond to contributor queries within <2> weeks, escalating or referring any issues to Sage as needed.
- Any objections to the propriety of the peer review process must be reported to Sage and investigated in line with Sage's guidance.

The Editor shall be responsible for the full peer review process [using the Sage web-based submission system]; including but not limited to the following:

- checking-in all new submissions and revisions;
- working with associate editors/editorial board members to select and invite referees for review of articles;
- tracking and chasing reviewer responses, where necessary;
- ensuring the complete and full peer review of all articles, reviewing peer reviewer comments, communicating necessary changes to the contributor and assessing final contributor changes before final decision-making;
- making and communicating final decisions on articles and exporting of all accepted articles to the production department;

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- desk-rejecting or triaging manuscripts out of scope,

In regard to special issues, collections and sponsored supplements, the Editor, where applicable, will also be responsible for the following:

- approving suitability of special issue, collection proposals and submitted sponsored supplement proposals;
- working with associate editors/editorial board members to select and/or approve a guest editor;
- selecting peer reviewers and overseeing peer review. The Editor retains full editorial control over the special issue, collection and supplement content and may request additional reviews or reject manuscripts;
- using the Sage web-based submission system to track, and chase reviewer responses where necessary;
- ensuring the complete and full peer review of all articles, reviewing peer reviewer comments, communicating necessary changes to the contributor and assessing final contributor changes before final decision-making;
- making and communicating final decisions on articles and exporting/delivering all accepted articles to the production department.

Selecting Reviewers

- Please refer to Sage's Editor Gateway for further peer review ethics guide: https://in.sagepub.com/en-in/sas/ethics-responsibility
- Expect **at least two (2) independent reviews** on most submissions (except desk rejects)
- Before inviting a reviewer, first ensure that no conflict of interest exists by conducting independent, external verification and ensure that reviewers have an institutional email address. In the event that the reviewer does not have an institutional email address, you must be able to verify the email account holder's identity.
- Sage does not permit the use of author-suggested (recommended) reviewers at any stage of the submission process, be that through the web based submission system or in other communication.
- Reviewers **should not** be assigned to a paper if:
    - The reviewer is based at the same institution as any of the co-authors.
    - The reviewer is based at the funding body of the paper.
    - The author has recommended the reviewer – and under no circumstances if the author provided a personal (e.g. Gmail/Yahoo/Hotmail) email account for the recommended reviewer and an institutional email account cannot be found after performing a basic Google search (name, department and institution).

Peer Review Assistance

A **Peer Review Assistant** will provide support for the Journal and will carry out the following tasks using the Sage web-based submission system:

- checking-in all new submissions and revisions;
- tracking and chasing reviewer responses, where necessary;
- obtaining from contributors all signed Contributor Agreements and all required copyright permissions (where provided by the contributor(s)) for any material not owned by or assigned to the INSTITUTE);
- exporting all accepted articles to the production department.

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Production

- Export articles to the Sage production editor [via the Sage web-based submission system] as soon as the manuscript is accepted and ensure the Contributor Agreements have been returned via the Sage web-based submission system before publication
- Promptly respond to any production queries or requests, especially concerning contributor issues or finalising table of contents

Renewal or transition

- Upon request, at the end of the Editor's agreed upon term or any subsequent renewal periods, assist with the selection of, and successful transition to, the next editor.

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Schedule 3

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Journal	: **BLDE University Journal of Health Sciences**
All Author(s)	:
Corresponding Author	:
Corr. Author Address	:

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