

Verification of Ethics Approval for Research Involving Human Participants

Verification of institutional ethics clearance (or non-requirement for clearance) for all research involving human participants, from all authors on a manuscript, must be included as part of the online submission. This verification must be issued by the appropriate institutional research ethics review board or equivalent. Please note that *AP* requires verification from **each** author. If more than one author is at the same institution, only one verification is required for that institution.

Please see the table below for common circumstances that may not require institutional ethics clearance, along with the required documents to be submitted by authors in those circumstances.

Importantly, it is the responsibility of the researcher, before involving human participants in a study, to determine whether such involvement must be approved by their institutional research ethics review board or equivalent. For example, even if human participants are used as a secondary data source (e.g., interviews) in a study, this typically **would not** preclude the need to obtain institutional research ethics clearance for their involvement.

All new submissions using human participants **must also include** a statement somewhere in the manuscript that either: (a) discloses that the authors received institutional research ethics clearance for the involvement of human participants described in the study; or (b) discloses the reasons research ethics clearance was not obtained (i.e., not required by the review board or no review board exists).

Failure by authors to provide the required verification described above will be grounds for withdrawal of the manuscript by the Editor-in-Chief.

Common circumstances that may not require institutional ethics clearance and what to submit instead:

Circumstance	What to submit
Research or educational cases that report student grades	Verification that confirms that ethics clearance is not required. This verification could take the form of an email confirmation from each author's IRB representative or a screenshot of the relevant section of each institution's published IRB policy.
Research ethics clearance not required: The nature of the human participation in the study OR the nature of the author's participation in the study does not require research ethics clearance from the author's institutional ethics review board or equivalent.	Verification that confirms that ethics clearance is not required. This verification could take the form of an email confirmation from each author's IRB representative or a screenshot of the relevant section of each institution's published IRB policy.

Circumstance	What to submit
No ethics review board: An author works at an institution where there is no ethics review board.	A letter or email from a senior administrative official (e.g., Department Chair, Dean, etc.) must be included with the online submission verifying that this is the case.
Author has changed institutions and is no longer collecting data: An author has obtained ethics clearance from the institution at which they conducted their data collection, and they have since moved to a different institution AND are no longer collecting data at the current institution.	<p><i>AP</i> will accept the ethics clearance documentation from the author's former institution (i.e., you will not be required to reapply for ethics clearance at your current institution).</p> <p>However, please note that if the ethics clearance from the former institution has expired, <i>AP</i> will require that the author confirm whether the current institution requires them to apply for new ethics clearance.</p> <ul style="list-style-type: none"> • If they do, please obtain this ethics clearance. • If they do not, please obtain documentation that states that new ethics clearance is not required. This verification could take the form of an email confirmation from the author's IRB representative or a screenshot of the relevant section of each institution's published IRB policy.
Author has changed institutions and data collection is ongoing: An author has obtained ethics clearance from the institution at which they conducted their initial data collection, and they have since moved to a different institution AND data collection is ongoing at the current institution.	Standard ethics clearance will be required from the current institution.