

# **Editorial Policies**

## **OVERVIEW OF THE EDITORIAL PROCESS**

For detailed submission guidelines please refer to the Instruction for Authors or contact Managing Editor of the journal.

### **Submission**

Each manuscript should be accompanied by a cover letter which should explicitly state that the authors have the authority to publish the work and that the manuscript (or one with substantially the same content, by any of the authors) has not been previously published in any language anywhere and that it is not under simultaneous consideration by another journal. All authors of the manuscript are responsible for its content; they must have agreed to its publication and have given the corresponding author the authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the co-authors of the manuscript status throughout the submission, review, and production process.

### **Authorship**

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Those who do not meet that criteria should be acknowledged (see Instructions for Authors for details). It is the sole responsibility of the contributors to determine the authors of the manuscript submitted to the journal.

### **Addition or Removal of Authors**

The authors' request for addition or removal of an author should be properly justified. Please note that a change in authorship (order of listing, addition or deletion of a name, or corresponding author designation) after submission of the manuscript will be implemented only after receiving the receipt of signed statements of agreement from all parties involved (all listed authors and the author to be removed or added).

### **Peer Review process**

Each manuscript after uploading to Editorial Manager receives an individual identification code that is used in all correspondence regarding the publication process. However, a submission may be declined by the Editor without review, if the studies reported are not sufficiently novel or important to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or of limited interest to the target audience) are returned to the author(s) without review. The Managing Editor may appoint an Editor, with expertise in the relevant field, who is fully responsible for further handling of the manuscript and an ultimate decision about its acceptance/rejection.

### **Choice of reviewers**

The Editor seeks advice from experts in the appropriate field. Research articles are refereed by a minimum of two reviewers.

The reviewers make an objective, impartial evaluation of scientific merits of the manuscript. Reviewers operate under guidelines set forth in the Guidelines for reviewers and are asked to comment on the following aspects of submitted manuscripts:

- novelty and originality of the work;
- broad interest to the community of researchers
- significance to the field, potential impact of the work, conceptual or methodological advances described
- study design and clarity
- substantial evidence supporting claims and conclusions
- rigorous methodology

If a manuscript is believed not to meet the standards of the journal or is otherwise lacking in scientific rigor or contains major deficiencies, the reviewers will attempt to provide constructive criticism to assist the authors in ultimately improving their work. If a manuscript is believed to be potentially acceptable for publication but needs to be improved, it is invited for reconsideration with the expectation that the authors will fully address the reviewer's suggestions.

Once all reviews have been received and considered by the Editor, a decision letter to the author is drafted. There are several types of decisions possible:

- Accept without revisions
- Minor revisions
- Major revisions
- Reject
- Desk Reject

### **Revised manuscript submission**

When revision of a manuscript is requested, authors should return the revised version of their manuscript as soon as possible. Prompt action may ensure fast publication, if a paper is finally accepted for publication. If it is the first revision of an article, authors need to return their revised manuscript within 28 days. If it is the second revision authors need to return their revised manuscript within 14 days. If these deadlines are not met, and no specific arrangements for completion have been made with the Editor, the manuscript will be treated as a new one and will receive a new identification code along with a new registration date. The final decision is made by the Editor.

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Authors will receive a pdf file with the edited version of their manuscript for final proofreading. This is the last opportunity to view an article before its publication on the Journal web site. No changes or modifications can be introduced once it is published. Thus authors are requested to check their proof pages carefully against the manuscript within 3 working days and prepare a separate document containing all changes that should be introduced. Authors are sometimes asked to provide additional comments and explanations in response to remarks and queries from the language or technical editors.

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Manuscripts ready for publication are promptly posted online. The manuscripts are considered to be ready for publication when the final proofreading has been performed by the authors, and all concerns have been resolved. Authors should notice that no changes can be made to the articles after online publication.

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## **CONFLICT OF INTEREST**

In order to encourage transparency without impeding publication, all authors, referees and editors must declare any association that poses a conflict of interest in connection with the manuscript. There should be no contractual relations or proprietary considerations that would affect the publication of information contained in a submitted manuscript. A competing interest for a scholarly journal is anything that interferes with, or could reasonably be perceived as interfering with, the full and objective presentation, review, or publication of research findings, or of articles that comment on or review research findings. Potential conflicts of interest exist when an author, editor or reviewer has financial, personal or professional interests in a publication that might influence their scientific judgment.

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### **DISTRIBUTION OF MATERIALS AND DATA**

The publication of an article in the journal is subject to the understanding that authors will make all data and associated protocols available to readers on request. The Methods section should include details of how materials and information may be obtained. In cases of dispute, authors may be required to make any primary data available to the Managing Editor.

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### **APPEALS AND COMPLAINTS**

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Authors who want may appeal on the rejection of their manuscript should contact the Editor of a specific journal. Appeals should refer to scientific content of the manuscript and its suitability for publication. The decision made by the Managing Editor is final.

#### **Complaints**

Authors who want to make complaints should, in first instance, contact the Managing Editor of the journal.