

## EDITORIAL POLICY

### Overview

Ethiopia's oldest medical journal, *The Ethiopian Medical Journal (EMJ)* is the official organ of the Ethiopian Medical Association (EMA). The EMJ is devoted to the advancement and dissemination of knowledge pertaining to the broad field of medicine in Ethiopia and other developing countries. The journal first appeared in July 1962 and has been published quarterly (January, April, July, October) without fail since then. It has been published in both online ([www.emjema.org](http://www.emjema.org)) and hard copy (ISSN0014-1755) versions.

The EMJ continues to play an important role in documenting and disseminating the progress of scientific medicine, and in providing evidence base for health policy and clinical practice in Ethiopia and Africa at large.

Our online journal is open access. The hard copies are distributed to members of the Ethiopian Medical Association. Hard copies of the Journal are distributed to institutions and organizations (internal and external) based on subscription.

### Reviewing procedure

#### Peer reviewers

The Ethiopian Medical Journal uses a double-blind review system for all manuscripts. Each manuscript is reviewed by at least two reviewers. The reviewers act independently, and they are not aware of each other's identities. The reviewers are selected solely based on their relevant expertise for evaluating a manuscript. They must not be from the same institution as the author(s) of the manuscript, nor be their co-authors in the recent past. The purpose of peer review is to assist the author in improving papers and the Editorial Board in making decision on whether to accept or reject a manuscript. Reviewers are requested to decline if they have a conflict of interest or if the work does not fall within their expertise.

#### Peer review process

Manuscripts are sent for review only if they pass the initial evaluation (pre-review by the Editorial Board) regarding their style, methodological accuracy, ethical review documentation and thematic scope. A special care is taken that the initial (pre-review) evaluation is done in 3-5 days.

The Journal policy is to minimize time from submission to publication without reducing peer review quality. Currently the total period from the submission of a manuscript until its publication takes an average of six months. Peer reviewers are requested to respond within four weeks. During the review process, the Editor-in-Chief may require authors to provide additional information (including raw data) if they are necessary for the evaluation of the manuscript. These materials shall be kept confidential and must not be used for any other purposes.

The entire review process takes place under the supervision of the Editor-in-Chief in an online environment, with the assistance of the Journal Secretariat. The online system also allows authors to track the manuscript review progress.

#### Resolving inconsistencies

In case that the authors have serious and reasonable objections to the reviews, the Editorial Board assesses whether a review is objective and whether it meets academic standards. If there is a doubt about the objectivity or quality of review, the Editor-in-Chief will assign additional reviewer(s).

Additional reviewers may also be assigned when reviewers' decisions (accept or reject) are contrary to each other or otherwise substantially incompatible. The final decision on the acceptance of the manuscript for publication rests solely with the Editor-in-Chief.

## **Responsibilities**

### **Authors' responsibilities**

This is provided in the '*Guidelines to Authors*' which appear in each issue of the Journal. Authors must guarantee that their manuscripts are their original work, that they have not been published before, and are not under consideration for publication elsewhere. Parallel submission of the same paper to another journal constitutes misconduct and eliminates the manuscript from further consideration. Work that has already been published elsewhere cannot be reprinted in the Ethiopian Medical Journal

Authors are exclusively responsible for the contents of their submissions and must make sure that the authors listed in the manuscript include all and only those authors who have significantly contributed to the submitted manuscript. If persons other than authors were involved in important aspects of the research project and the preparation of the manuscript, their contribution should be acknowledged in the Acknowledgments section.

It is the responsibility of the authors to specify the title and code label of the research project within which the work was created, as well as the full title of the funding institution. In case a submitted manuscript has been presented at a conference in the form of an oral presentation (under the same or similar title), detailed information about what was published in proceedings of the conference shall be provided to the Editor-in-Chief upon submission.

Authors are required to properly cite sources that have significantly influenced their research and their manuscript. Parts of the manuscript, including text, equations, pictures, tables and graphs that are taken verbatim from other works must be clearly marked, e.g. by quotation marks accompanied by their location in the original document (page number), or, if more extensive, given in a separate paragraph.

Full references of each quotation (in-text citation) must be listed in the separate reference section in a uniform manner, according to the citation style used by the journal. References section should list only quoted/cited, and not all sources used for the preparation of a manuscript.

When authors discover a significant error or inaccuracy in their own published work, it is their obligation to promptly notify the Editor-in-Chief and cooperate with him/her to retract or correct the paper.

Authors should disclose in their manuscript any financial or other substantive conflict of interest that might have influenced the presented results or their interpretation.

By submitting a manuscript, the authors agree to abide by the Editorial Policies of the Ethiopian Medical Journal

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### **Editorial responsibilities**

The Editor-in-Chief is responsible for deciding which articles submitted to the journal will be published. The decisions are made based exclusively on the manuscript's merit. They must be free from any racial, gender, sexual, religious, ethnic, or political bias. When making decisions the Editor-in-Chief is also guided by the editorial policy and legal provisions relating to defamation, copyright infringement and plagiarism.

Members of the Editorial Board including the Editor-in-Chief must hold no conflict of interest about the articles they consider for publication. Members who feel they might be perceived as being involved in such a conflict do not participate in the decision process for a manuscript.

The information and ideas presented in submitted manuscripts shall be kept confidential.

Editors and the editorial staff shall take all reasonable measures to ensure that the authors/reviewers remain anonymous during and after the evaluation process in accordance with the type of reviewing in use.

The Editorial Board is obliged to assist reviewers with additional information on the manuscript, including the results of checking manuscript for plagiarism.

### **Reviewers' responsibilities**

Reviewers are required to provide the qualified and timely assessment of the scholarly merits of the manuscript. The reviewer takes special care of the real contribution and originality of the manuscript. The review must be fully objective, and the judgment of the reviewers must be clear and substantiated by arguments.

The reviewers assess manuscript for the compliance with the profile of the journal, the relevance of the investigated topic and applied methods, the scientific relevance of information presented in the manuscript, and the pres-

entation style. The review has a standard format. It is submitted through the online journal management system where it is stored permanently.

The reviewer must not be in a conflict of interest with the authors or funders of research. If such a conflict exists, the reviewer is obliged to promptly notify the Editor-in-Chief. The reviewer shall not accept for reviewing papers beyond the field of his/her full competence.

Reviewers should alert the Editor-in-Chief to any well-founded suspicions or the knowledge of possible violations of ethical standards by the authors. Reviewers should recognize relevant published works that have not been considered in the manuscript. They may recommend specific references for citation but shall not require citing papers published in the Ethiopian Medical Journal, or their own papers, unless it is justified.

The reviewers are expected to improve the quality of the manuscript through their suggestions. If they recommend correction of the manuscript prior to publication, they are obliged to specify the way this can be achieved. Any manuscript received for review must be treated as confidential document.

## **Ethical Considerations**

### **Dealing with unethical behavior**

Anyone may inform the Editor-in-Chief at any time of suspected unethical behavior or any type of misconduct by giving the necessary credible information/evidence to start an investigation.

- Editor-in-Chief makes the decision regarding the initiation of an investigation.
- During an investigation, any evidence should be treated as confidential and only made available to those strictly involved in the process.
- The accused will always be given the chance to respond to any charges made against them.

If it is judged at the end of the investigation that misconduct has occurred, then it will be classified as either minor or serious.

Minor misconduct (with no influence on the integrity of the paper and the journal, for example, when it comes to misunderstanding or wrong application of publishing standards) will be dealt with directly with authors and reviewers without involving any other parties. Outcomes include:

- Sending a warning letter to authors and/or reviewers.
- Publishing correction of a paper, e.g. when sources properly quoted in the text are omitted from the reference list.

Publishing an erratum, e.g. if the error was made by editorial staff.

In the case of major misconduct, the Editor-in-Chief may adopt different measures:

- Publication of a formal announcement or editorial describing the misconduct.
- Informing officially the author's/reviewer's affiliating institution.

The formal, announced retraction of publications from the journal in accordance with the Retraction Policy.

- A ban on submissions from an individual for a defined period.

Referring a case to a professional organization or legal authority for further investigation and action.

The above actions may be taken separately or jointly. If necessary, in the process of resolving the case relevant expert organizations, bodies, or individuals may be consulted.

When dealing with unethical behavior, the Editorial Board will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE).

### **Plagiarism prevention**

The Ethiopian Medical Journal does not publish plagiarized papers. The Editorial Board has adopted the stance that plagiarism, where someone assumes another's ideas, words, or other creative expression as one's own, is a clear violation of scientific ethics. Plagiarism may also involve a violation of copyright law, punishable by legal action.

Plagiarism includes the following:

- Self-plagiarism, which is using one's own previous work in another context without citing that it was used previously
- Verbatim (word for word), or almost verbatim copying, or purposely paraphrasing portions of another author's work without clearly indicating the source or marking the copied fragment (for example, using quotation marks) in a way described under Authors' responsibilities;
- Copying equations, figures or tables from someone else's paper without properly citing the source and/or without permission from the original author or the copyright holder.

Any manuscript which shows obvious signs of plagiarism will be automatically rejected. In case plagiarism is discovered in a paper that has already been published by the journal, it will be retracted in accordance with the procedure described under Retraction policy, including blacklisting the author(s).

To prevent plagiarism, the manuscripts are submitted to a plagiarism detection process. The results obtained are verified by the Editorial Board in accordance with the guidelines and recommendations of the Committee on Publication Ethics (COPE).

### **Retraction policy**

Legal limitations of the publisher, copyright holder or author(s), infringements of professional ethical codes, such as multiple submissions, bogus claims of authorship, plagiarism, fraudulent use of data or any major misconduct require retraction of an article.

Occasionally, a retraction can be used to correct numerous serious errors, which cannot be covered by publishing corrections. A retraction may be published by the Editor-in-Chief, the author(s), or both parties consensually.

The retraction takes the form of a separate item listed in the contents and labeled as "Retraction".

The original article is retained unchanged, except for a watermark on the PDF indicating on each page that it is "retracted".

### **Open access**

#### **Open access policy**

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### **Article processing charge**

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Authors can enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

**Self-archiving policy**

Authors are permitted to deposit publisher's version (PDF) of their work in an institutional repository, subject-based repository, author's personal website (including social networking sites, such departmental websites at any time after publication.

Full bibliographic information (authors, article title, journal title, volume, issue, pages) about the original publication must be provided and links must be made to the article's DOI and the license.

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