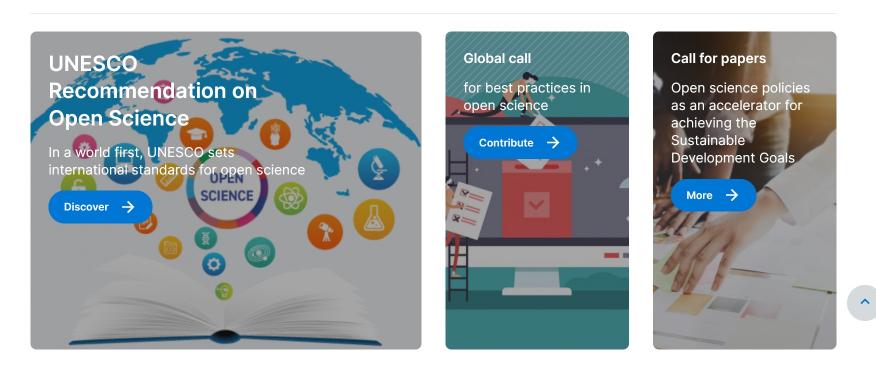
Open access publishing

Iryna Kuchma, Open Access Programme Manager









https://www.unesco.org/en/natural-sciences/open-science

Platforms

Scientific publications may be disseminated by publishers on open access online publishing platforms and/or deposited and made immediately accessible in open online repositories upon publication, that are supported and maintained by an academic institution, scholarly society, government agency or other well established not-for-profit organization devoted to common good that enables open access, unrestricted distribution, interoperability and long-term digital preservation and archiving

Open access

A paywalled method of publication, where immediate access to scientific publications is only granted in exchange for payment, is not aligned with the present Recommendation. Any transfer or licensing of copyrights to third parties should not restrict the public's right to immediate open access to a scientific publication.

Beyond publications



Scientific outputs related to publications (e.g. original scientific research results, research data, software, source code, source materials, workflows and protocols, digital representations of pictorial and graphical materials and scholarly multimedia material) that are openly licensed or dedicated to the public domain should be deposited in a suitable open repository, following appropriate technical standards that allow them to be properly linked to publications.



Data Policy

The journal requests authors to make all data associated with their submission openly available, according to the FAIR principles (Findable, Accessible, Interoperable, Reusable). This should be linked to from a Data Accessibility Statement within the submitted paper, which will be made public upon publication. If data is not being made available within the journal publication, a statement from the author should be provided to explain why. Data obtained from other sources must be appropriately credited. When depositing data for a submission, the below should be considered:

- The repository the data is deposited in must be suitable for this subject and have a sustainability model.
- The data must be deposited under an open license that permits unrestricted access (e.g. CC0, CC-BY). More restrictive licenses should only be used if a valid reason (e.g. legal) is present.
- The deposited data must include a version that is in an open, non-proprietary format.
- The deposited data must have been labelled in such a way that a 3rd party can make sense of it (e.g. sensible column headers, descriptions in a readme text file).
- Research involving human subjects, human material, or human data, must have been performed in accordance with the Declaration of Helsinki. Where applicable, the studies must have been approved by an appropriate ethics committee. The identity of the research subject should be anonymised whenever possible. For research involving human subjects, informed consent to participate in the study must be obtained from participants (or their legal guardian).
- A 'Data Accessibility Statement' should be added to the submission, prior to the reference list, providing the details of the data accessibility, including the DOI linking to it. If the data is restricted in any way, the reasoning should be given.

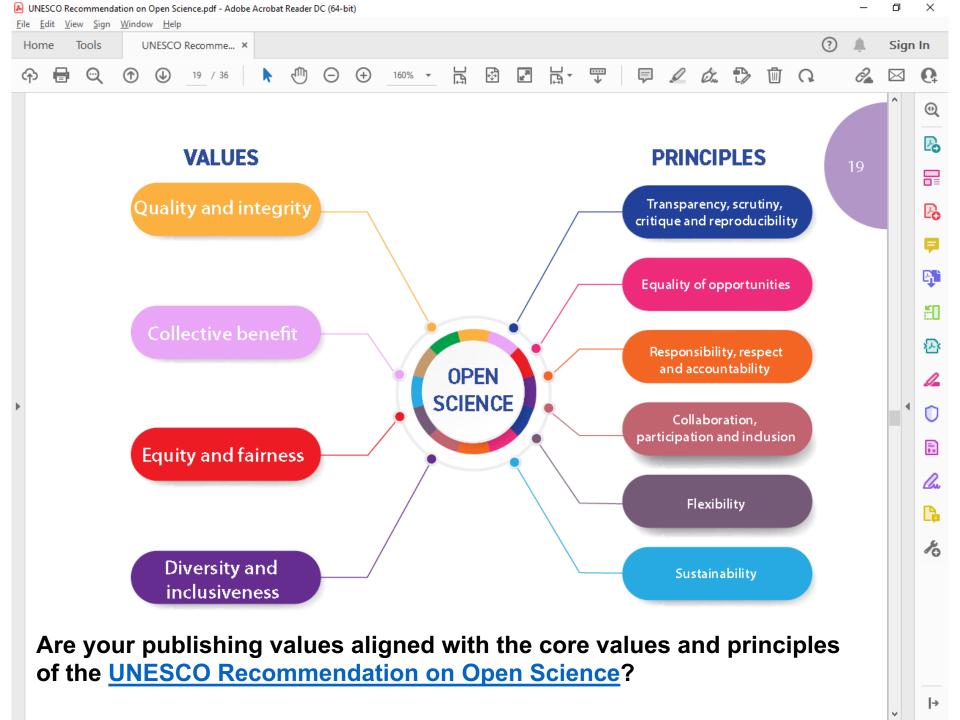
A list of data repositories is available at http://oad.simmons.edu/oadwiki/Data_repositories.

Upload the files to your chosen open repository and make note of the DOI that they will provide (most suitable for datasets or information that act as foundations to the research being published. This option makes the files more findable and more citable). We recommend an open repository such as osf.io, which allows you to create a "project" under which you can upload relevant files (datasets, analysis scripts, experimental materials, etc.). The project will be associated with a unique DOI. You can then include in your manuscript a citation of the OSF entry and/or a link to the project page on OSF, to direct interested readers to the supplementary materials. During review, please be sure that the link to the repository is anonymized to maintain a fully double masked review process. Instructions for doing this on

https://www.glossa-journal.org/site/editorial-policies/

Beyond scientific community

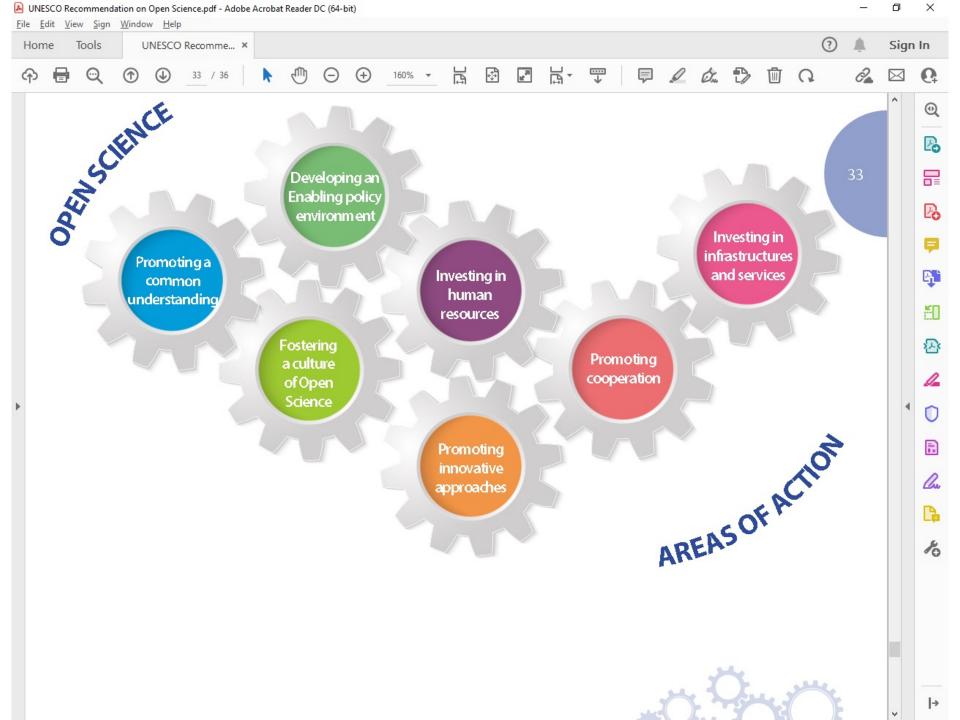
Open engagement of societal actors refers to extended collaboration between scientists and societal actors beyond the scientific community, by opening up practices and tools that are part of the research cycle and by making the scientific process more inclusive and accessible to the broader inquiring society based on new forms of collaboration and work such as crowdfunding, crowdsourcing and scientific volunteering.



Sustainability



To be as efficient and impactful as possible, open science should build on long-term practices, services, infrastructures and funding models that ensure the equal participation of scientific producers from less privileged institutions and countries. Open science infrastructures should be organized and financed upon an essentially not-for-profit and long-term vision, which enhance open science practices and guarantee permanent and unrestricted access to all, to the largest extent possible.



Encouraging bibliodiversity and multilingualism



Encouraging bibliodiversity through the diversity of formats and means of publications, including those produced by the humanities and social sciences, and diversity of business models, by supporting not-for-profit, academic and scientific community-driven publishing models as a common good.

Encouraging **multilingualism** in the practice of science, in scientific publications and in academic communications.

Adopting policies that require and reward open access to scientific knowledge, including scientific publications, open research data, open software, source code and open hardware

Encouraging funders, research institutions, journal editorial boards, learned societies and publishers to adopt policies that require and reward open access to scientific knowledge, including scientific publications, open research data, open software, source code and open hardware, in line with the provisions of this Recommendation.

Ensuring diversity, open, transparent and equitable access and supporting non-commercial publishing models and collaborative publishing models with no APCs/BPCs

Ensuring diversity in scholarly communications with adherence to the principles of open, transparent and equitable access and supporting non-commercial publishing models and collaborative publishing models with no article processing charges or book processing charges

Addressing inequality and preventing related predatory behaviours; promoting high-quality and responsible research

Enforcing effective governance measures and proper legislation in order to address inequality and **prevent related predatory behaviours** as well as to protect the intellectual creation of open science methods, products and data.

Promoting high-quality and responsible research in line with the 2017 UNESCO Recommendation on Science and Scientific Researchers and exploring the potential of open science practices to reduce scientific misconduct, including the fabrication and falsification of results, violation of scientific ethical norms, and plagiarism.

Encouraging community-driven collaboration and other innovative models, for example preprints

Promoting open science from the outset of the research process and extending the principles of openness in all stages of the scientific process to improve quality and reproducibility, including the encouragement of community-driven collaboration and other innovative models, for example preprints, clearly distinguished from final peer-reviewed publications, and respecting the diversity of scientific practices, in order to accelerate dissemination and encourage rapid growth in scientific knowledge



Preprint Policy

The journal allows authors to deposit draft versions of their paper into a suitable preprint server, on condition that the author agrees to the below:

- The author retains copyright to the preprint and developed works from it, and is permitted to submit it to the journal.
- The author declares that a preprint is available within the cover letter presented during submission. This must include a link to the location of the preprint.
- The author acknowledges that having a preprint publicly available means that the journal cannot guarantee the anonymity of the author during the review process, even if they anonymise the submitted files.
- Should the submission be published, the authors are expected to update the information associated with the preprint version to show that a final version has been published in the journal, including the DOI linking directly to the publication.

ORCID

The journal strongly recommends that all authors submitting a paper register an account with Open Researcher and Contributor Identifier (ORCID). Registration provides a unique and persistent digital identifier for the account that enables accurate attribution and improves the discoverability of published papers, ensuring that the correct author receives the correct credit for their work. As the ORCID remains the same throughout the lifetime of the account, changes of name, affiliation, or research area do not effect the discoverability of an author's past work and aid correspondence with colleagues.

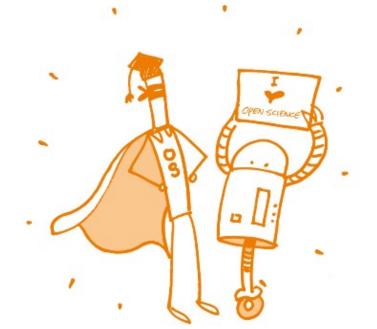
The journal encourages all corresponding authors to include an ORCID within their submitting author data whilst co-authors are recommended to include one. ORCID numbers should be added to the author data upon submission and will be published alongside the submitted paper, should it be accepted.

Authorship

https://www.glossa-journal.org/site/editorial-policies/

Promoting open peer review

Promoting, as appropriate, open peer review evaluation practices including possible disclosure of the identity of the reviewers, publicly available reviews and the possibility for a broader community to provide comments and participate in the assessment process



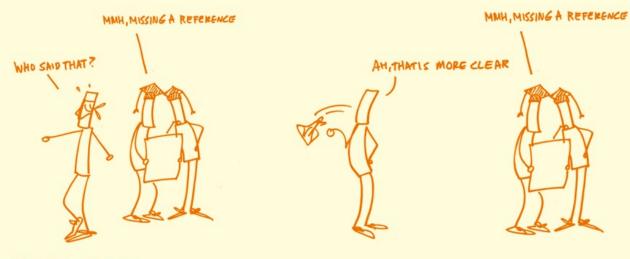
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BLIND PEER REVIEW

IDENTITIES OPEN





EIFL CHECKLIST: GOOD PRACTICES IN USING OPEN JOURNAL SYSTEMS SOFTWARE (OJS) FOR JOURNAL EDITING AND PUBLISHING (VERSION 2)

Updated version of the EIFL guide to support journal editors and publishers of open access journals using Open Journal Systems software

https://www.eifl.net/resources/eifl-checklist-good-practices-using-open-journal-systemssoftware-ojs-journal-editing-0

Home > Resources > EIFL Checklist: Good Practices in Using Open Journal Systems Software (OJS) for journal editing and publishing (Version 2)

ABOUT THE RESOURCE

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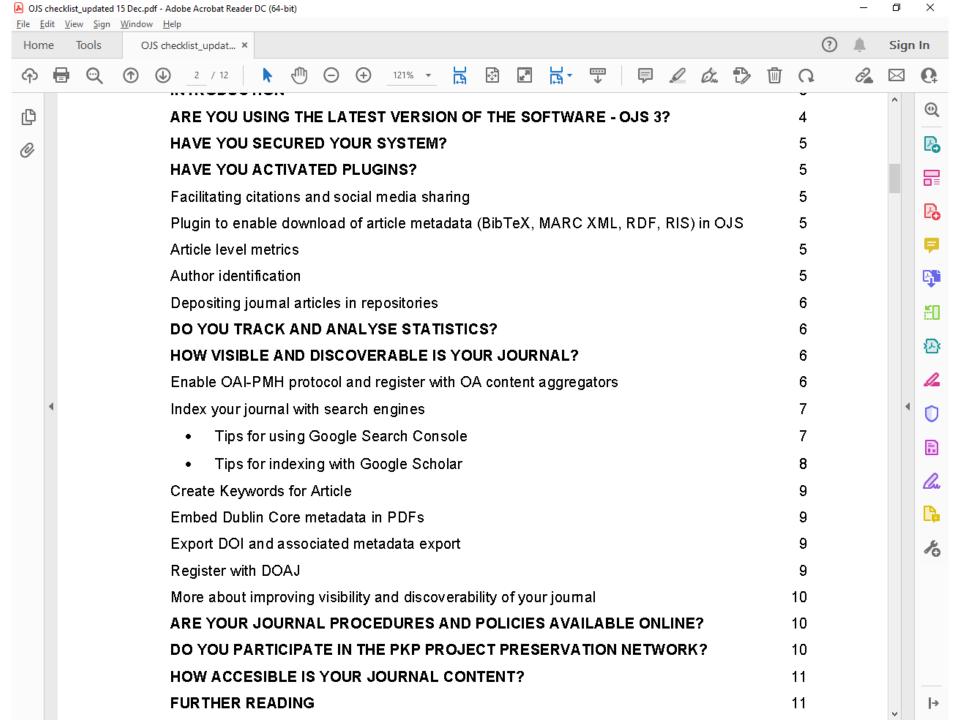
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DOCUMENT LANGUAGE: ENGLISH

This is an updated and revised version of our checklist to support editors and publishers of open access journals using Open Journals Systems (OJS) software. OJS is created by the Public Knowledge Project (PKP), which is a multi-university initiative developing free and open source software to improve the quality and reach of scholarly publishing.

Version 2 of the checklist includes more details about the current production release of software - OJS 3, and tips on organizational identifiers plugin, DOAJ (Directory of Open Access Journals) registration, copyright and licensing, the PKP Project Preservation Network and journal content accessibility. There is also a useful updated list for further reading.

If you have any comments and suggestions regarding the checklist, please email them to EIFL Open Access Programme Manager Iryna Kuchma, iryna.kuchma@eifl.net.





Home > News > Good practice advice for OA publishing in Africa

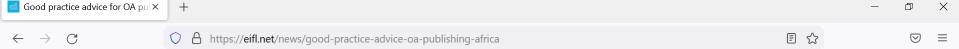


Posted: April 12, 2022

We're sharing slides and recordings from the webinar series for African journal editors and publishers, which proved to be extremely popular - attracting over 1,000 people. Over 600 participants attending the webinars expressed such keen interest that the organizers have decided to continue the series in the second half of 2022.

The seven webinars were organized by EIFL, African Journals Online (AJOL), Academy of Sciences of South Africa (ASSAf), Directory of Open Access Journals, (DOAJ), LIBSENSE and University of Cape Town (UCT).

https://eifl.net/news/good-practice-advice-oa-publishing-africa



- DOAJ introduction and overview / Introduction et vue d'ensemble du DOAJ: Why it is important to be indexed in DOAJ and how to get indexed, including open access (OA) compliance, the journal application process and submission form, DOAJ criteria for inclusion and common reasons for rejection.
- Best practices in editorial processes and publishing: For authors, peer reviewers and journal editors and publishers: tips on editorial and other policies, such as conflict of interest, confidentiality, ethical issues (including plagiarism), corrections, copyright & licensing, advertising, preprints, digital archiving, preservation, peer review guidelines, editorial processes and technical aspects of OA publishing; OA business models and the Journal Publishing Practices and Standards (JPPS) framework.
- Copyright and licensing in OA journals / Droits d'auteur et licences dans les revues en libre accès: Copyright and licensing issues in African applications to DOAJ and how to use Creative Commons licenses to avoid these issues.
- OA journals best practices / Meilleures pratiques pour les journaux en libre accès: The Principles of Transparency and Best Practice in Scholarly Publishing; professional journals websites and open source journal management software (with examples of journals using Open Journal Systems software); DOAJ metadata export plugin; peer review processes, ownership and management, governing bodies, editorial teams, copyright and licensing, allegations of research misconduct, conflict of interest, article retraction and corrections policies, ethics and malpractice statements; publishing schedules and publication frequency; OA and archiving/digital preservation policies, advertising and direct marketing policies, persistent identifiers ISSN, ORCID, DOI and compliance with I4OC standards for open citations.
- OA journal indexing and journal publishing platforms / Indexation de revues, plateformes de publication: OA journal indexing and journal publishing platforms OJS (Open Journal Systems), AJOL and SciELO SA (Scientific Electronic Library Online South Africa).
- Addressing predatory publishing issues / Aborder les problèmes de publication prédatrice: How to implement strong quality screening policies and workflows.
- New ways to assess the quality of science and scientists / Nouvelles façons d'évaluer la qualité de la science et des scientifiques: Current DORA (Declaration on Research Assessment) developments to advance practical and robust approaches to research assessment, and the role that African OA journals play in this process.



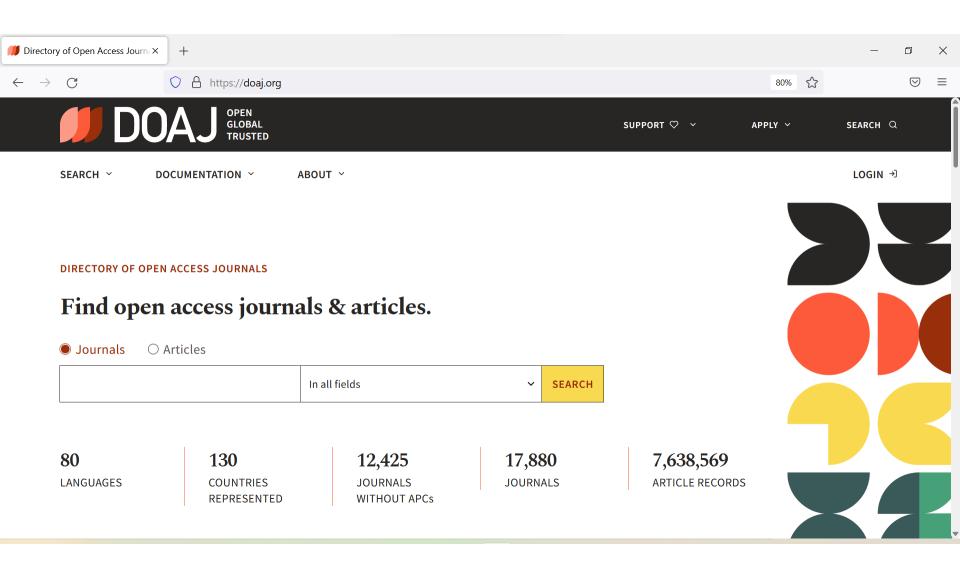
DOAJ Introduction and Overview

Tom Olyhoek, Editor in Chief Judith Barnsby, Senior Managing Editor

AJOL, ASSAf, DOAJ, EIFL, LIBSENSE and UCT initiative for African journal editors and publishers
Webinar series 2022







https://doaj.org

About DOAJ - Directory of Open Access Journals

- Founded in 2003 to support the growing global
 OA community
- Independent, not-for-profit service
- Aim to raise profile, visibility and impact of OA journals
- Standards that journals must meet for inclusion
- Services provided completely free of charge

DOAJ in Africa

Ambassadors

Ina Smith - South Africa

Melkamu Beyene - East Africa

Kamel Belhamel - North Africa

Mahmoud Khalifa - Egypt/Middle East

Thomas Herve Mboa Nkoudou - West/Central

Africa

Volunteer editors

Algeria, Kenya, Mali, Morocco, Nigeria, Tunisia

Benefits of DOAJ indexing

- Demonstrate your journal meets good publishing standards
- Increase visibility of your journal in search engines and indexing services
- Attract more authors and readers from around the world
- Enhance the reputation and impact of your journal
- First step to inclusion in Scopus or Web of Science

Basic criteria for inclusion in DOAJ



Publishing best practice

All journals are expected to follow best practices in publishing

Principles of Transparency and Best

Practice in Scholarly Publishing

Developed by DOAJ with COPE, OASPA and WAME

https://doaj.org/apply/transparency/

Principles of Transparency & Best Practice in Scholarly Publishing

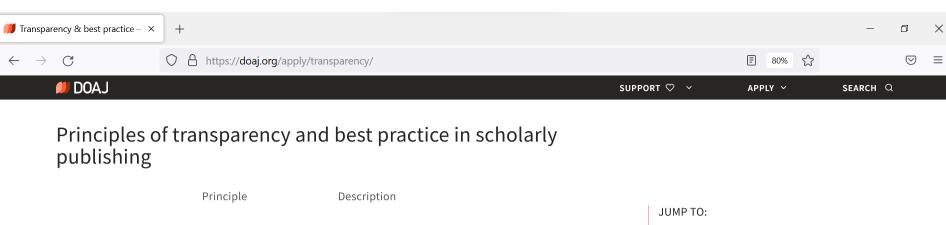
Principes de transparence et meilleures pratiques dans l'édition savante

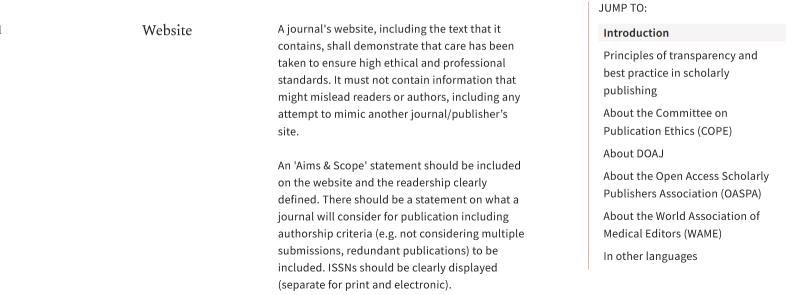


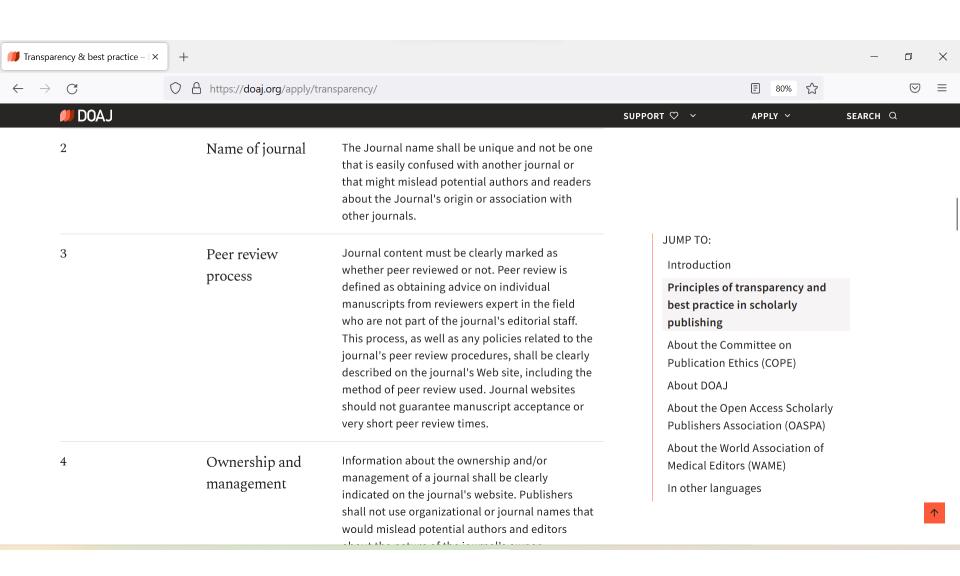


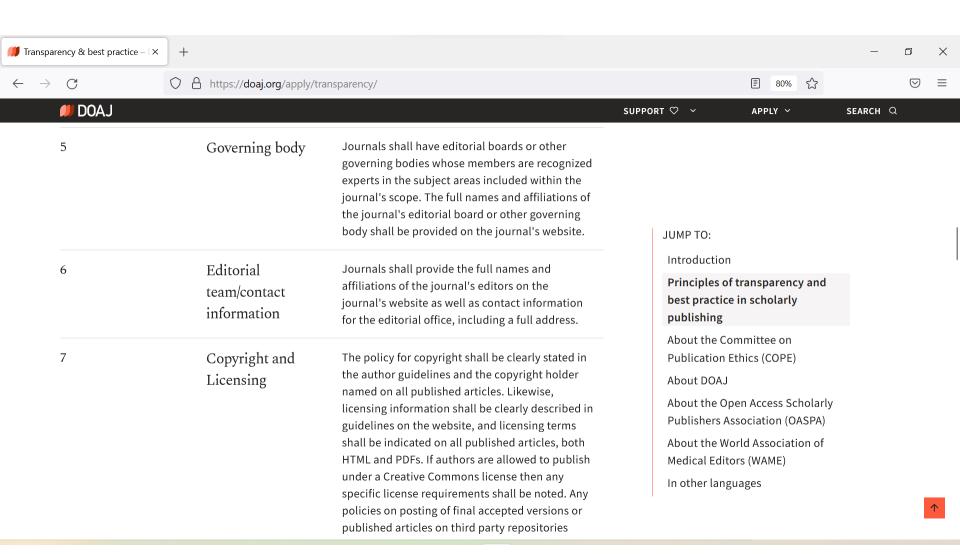


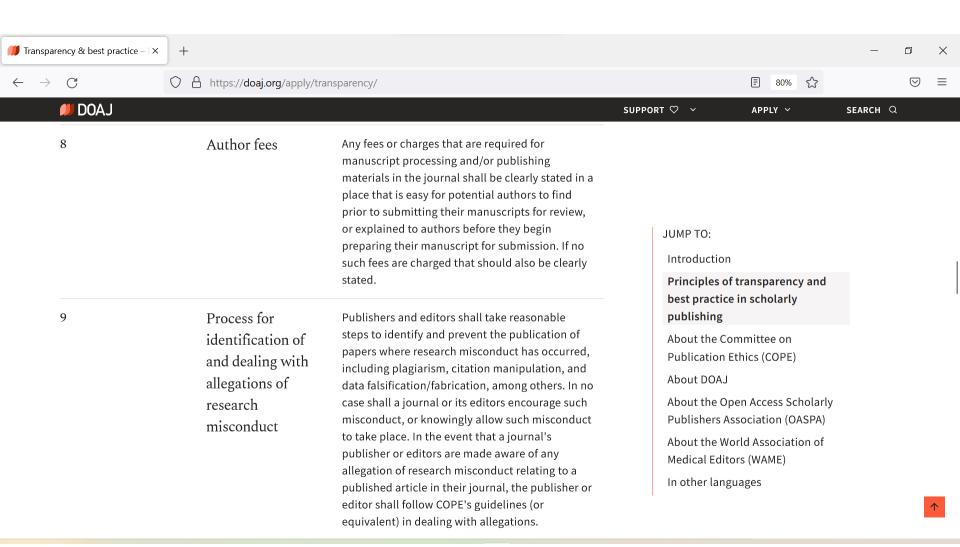


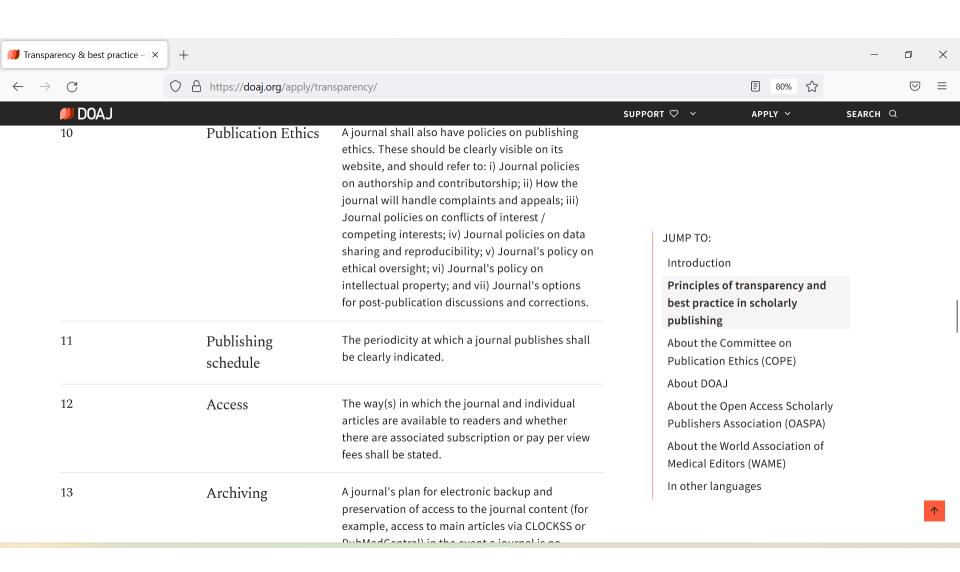


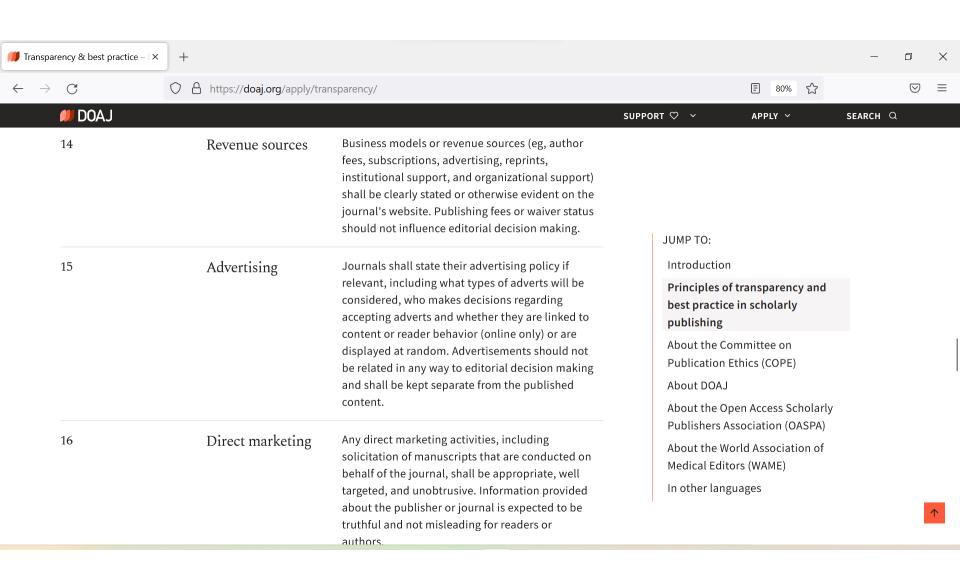












Openness

All online journal content must be free and open access

A paid-for print version is allowed

Immediate access

No delay or embargo

No registration requirement

Journals must display an open access statement and adhere to DOAJ's definition of open access

Open access - DOAJ definition

A journal where the copyright holder of a scholarly work grants usage rights to others using an open license (Creative Commons or equivalent) allowing for immediate free access to the work and permitting any user to read, download, copy, distribute, print, search, or link to the full texts of articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose.

Coverage and currency

Journals must be actively publishing scholarly research

At least 5 research articles per year

Any scholarly research area

Any language (no English needed on the journal website)

Uninterrupted publishing history

New or flipped journals need to publish at least

10 OA articles before applying

Journal website 1

- Dedicated homepage for journal
- Full text articles downloadable individually
- Registered and confirmed ISSN
- No misleading metrics or other information
- No intrusive advertising (pop-ups etc)
- Secure website (https) recommended

Journal website 2

Information must be available and easily findable

on: Aims and scope

Open access policy

Author charges (even if zero)

Instructions for authors

Contact details

Editorial board, with affiliations for all

members

Editorial process

Journals must apply a rigorous review process

Peer review by at least two independent reviewers

Editorial review allowed only for journals in arts and humanities

Faculty oversight required for student journals
Plagiarism checking recommended but not required
for inclusion in DOAJ

State name of checking service or protocol used Describe your review process on the journal website



7 Common types of peer review



Authors don't know who the reviewers are. But the reviewers are aware of the authors' identity when they decide to accept or reject the document for review as well as throughout the review process.





Author

Double Blind Peer Review

The journal editor does not reveal the reviewers' credentials to the authors and vice-versa. So both parties are not aware of each other's identity. All indicators of identity such as names, affiliations, etc. are removed.





Author

Open Peer Review

The authors and peer reviewers both know each other's identities. This system allows the peer reviewers' comments as well as the authors' responses to be published along with the final manuscript.







Collaborative Peer Review

This type of peer review occurs on a platform provided by the journal where authors & reviewers can discuss how the paper can be improved. Often, reviewers' identities are concealed from authors but may be revealed at the time of publication.



Third-Party Peer Review

Authors get their manuscripts reviewed by an independent peer review service before they approach any journal. Based on the reviews. they make changes to the paper and then submit it to the journal.



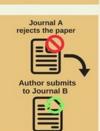
Post-Publication Peer Review

The journal provides a platform such as a discussion forum for the post-publication commenting. Once the published paper is available on the platform, anyone who reads it can post their comments or views about the paper.



Cascading Peer Review

When a manuscript is rejected after review because it is of low priority for the journal at the moment or because it is not interesting for the journal's target readers, the journal may suggest that the author/s submit the manuscript to an alternate journal along with the reviews. Often, the new journal is part of the publisher's portfolio.



Licensing

Use licensing to:

Inform readers how they may reuse content

Inform readers of any reuse that is not allowed

Protect the author and journal against

unauthorised use

DOAJ recommends use of Creative Commons

licenses (or equivalent)

No charge for using CC licenses

State your licensing terms on the journal website

LICENSES

TERMS





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Others can distribute your work only under a license identical to the one you have chosen for your work







Non-Commercial

Others can copy, distribute, display, perform or remix your work but for non-commercial purposes only.

Copyright

Copyright of a published work can be held by the author or publisher

Best practice in open access is for authors to retain copyright

But DOAJ will accept journals where copyright is transferred

State your copyright policy on the journal website
We recommend to provide a link to author
agreement



Copyright and Licensing in Open Access Journals

Tom Olyhoek, Editor in Chief Judith Barnsby, Senior Managing Editor

AJOL, ASSAf, DOAJ, EIFL, LIBSENSE and UCT initiative for African journal editors and publishers
Webinar series 2022





DOAJ licensing requirements

Licensing terms must be clearly stated on the journal website

Copyright notice and publishing agreement must not conflict with license

Different licenses may be applied under certain conditions

Funder requirements

Author's employer requirements

Only one license can be applied to an individual article

Licensing best practice

Embed or display licensing information in full text articles

Useful when articles are downloaded and shared Recommended but <u>not required</u> for inclusion in DOAJ

Licenses allowing wide reuse are preferred by many
CC BY is required by some funders
But any CC license is accepted by DOAJ

Copyright basics

Copyright is held by the owner of a work

The owner may transfer or license copyright to
another

Publishers have often required copyright transfer in order to publish articles and protect the publications but this is not necessary "All rights reserved" is never appropriate in open access

DOAJ copyright requirements

Copyright notice and publishing agreement must not conflict with license

Copyright terms applied to the published content may be different to the copyright of the website as a whole

Articles - copyright of authors or publisher

Website - copyright of publisher

A journal's copyright policy must be clearly stated online

Copyright best practice

Authors retain copyright of their work

Publisher has right of first publication

Recommended but <u>not required</u> for inclusion in DOAJ

Authors also retain full publishing rights

Publisher is granted non-exclusive rights to publish

and distribute

Publishers cannot license rights to third parties

Authors can reuse their work without restriction

Recommended but <u>not required</u> for inclusion in DOAJ

Incorrect restriction 1

Copyright is retained by the author but publishing agreement says...

Author is only allowed to use work in the classroom or...

Publish on personal website or university repository

Author cannot be restricted when they are the copyright holder!

Incorrect restriction 2

Copyright is transferred to the publisher and publishing agreement says...

Author is only allowed to use work in the classroom or...

Publish on personal website or university repository

Author cannot be restricted - they can use the work according to the CC license, just like any other user

Incorrect restriction on future publication

Copyright is retained by the author but...

Publisher says author cannot publish the article in another journal AFTER first publication ou après un embargo de......

The publisher cannot impose this restriction on the author

Open Access permits republication with acknowledgment of first publication

Incorrect restriction on use without permission

Copyright is transferred to the publisher and...

Publisher says no use of the published work without permission

The publisher cannot impose this restriction - author can use the work according to the CC license, without asking permission

Conflicting information

Journal website states authors retain copyright but...

There is a copyright transfer agreement

Articles show copyright held by publisher

Ensure your copyright information is correct and consistent

Applying for inclusion in DOAJ



How to apply

DOAJ only includes journals that apply for inclusion!

Apply using the online application form

https://doaj.org/apply/

But all journals must meet the same quality standards

Application form

- 1. Open access compliance
- 2. About the journal
- 3. Copyright and licensing
- 4. Editorial information
- 5. Business model
- 6. Best practice
- 7. Review your answers

Best practice

Recommended but not required for inclusion

Digital preservation

Repository policy (self-archiving)

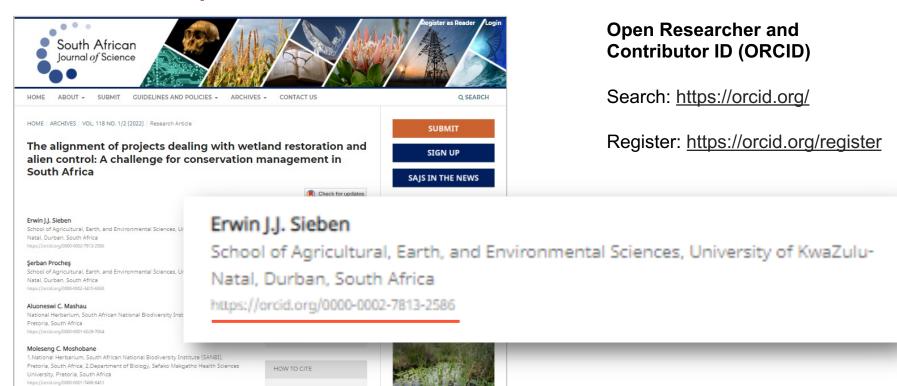
Persistent identifiers (for example, DOI)

ORCID IDs https://orcid.org

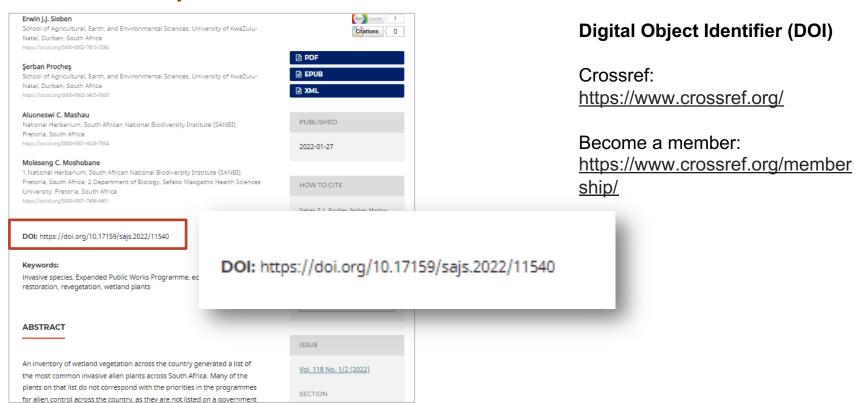
140C standards for open citations

https://i4oc.org/

Persistent Identifiers: ORCID Identifiants persistants: ORCID

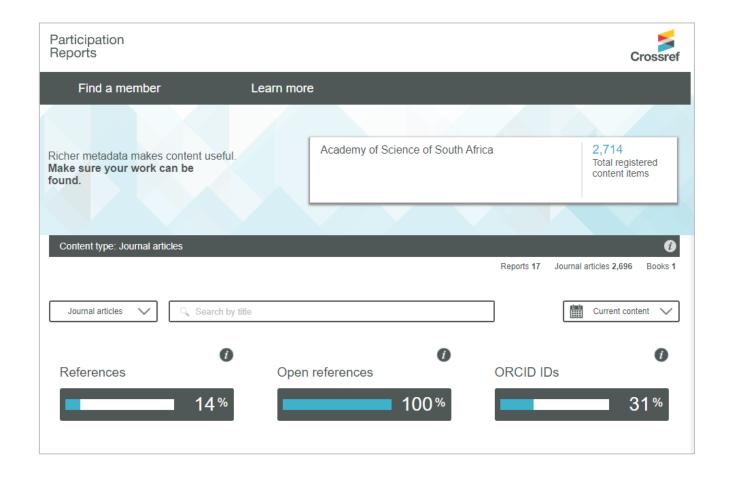


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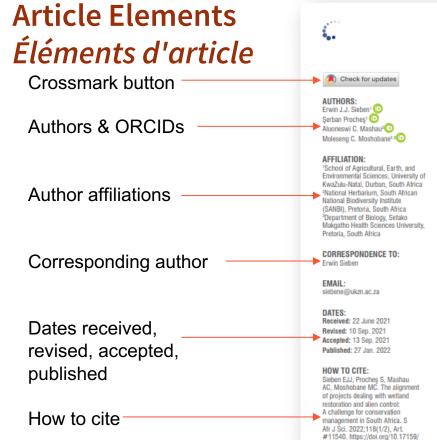


Compliance (I4OC standards for open citations)

- Initiative for Open Citations promote the unrestricted availability of scholarly citation data
- Citations are primary data that provide both provenance and an explanation for how we know facts
- Citations are the most important vehicle for the discovery, dissemination, and evaluation of all scholarly knowledge







The alignment of projects dealing with wetland restoration and alien control: A challenge for conservation management in South Africa

An inventory of wetland vegetation across the country generated a list of the most common invasive alien plants across South Africa. Many of the plants on that list do not correspond with the priorities in the programmes for alien control across the country, as they are not listed on a government produced list that guides the priorities for alien control. We explore the reasons for this situation. We argue that because wetlands are such important parts of the landscape, invasive aliens in wetlands are of special concern, and there should be more alignment between alien control programmes and wetland rehabilitation programmes. This alignment starts by considering the full number of species that form a threat to wetland habitats, but also considers which pesticides to use, erosion and recolonisation in wetlands, planting indigenous vegetation after aliens have been removed, and strategising by working from upstream to downstream. Existing alien control programmes for specific grasses (some relatively new to the country and in the phase of early detection) and floating aquatic plants may guide how to tackle the invasions of grasses and forbs that have been established in South African wetlands for an extended period of time.

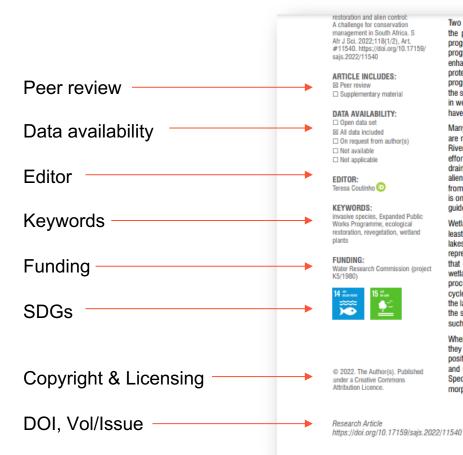
Significance:

- Wetlands have a distinct set of alien invasive plants that affect their ecology and functioning and many of these plants are not listed as priorities in alien control programmes.
- Many restoration projects have an element of removing invasive plants and revegetating. Wetland
 restoration and alien control need to be integrated to preserve water resources.

Introduction

sajs.2022/11540

Two of the biggest conservation challenges that South Africa faces are the control of invasive alien plants and the prevention of the loss of wetland resources against land degradation. The government invests heavily in programmes that address these challenges while employing large numbers of low-skilled workers in public works programmes. 12 These programmes profess to pursue the same goals, which are the protection of biodiversity and enhancement of ecosystem services, which, in the context of a semi-arid country, revolve for a large part around



Two of the biggest conservation challenges that South Africa faces are the control of invasive alien plants and the prevention of the loss of wetland resources against land degradation. The government invests heavily in programmes that address these challenges while employing large numbers of low-skilled workers in public works programmes. 1.2 These programmes profess to pursue the same goals, which are the protection of biodiversity and enhancement of ecosystem services, which, in the context of a semi-arid country, revolve for a large part around protecting the condition of water resources. It is therefore surprising to find that there is little alignment between the programmes that aim to restore wetland habitats and those that remove invasive alien plants from them as most of the species that are targeted for alien control do not correspond with the invasive species that are commonly found in wetlands. Therefore, many of the invasive species that particularly affect wetland ecosystems are considered to have a low priority in alien control programmes.

Many invasive plant species are known to thrive in habitats that are regularly disturbed, such as riverbanks, which are naturally subject to regular flooding and removal of vegetation, and rivers also aid in the dispersal of seeds.³ Rivers and their immediate environments are often among the worst invaded parts of a landscape, ⁴ and many of the efforts in alien control have focused on these areas. Therefore, there is an awareness of the connection between drainage networks and alien invasion, but this has not yet translated into systematic on-site control of invasive aliens in wetlands, when we recognise wetlands as distinct habitats within the drainage network, that are different from riverbanks. Invasive aliens growing along riverbanks are known to use excessive amounts of water and this is one of the reasons for their systematic removal from important catchments. They have their own dynamics; and quidelines for managing invasive alien plants in these areas are well developed.⁵⁸

Wetlands in this study are defined as any terrestrial area where water is present at or close to the surface area for at least part of the year, the depth of which is never higher than 6 m.⁷ This definition includes seepages, rivers, shallow lakes and saline pans, which are all areas that are inundated for extended periods of time and this inundation represents the main stress on vegetation. However, riverbanks are high-energy disturbance-prone environments that often do not get inundated for prolonged times and therefore not all riparian corridors can be regarded as wetlands. Wetlands are limited in extent but have a disproportionate role in many landscape-level ecosystem processes, often being referred to as the 'kidneys of the landscape' with reference to their role in biogeochemical cycles.⁸ Invasions in these parts of the landscape should therefore be regarded as having high consequences for the landscape as a whole, even though the invaded areas may be limited in size due to the restrictions imposed by the size of the wetland. There are specific groups of plants that thrive in wetland environments that are defined as such, and these are not necessarily the same species as those that thrive on riverbanks.

When biological invasions take place in wetland environments, it should be a priority to understand what impact they have on wetland functioning and on the broader water cycle in the surrounding landscape. Wetlands are positioned in such a way in the landscape that it is nearly certain that invasions in them will have high social and ecological consequences, and this has implications for strategic planning around invasions in wetlands. Species that are capable of surviving and establishing in a wetland environment need to have a certain number of morphological and physiological adaptations, but many of the traits required for this survival are also traits that



With thanks to Ina Smith, DOAJ
Ambassador Southern Africa for the journal slides





Common reasons for rejection



Immediate rejection

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- Not enough research content has been published
- Individual full text articles are not available
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Guidelines to Best Editorial Practices

17 February 2022

Susan Veldsman Director: Scholarly Publishing





Tips for authors & peer reviewers

- The reported findings (research) must be original, it must not be published elsewhere.
- Publishing agreement: not under consideration by another publication; will not be submitted to any other journal until a final rejection decision.
- Manuscripts must contain detail of the methods and materials used in the study.
- Integrity of scholarship requires that no apparently inconsistent data are omitted.
- Good citation practices
 - self citation must be limited
 - reference to be made to the first report of a finding
- No salami slicing! Articles should not be broken up into a series of publications.

Other policies

Must be published on the journal's website

- Conflict of interest;
- Confidentiality;
- Ethical issues (including plagiarism);
- Corrections (Errata, Corrigenda, Retractions);
- Copyright & Licensing;
- Advertising;
- Preprints, digital archiving, preservation;
- Peer review policies.





Peer review

- The journal's peer review policy and process must be published on its website.
- Articles accepted for publication in the journal must be peer reviewed - at least two reviewers - double blinded.
- Peer reviewers must be carefully selected provide helpful critique of a manuscript's content in order to improve.
- Should preferably be scholars who have not previously copublished with the author(s).
- Peer reviewers must be carefully selected so that they have expertise and competency in the field of the manuscript submitted.
- The reviewer must declare any potential or real conflict of interest before the review is submitted, and must be free of known bias in relation to the subject matter.



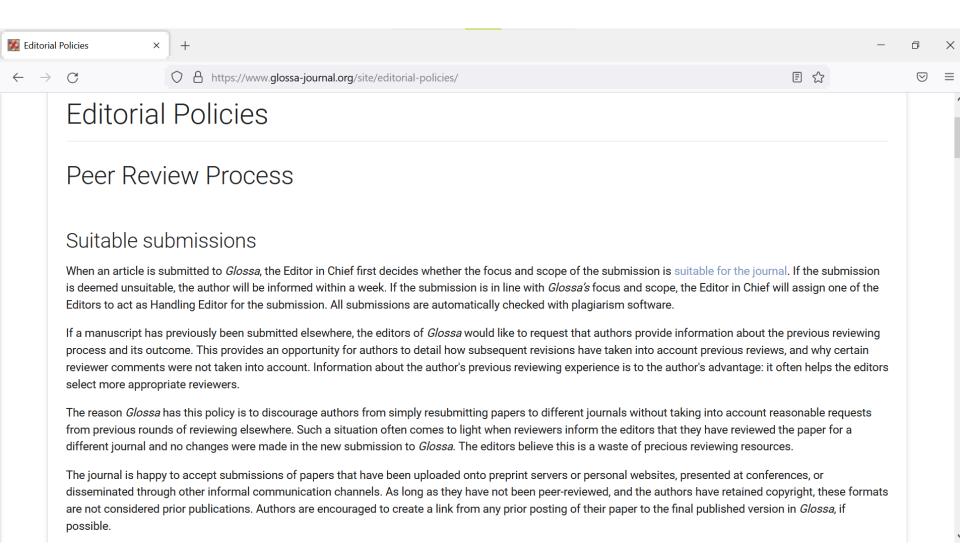


Peer review (2)

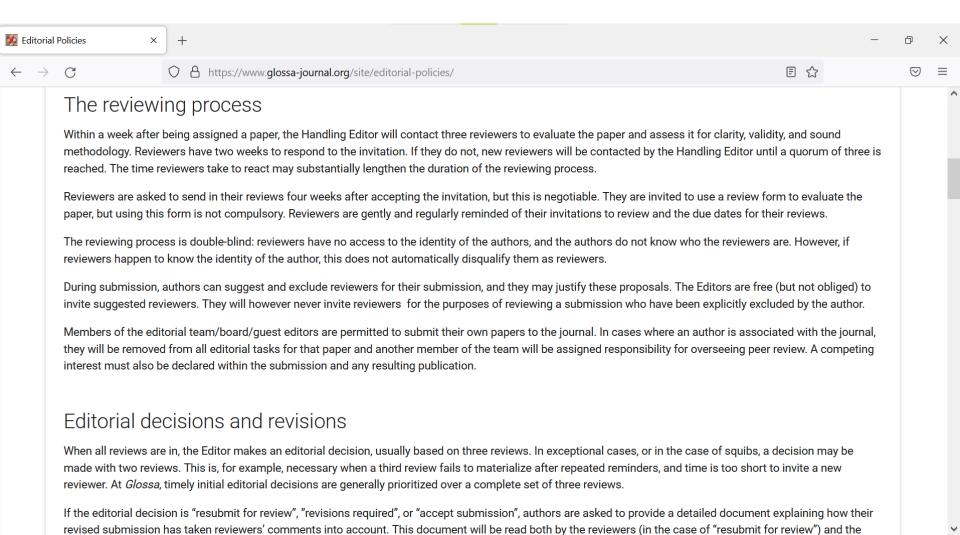
- All peer review reports and substantive correspondence must be retained within a well-designed recording system for possible scrutiny at a later stage.
- A list of peer reviewers used by a journal must be updated and published at least once a year.
- Editors should seriously consider not retaining reviewers who default on their obligations or who take an inappropriately long time to complete reviews.
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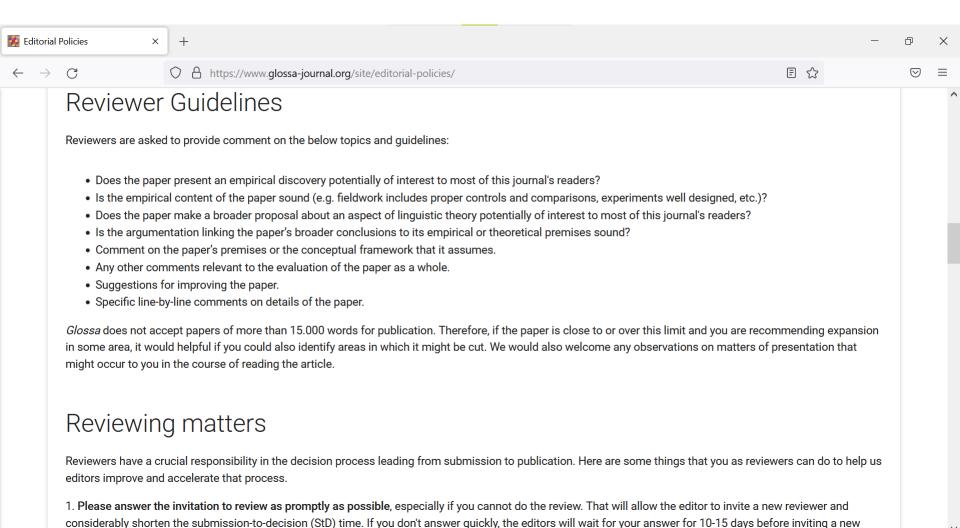


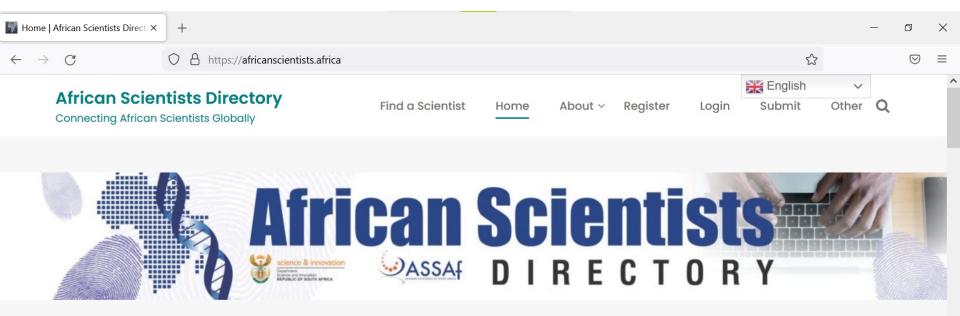




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"Equipped with his five senses, man explores the universe around him and calls the adventure Science." – Edwin Hubble (1889 – 1953)

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Thank you! Questions?

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