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Debre Berhan University

Practical Knowledge for the best Success!

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ASRAT WELDYES HEALTH SCIENCE CAMPUS

Asrat Journal of Health Sciences

Journal Policy and Guideline

February 2025

Debre Berhan, Ethiopia

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List of Acronyms/Abbreviation

AI: Artificial intelligence

AJoHS: Asrat Journal of Health Sciences

AWHSC: Asrat Woldeyes Health Science Campus

DBU: Debre Berhan University

DOI: Digital object identifier

EiC: Editor-In-Chief

ICMJE: International Committee of Medical Journal Editors

ISRCTN: International Standard Randomised Controlled Trial Number

LSIDs: Life Science Identifiers

WHO: World Health Organization

Preface

Vision of the publisher

Debre Berhan University aspires to be one of nationally leading universities in practice- oriented teaching and research by 2030.

Missions of the publisher

To prepare knowledgeable, skilled and attitudinally matured graduates for the job market and entrepreneurship by providing practice-oriented education.

To enhance and promote applied research focusing on innovation and technology transfer to create sustainable and knowledge based industries and societies.

To establish strategic partners to strengthen practice-oriented education, research and community engagement.

DBU has recently welcomed a new approach of becoming a pre-eminent applied university in Ethiopia. The change at DBU underlines that research should be applicable and proactively respond to the industrial and national demand of generating and disseminating new knowledge, research outputs and technology, strengthening and developing the capacity of students in applied science and technology.

The new research policy stipulates research shall be conducted in the most cost-effective and responsive manner, and be interdisciplinary and multidisciplinary in its scope, and thematic in its approach. The changes are anticipated to offer efficient and enabling situations for the University to enhance its transformational agenda in line with its vision, missions, and goals.

Publisher's Research Thematic areas

Theme 1: Enhancing Productivity and Environmental Sustainability for Food Security and Poverty Alleviation.

Theme 2: Historical and Cultural Heritage Management for Sustainable Tourism Development

Theme 3: Quality of education: Enhancing the Quality of Educational Processes, Leadership, and Infrastructure

Theme 4: Entrepreneurship, Business Management and Marketing for Sustainable Development: Priority Theme for Intervention

Theme 5: Building Human Security in North Shewa Zone

Theme 6: Relevant Technology Adaptation, Development, and Transfer

Theme 7: Emerging and Advanced Computing Technology

Theme 8: Health, Nutrition, and Welfare

Sub-Theme 1: Reproductive Health, Maternal, and Child Health

Sub-Theme 2: Nutrition and Nutritional Related Issues

Sub-Theme 3: Prevention and control of communicable and non-communicable diseases

Sub-Theme 4: Occupational Health, Safety and Risk Management

Sub-Theme 5: Biomedical and Biotechnology Research

Sub-Theme 6: Advances in Health Care Delivery System

Sub-Theme 7: Health and Medical Informatics for Healthy and Productive Society

1. General Provisions

1.1 Short Title

This guideline shall be cited as ‘Journal Policy and Guideline of Asrat Journal of Health Sciences’.

1.2 Vision of the Journal

Asrat journal of health sciences aspires to be one of prestigious health journals in East Africa by 2035.

1.3 Missions of the journal

To publish high quality, evidence based biomedical, clinical and public health research papers relevant to the local and global scientific community.

To disseminate novel health related research concepts conducted by scholars around the globe.

To establish a well organized health science data-base that serves as resource center for health science students, scholars, and the community.

1.4 General References

This Journal Policy and Guideline is issued by the Debre Berhan University Asrat Woldeyes Health Science Campus Research and Community Service Directorate and is intended to be consistent with the University's mission, values, and legal framework inline with the goals of DBU's research publication and dissemination office.

1.5 Definitions of terms /concepts

A journal policy: is a statement of intent and is implemented as a procedure or protocol to a scientific journal.

A journal guideline: is a set of rules or instructions that are given by an official journal that direct how to do activities in the process of publishing scientific articles.

Asrat Journal of Health Sciences: is an open access peer reviewed scientific international journal that publishes health related research works owned by Debre Berhan University, Ethiopia. The name ‘Asrat’ is emanated from the Ethiopia's most eminent surgeon Professor Asrat Woldeyes.

2. Introduction

The establishment of Asrat Woldeyes Health Science is quite recent compared to other universities starting their education branches from nursing and health officer programs in 2008. As the university adopted Asrat Woldeyes Health Science as a name in 2022, it made jaw dropping progress in expansion and is now officially one of the top ranking southern Ethiopian universities. Professor Asrat Woldeyes, the most prominent surgeon in Ethiopia, is the first medical faculty of Addis Ababa University which is why this university is very respected. Currently, the institution has opened eleven bachelor's degree programs, three master's degree programs and one Ph.D. program for international students as well. Traditional and interdisciplinary approaches are essential in planning and management in order to ensure education and health care services accessibility and quality. An innovative application of knowledge substantiated by scientific research is at the core of social and economic progress. It is essential that the scientific research done at universities and its findings are made available without barriers to the public and the relevant audience through scientific journals. From the inception of Debre Berhan University Asrat Woldeyes Health Science Campus, there has been considerable staff research experience, research output, and scholarly activities recognition. That is why societal and scientific community engagement is achievable through research that is published in academic journals. As such, there is a necessity to establish an institutional journal that would give local, regional, and global stakeholders an avenue to be competitive in the higher education space. Additionally, it is a central belief for the university to engage with the scientific community through its own health science journal.

3. Aim and Scope of the Journal

Asrat Journal of Health Sciences (AJoHS) strives to excel in health and biomedical sciences related fields through high quality, evidence based publication of research works for academicians, active researchers, scholars, scientists, managers, policymakers and students. It is expected that AJoHS papers published will give insight that adds to the knowledge of Biomedical, Clinical and Public Health. It is an open-access biannual journal which publishes peer-reviewed articles that significantly contribute to the understanding and improvement of health and the health sciences.

While publications in AJoHS are not limited to Ethiopia, contributions are accepted from all over the globe. The journal accepts original research articles, extensive reviews, case reports, and others. This journal is authored and reviewed at both local and foreign levels. Interdisciplinary studies and innovations pertaining to health are also accepted by the journal. The AJoHS aim is to publish articles that are regarded as credible, original, free of plagiarism, and beneficial to the general public.

The manuscripts are published on a continual basis with a volume per year with two regular issues in the volume. The first issue is in June and the second issue in December every year. In each issue, at least 10 manuscripts should be submitted.

4. Organizational Structure of the Journal.

The organizational structure of the Asrat Journal of Health Sciences (AJoHS) comprises editor in chief, associate editors and editorial manager.

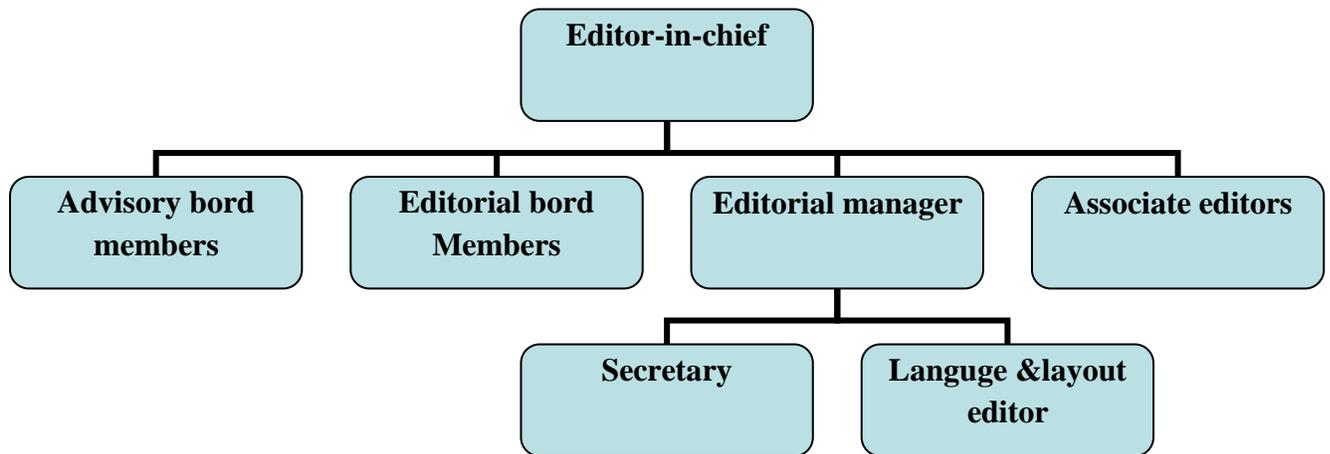


Figure 1: The proposed organizational structure of Asrat Journal of Health Sciences (AJoHS) .

4.1. Editor-In-Chief

The Editor-In-Chief plays a major role, holding the responsibility of all the Journal's operations and policies. The editor in chief is accountable for the efficient management of the Journal and responsible to enhance the reputation and profile of the Journal by carrying out the following duties.

- ✓ Ensures accuracy, fairness and completeness of all the contents.
- ✓ Oversees the timely publication of the journal,
- ✓ Chairs all the meetings of the editorial board
- ✓ Communicates with the publisher of the Journal
- ✓ Searches for a fund for publication, dissemination and related activities in collaboration with the associate editors.
- ✓ Involves in budgeting and strategic planning
- ✓ Solicits articles/manuscripts for every issue of the journal
- ✓ Ensures that all the corrections and clarification policies of AJoHS are carried out and are presented promptly.
- ✓ Reviews feedback/evaluations of articles and other contents and takes steps to avoid future mistakes and holds the articles that are not ready for publication.

- ✓ In collaboration with other editors, decides the appropriate placement of content online.
- ✓ Coordinates daily editing and online printing.
- ✓ Works closely with other editors in determining the Journal's features.
- ✓ Reads and edits all the content on the web pages of AJoHS.
- ✓ Writes articles and editorials as assigned.
- ✓ Works with managing editor and other editors to develop web components.
- ✓ Has the final authority in the publication matters.

NB: The Editor-in-Chief will have three years term.

4.2. Editorial Board Members

The Editorial Board Members are esteemed and profound expertise whose decision is utmost critical in the process of editing, peer-reviewing and publication of the articles. The Editorial Board Members deeply examines the content of the article and expresses his/her views regarding the quality and integrity of the article and also regarding any changes to be incorporated for the best outcome of the literature. The board consists of the editor in chief, associate editors and the managing editor. The frequency of this editorial board meeting varies depending on the specific needs of a journal. Attendance of the meeting is mandatory. All meetings are chaired by Editor-in-Chief and all decisions are made based on a simple majority vote of those present. The managing editor can serve as the secretary of the editorial board of the journal. Editorial Board Members will have the following duties and responsibilities

- ✓ Editorial Board Members are requested to express their view regarding the article whether it falls under the journal's scope or not and whether it meets the desired publication criteria or not.
- ✓ Perform a detailed evaluation of the manuscript and suggest for any further modifications to be done in the article.
- ✓ After the article undergoes a peer review process, the content will be forwarded to the Editorial Board Members.
- ✓ The Editorial Board Members should provide the necessary changes to be carried out in the article to augment its quality.

- ✓ After getting satisfied with the quality of the manuscript, the Editorial Board Members should declare his/her decision to proceed for publication of the article.
- ✓ If the article is rejected on the editorial board horizon, it needs to write an explanation on the decision to the author.
- ✓ The decision of Editorial Board Members should not be influenced by any factors.
- ✓ A quick response is very essential to maintain the desired time constraints. If the board members have a busy work schedule and are unable to participate in the peer review process, then it is your responsibility of the EiC to assign suitable and potential reviewers who can carry out an efficient peer review process ensuring the best quality outcome of the content.
- ✓ Editorial Board Members are requested to have a glance at the reviewer guidelines and are responsible to ensure the quality outcome of the literature through an intense and thorough peer review process.
- ✓ Editorial Board Members need to ensure the protection and confidentiality of the content.

4.3. Advisory Board members

Advisory board members of Asrat Journal of Health Sciences (AJoHS) are distinguished and respected academicians working in academia or experts working in research institutes both in the national and international arena. Advisory Board Members are the ones with an important responsibility towards policy, management and development of the journals. The advice and direction provided by the advisory board member have a prime role in maintaining the Journal's integrity. Therefore, the editor-in-chief with the help of concerned officials formally requestes Advisory board members. In particular, the advisory board members have the following roles.

- ✓ Advisory Board Members may be requested to express their views regarding the article whether it falls under the Journal's scope or not and whether it meets the desired publication criteria or not.
- ✓ Provide advice for the improvement of the aim and scope of the journal.
- ✓ Exhibit their opinion on the Journal's direction and performance.
- ✓ Provide subject-specific support.
- ✓ Explore the novel ideas to develop "Special Issues" with specific topics that will be an innovation corner for the Journal.

- ✓ Advice on topics that should be addressed by the journal as well as the overall scope and focus of the journal.
- ✓ Actively participate in the Journal's development.
- ✓ Promote the journal wherever possible.
- ✓ Assist the strategic development plan for the following volume of the Journal.
- ✓ Offer advice on Journal policy and content, and create awareness of the Journal.

4.4. Associate Editors

The Associate editors have an indispensable input for the quality of the published literature and the development of the journal.

Role and responsibility of the Associate editor

- ✓ Develop the contents of the journal each year
- ✓ Comment and advise on the journal policies, in consultation with the editor-in-chief
- ✓ Establish, maintain and interpret authors' and reviewers' guidelines
- ✓ Interact and co-ordinate the entire process of reviewing articles with the peer reviewers regularly,
- ✓ Ensure that the dummy copy of every issue is submitted in hard format to the assistant editor and the editor before final printing,
- ✓ Edit the content and language of the articles in the dummy copy,
- ✓ Proofread every article before submitting the final copy to the editorial board,
- ✓ Liaise with the publisher of the Journal in case of non-availability of the editor-in-chief,
- ✓ Review, edit, and approve the technical content of the journal
- ✓ Check for plagiarism
- ✓ Identify and suggest key topics to include in the journal and invite key authors on these topics to submit an article,
- ✓ Identify key contributed research, workshops, or panel topics from meetings/conferences suitable for publication and invite presenters to submit an article,
- ✓ Facilitate the publication of the journal
- ✓ Plan and work out ways and means to increase the number of article contributions and to ensure the regular publication and issuance of the Journal
- ✓ Carry out the preliminary assessment of manuscripts

- ✓ Nominate new members of the Board at the end of members' term of office in the absence of editor-in-chief,
- ✓ Provide guidelines for the effective and proper functioning of the editorial office
- ✓ Handle issues that arise at periodic sessions,
- ✓ Handle confidential matters related to individual contributors of manuscripts and any other issue that may be considered secret or require confidential treatment
- ✓ Be responsible for the modification and actualization of the Journal's layout
- ✓ Be accountable for overall quality of the intellectual content of the Journal
- ✓ Decide on the procedures for manuscript submission, review and referee criteria, acceptance, release, and publication,
- ✓ Search, select and invite potential reviewers,
- ✓ Assess all manuscripts anonymously on academic merit without discrimination against any person concerning age, colour, creed, origin, belief, gender, seniority, etc.,
- ✓ Indicate, point out, and decide any breach of publication guidelines to the board,
- ✓ Check word limit, page limit, references, figures, or tables, manuscript type and written format including margin etc. based on the guideline,
- ✓ Ensure all evidence-based statements within the article if it is supported with proper citations.
- ✓ Ensure and check authors to include all in-text citations have a corresponding reference entry and that each reference entry is cited in the text.

NB: Associate Editors will have two years term.

4.5. Managing Editor

Managing Editor plays a critical role in coordinating many aspects of the Journal process runs according to schedule. They carry multiple duties to ensure a publication gets out for the readers. They have a prominent role right from receiving an Article to its publication, being a communication media to all the members in the publishing house. The Editing Manager who is accountable to the Editor-in-chief has the following duties and responsibilities to ensure the proper functioning of the journal;

- ✓ Follows up and directly supervise the day-to-day activities of the Journal and reports to the Editor-in-chief.

- ✓ Holds and manages the publication office.
- ✓ Maintains any correspondences with contributors of manuscripts, assessors and Board members.
- ✓ Collects manuscripts from contributors, acknowledges the receipt of them, and codes any manuscript for evaluation and edition.
- ✓ Makes preliminary screening of manuscripts and presents suggestions for the Editorial Board.
- ✓ Distributes selected manuscripts, when allowed by the Editorial Board for assessment to the designated assessors, and, in turn collects comments from assessors both in hard and electronic copies.
- ✓ Dispatches comments received from assessors back to manuscript contributors and collects final improved versions of manuscripts from contributors with explanation notes how the issues raised by assessors have been treated by the author(s),
- ✓ Sends selected manuscripts for typesetting, checks the manuscripts are properly typeset, and submits them to the publisher.
- ✓ Systematizes the processing, scheduling, and dissemination of the Journal,
- ✓ Prepares agenda for the meetings of the Editorial Board in consultation with the Editor-in-chief and Associate Editors.
- ✓ Records minutes of the Editorial Board,
- ✓ Keeps confidential information related to manuscripts to be published in the Journal,
- ✓ Works closely with the Editor-in-chief and the Associate Editors.
- ✓ Supervises the activities of the secretary office.
- ✓ Perform, and manages all the Ads, communication via social and other media.
- ✓ Supervises, monitors and collaboratively works with content and technical editors, layout and language editors, secretary and reviewers.
- ✓ The managing editor is expected to be of the relevant field of study, which is an academic member of the college and is expected to be computer friendly. He/she is expected to handle each and every communication between the Editor-in-chief, reviewers and authors.

5. Manuscript reviewers

Reviewers collaborate with an editor in soliciting, selecting, and developing outstanding content for the journal. Reviewers are responsible for the quality, consistency, and impact of *AJoHS* in the research community. This is achieved by selecting qualified, independent and experienced reviewers to review the submitted manuscripts, and by efficiently managing the peer-review process. The manuscript reviewers have the following duties and responsibilities.

- ✓ Assess articles using the manuscript assessment format given in this publication guide.
- ✓ Review manuscript within the time set for assessment and submit to the Managing Editor
- ✓ Treat the manuscript as a confidential document
- ✓ Return the manuscript without review to Managing Editor if the manuscript is not the area of their academic specialization, or if they think the manuscript is not anonymously sent to them, or if they lack time to review, without undue delay.
- ✓ Should not retain or copy the submitted manuscript in any form; to comply with data protection regulations, as appropriate.
- ✓ Respect the intellectual independence of authors and make known any conflicts of interest that might arise.
- ✓ Provide professional supports for the quality of the Journal.

6. Editorial and publication policies

6.1. Submission policies

When author(s) submit a manuscript to AJoHS, it is considered to imply that the manuscript has not already been published or submitted elsewhere. If similar or related work has been published or submitted elsewhere, then the author(s) should provide a copy with the submitted manuscript. the author(s) should not submit a manuscript elsewhere while it is under consideration at AJoHS.

The primary affiliation for each author should be the institution where the majority of the work was done. If an author has subsequently moved, the current address may be stated. AJoHS nature remains neutral with regard to jurisdictional claims in published maps and institutional affiliations. If a manuscript includes personal communications, a written statement of permission from any person who is quoted should be provided. Permission by email is acceptable. AJoHS reserves the right to reject a paper even after it has been accepted if it becomes apparent that there are serious problems with its scientific contents, or if its publishing policies have been violated.

6.2 Author responsibilities

Authorship

Authorship provides credit for a researcher's contributions to a study and carries accountability. Each author is expected to have made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or the creation of new software used in the work; or have drafted the work or substantively revised it AND to have approved the submitted version (and any substantially modified version that involves the author's contribution to the study); AND to have agreed both to be personally accountable for the author's own contributions and to ensure that questions related to the accuracy or integrity of any part of the work, even ones in which the author was not personally involved, are appropriately investigated, resolved, and the resolution documented in the literature.

AJoHS encourages collaboration with colleagues in the locations where the research is conducted, and expect their inclusion as co-authors when they fulfill all authorship criteria as stated by McNutt MK., et al., 2018. Contributors who do not meet all criteria for authorship should be listed in the Acknowledgements section. AJoHS urges researchers to carefully consider

researcher contributions and authorship criteria when involved in multi-region collaborations involving local researchers so as to promote greater equity in research collaborations.

AJoHS encourages researchers to follow the recommendations set out in the Global Code of Conduct for Research in Resource-Poor Settings when designing, executing and reporting their research and to provide a disclosure statement in their manuscript that covers the aspects listed below (drawn from the Global Code of Conduct). Editors may at their discretion ask authors to provide a disclosure statement taking these questions into account; the disclosure can be requested during peer review, shared with reviewers and published in the final paper as an “Ethics & Inclusion statement” in the Methods section. AJoHS does not require all authors of a research paper to sign the cover letter upon submission, nor do they impose an order on the list of authors. Submission to AJoHS is taken by the publication to mean that all the listed authors have agreed to all of the contents. The corresponding (submitting) author is responsible for having ensured that this agreement has been reached, and for managing all communication between the publication and all co-authors, before and after publication.

Any changes to the author list after submission, such as a change in the order of the authors or the deletion or addition of authors, must be approved by every author. Changes of authorship by adding or deleting authors, and/or changes in Corresponding Author, and/or changes in the sequence of authors are not permitted after acceptance of a manuscript. AJoHS editors are not in a position to investigate or adjudicate authorship disputes before or after publication. Such disagreements, if they cannot be resolved amongst authors, should be directed to the relevant institutional authority.

6.3 Author contributions statements

Authors are required to include a statement of responsibility in the manuscript that specifies the contribution of every author. The level of detail varies; some disciplines produce manuscripts that comprise discrete efforts readily articulated in detail, whereas other fields operate as group efforts at all stages. AJoHS allows authors to designate one group of equally contributing authors and one group of joint supervisors. Other equal contributions are best described in author contributions statements. Corresponding authors have specific responsibilities (see below).

6.3.1 Author name change

Authors who have changed their name for reasons such as gender transition or religious conversion may request for their name, pronouns and other relevant biographical information to be corrected on papers published prior to the change. The authors may do so by a formal public Author Correction.

6.3.2 Corresponding author – prepublication responsibilities

The corresponding (submitting) author is solely responsible for communicating with AJoHS and for managing communication between co-authors. Before submission, the corresponding author ensures that all authors are included in the author list, its order has been agreed by all authors, and that all authors are aware that the paper was submitted.

After acceptance, the proof is sent to the corresponding author, who deals with AJoHS on the behalf of all co-authors; AJoHS will not necessarily correct errors after publication if they result from errors that were present on a proof that was not shown to co-authors before publication. The corresponding author is responsible for the accuracy of all content in the proof, in particular that names of co-authors are present and correctly spelt, and that addresses and affiliations are current.

6.3.3 Corresponding author – responsibilities after publication

AJoHS regards the corresponding author as the point of contact for queries about the published paper. It is this author's responsibility to inform all co-authors of matters arising and to ensure such matters are dealt with promptly. This author does not have to be the senior author of the paper or the author who actually supplies materials; this author's role is to ensure enquiries are answered promptly on behalf of all the co-authors. The name and email address of this author is published in the paper.

6.4 Conflicts of interest

In the interests of transparency and to help readers to form their own judgements of potential bias, authors must declare any competing financial and/or non-financial interests in relation to the work described.

For the purposes of this policy, competing interests are financial and non-financial interests that could directly undermine, or be perceived to undermine, the objectivity, integrity and value of a

publication, through a potential influence on the judgements and actions of authors with regard to objective data presentation, analysis and interpretation.

6.4.1 Financial competing interests

Funding, including salaries, equipment, supplies, and other expenses by organizations that may gain or lose financially through this publication. A specific role for the funder in the conceptualization, design, data collection, analysis, decision to publish, or preparation of the manuscript, should be disclosed.

Employment: Recent (while engaged in the research project), present or anticipated employment by any organization that may gain or lose financially through this publication.

Personal financial interests: Stocks or shares in companies that may gain or lose financially through publication; consultation fees or other forms of remuneration (including reimbursements for attending symposia) from organizations that may gain or lose financially; patents or patent applications (awarded or pending) filed by the authors or their institutions whose value may be affected by publication. For patents and patent applications, disclosure of the following information is requested: patent applicant (whether author or institution), name of inventor(s), application number, status of application, specific aspect of manuscript covered in patent application. AJoHS does not consider diversified mutual funds or investment trusts to constitute a competing financial interest.

6.4.2 Non-financial competing interests

Non-financial competing interests can take different forms, including personal or professional relations with organizations and individuals. AJoHS would encourage authors and referees to declare any unpaid roles or relationships that might have a bearing on the publication process. Examples of non-financial competing interests include (but are not limited to):

- Unpaid membership in a government or non-governmental organization
- Unpaid membership in an advocacy or lobbying organization
- Unpaid advisory position in a commercial organization
- Writing or consulting for an educational company
- Acting as an expert witness

6.5 Citations

Research articles must cite appropriate and relevant literature in support of the claims made. Excessive self-citation, coordinated efforts among several authors to collectively self-cite, gratuitous and unnecessary citation of articles published in the journal to which the paper has been submitted, and any other form of citation manipulation are inappropriate.

Citation manipulation will result in the article being rejected, and may be reported to authors' institutions. Similarly, any attempts by peer-reviewers or editors to encourage such practices should be reported to the publisher.

Authors should consider the following guidelines when preparing their manuscript:

- Any statement in the manuscript that relies on external sources of information (i.e. not the authors' own new ideas or findings or general knowledge) should use a citation.
- Authors should avoid citing derivations of original work. For example, they should cite original work rather than a review article that cites an original work.
- Authors should ensure that their citations are accurate (i.e. they should ensure the citation supports the statement made in their manuscript and should not misrepresent another work by citing it if it does not support the point the authors wish to make).
- Authors should not cite sources that they have not read.
- Authors should not preferentially cite their own or their friends', peers', or institution's publications.
- Authors should avoid citing work solely from one country.
- Authors should not use an excessive number of citations to support one point.
- Ideally, authors should cite sources that have undergone peer review where possible.
- Authors should not cite advertisements or advertorial material.

6.6 Funding information

Funding: Research support (including salaries, equipment, supplies, and other expenses) by organizations that may gain or lose financially through this publication. A specific role for the

funder in the conceptualization, design, data collection, analysis, decision to publish, or preparation of the manuscript, should be disclosed.

6.7 Use of experimental animals and human subjects

For articles in AJoHS reporting experiments on live vertebrates and/or higher invertebrates, the methods section must include a statement:

- (i) Identifying the institutional and/or licensing committee approving the experiments, including any relevant details;
- (ii) Confirming that all experiments were performed in accordance with relevant guidelines and regulations.

Manuscripts presenting studies that have employed anesthesia or euthanasia methods inconsistent with the commonly accepted norms of veterinary best practice (e.g. chloral hydrate, ether, and chloroform) will not be considered. AJoHS recommends consulting the American Veterinary Medical Association (AVMA) Guidelines for the Euthanasia of Animals (2020), as a comprehensive resource for guidance on veterinary best practice for the anaesthesia and euthanasia of animals.

For research involving human participants, authors must identify the committee that approved the research, confirm that all research was performed in accordance with relevant guidelines/regulations, and include in their manuscript a statement confirming that informed consent was obtained from all participants and/or their legal guardians. Research involving human research participants must have been performed in accordance with the Declaration of Helsinki. For articles describing human transplantation studies, extra information must be provided (see below).

6.7.1 Identifying information

Human participants' names and other Health Insurance Portability and Accountability Act (HIPAA), 1996 identifiers must be removed from all sections of the manuscript, including supplementary information. Written informed consent must be obtained for the publication of any other information that could lead to the identification of a participant (e.g. clinical images and videos). A statement confirming that informed consent to publish identifying information/images was obtained must be included in the methods section. Identifying

images/video/details which authors do not have specific permission to use must be removed from the manuscript. Please note that the use of coloured bars/shapes to obscure the eyes/facial region of study participants is NOT an acceptable means of anonymisation.

6.7.2 Human transplantation studies

AJoHS will not process manuscripts describing research that involves organs/tissues procured from prisoners. In addition to the requirements, authors of manuscripts describing human transplantation research must include a statement in their manuscript attesting that no organs/tissues were procured from prisoners. Authors must also provide details of the institution(s)/clinic(s)/department(s) via which all organs/tissues were procured while taking care to not violate the privacy of donors.

AJoHS may request documentation related to informed consent, ethics approval and donor organ/tissue source, including approved translations when original documents are in a language other than English. Failure to provide verifiable documentation may result in withdrawal of a manuscript.

6.7.3 Studies involving vulnerable groups

For manuscripts reporting studies involving vulnerable groups where there is the potential for coercion or where consent may not have been fully informed, extra care will be taken by the editor. The manuscript may be referred to an internal editorial oversight group for further scrutiny. Consent must be obtained for all forms of personally identifiable data including biomedical, clinical, and biometric data. Documentary evidence of consent must be supplied if requested.

6.7.4 Sex and Gender in Research

AJoHS encourages authors to include sex and gender considerations where relevant. Authors should use the terms sex (biological attribute) and gender (shaped by social and cultural circumstances) carefully in order to avoid confusing both terms. These guidelines apply to studies involving humans, vertebrate animal and cell lines.

6.7.5 Clinical trials

Scientific Reports will consider manuscripts reporting results from well-conducted clinical trials. AJoHS requires all clinical trials to be registered in a suitable publicly available registry, such as

those listed on the International Committee of Medical Journal Editors (ICMJE) website or any of the primary registries that participate in the WHO International Clinical Trials Registry Platform, including the 'International Standard Randomised Controlled Trial Number (ISRCTN) registry. AJoHS uses the WHO definition of a clinical trial. Clinical trial registration numbers and date of registration should be included, as the final line of the abstract, in all relevant manuscripts. These details will be published with the manuscript.

Manuscripts reporting results of a clinical trial must conform to CONSORT 2010 guidelines. Authors of randomized controlled trials should submit a completed CONSORT checklist, available at www.consort-statement.org. Manuscripts reporting clinical trials should be submitted with their protocols as a separate document.

6.8 Research involving medicinal plants

Experimental research and field studies on plants (either cultivated or wild), including the collection of plant material, must comply with relevant institutional, national, and international guidelines and legislation. Manuscripts should include a statement specifying the appropriate permissions and/or licences for collection of plant or seed specimens. AJoHS recommends that authors comply with the International Union for Conservation of Nature (IUCN) Policy Statement on Research Involving Species at Risk of Extinction and the Convention on the Trade in Endangered Species of Wild Fauna and Flora. To support reproducibility, voucher specimens for all wild plants described in a manuscript must be deposited in a public herbarium or other public collection that provides access to deposited material. Information on the voucher specimen and who identified, must be included in the manuscript.

6.9 Publication of related works /Duplication of publications

Material submitted to AJoHS must be original and not published or submitted for publication elsewhere. This rule applies to material submitted elsewhere while the AJoHS contribution is under consideration. Authors submitting a contribution to AJoHS who have related material under consideration or in press elsewhere should upload a clearly marked copy at the time of submission, and draw the Editorial Board Members' attention to it in their cover letter. Authors

must disclose any such information while their contributions are under consideration by AJoHS. For example, if they submit a related manuscript elsewhere that was not written at the time of the original AJoHS submission.

If part of a contribution that an author wishes to submit to AJoHS has appeared or will appear elsewhere, the author must specify the details in the covering letter accompanying the submission. Consideration by AJoHS is possible if the main result, conclusion, or implications are not apparent from the other work.

AJoHS is happy to consider submissions containing material that has previously formed part of a PhD or other academic thesis which has been published according to the requirements of the institution awarding the qualification.

AJoHS allows and encourages prior publication on recognized community preprint servers for review by other scientists in the field before formal submission to a journal. The details of the preprint server concerned and any accession numbers should be included in the cover letter accompanying submission of the manuscript to AJoHS. This policy does not extend to preprints available to the media or that are otherwise publicized outside the scientific community before or during the submission and consideration process at AJoHS.

AJoHS allows publication of meeting abstracts before the full contribution is submitted. Such abstracts should be included with the submission and referred to in the cover letter accompanying the manuscript. This policy does not extend to meeting abstracts and reports available to the media or which are otherwise publicized outside the scientific community during the submission and consideration process.

Publishing work in conference proceedings is common in some research communities. AJoHS is happy to consider submissions containing material that has been published in a conference proceedings paper. However, the submission should provide a substantial extension of results, analysis, conclusions and/or implications over the conference proceedings paper. Authors must provide details of the conference proceedings paper with their submission including a relevant citation in the submitted manuscript. Authors must obtain all necessary permissions to re-use previously published material and attribute appropriately.

AJoHS is happy to consider submissions containing material that has previously formed, and continues to form, part of an online scientific collaboration such as a wiki or blog, provided that the information has not been publicized outside the scientific community, and is not publicized until the publication date of the work in AJoHS. In case of any doubt, authors should seek advice from the Editorial Board Member handling their contribution.

If an author of a submission is re-using a figure or figures published elsewhere, or that is copyrighted, the author must provide documentation that the previous publisher or copyright holder has given permission for the figure to be re-published. AJoHS Editorial Board Members consider all material in good faith that the publication has full permission to publish every part of the submitted material, including illustrations.

6.10 Editor's responsibility to authors

Editors of AJoHS have responsibilities toward the authors who provide the content of the journals, the peer reviewers who comment on the suitability of manuscripts for publication, the journal's readers and the scientific community, the owners/publishers of the journals, and the public at large.

Editor Responsibilities toward Authors include:

- Providing guidelines to authors for preparing and submitting manuscripts
- Providing a clear statement of the Journal's policies on authorship criteria
- Treating all authors with fairness, courtesy, objectivity, honesty, and transparency
- Establishing and defining policies on conflicts of interest for all involved in the publication process, including editors, staff, authors, and reviewers
- Protecting the confidentiality of every author's work
- Establishing a system for effective and rapid peer review.
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner.
- Being vigilant in avoiding the possibility of editors and/or referees delaying a manuscript for suspect reasons.

- Establishing clear guidelines for authors regarding acceptable practices for sharing experimental materials and information, particularly those required to replicate the research, before and after publication.
- Establishing a procedure for reconsidering editorial decisions.
- Describing, implementing, and regularly reviewing policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process.
- Informing authors of solicited manuscripts that the submission will be evaluated according to the journal's standard procedures or outlining the decision-making process if it differs from those procedures
- Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts.
- Clearly communicating all other editorial policies and standards.

6.11 Appeal procedure

Authors may appeal an editorial decision if they feel that the decision to reject was based on either a significant misunderstanding of a core aspect of the manuscript or concerns regarding the manuscript-handling process.

To raise an appeal about manuscript peer-review, first decision, manuscript revision, editing, and/or second decision, author may contact the Editor Development Director, via an official institutional email.

To raise an appeal about manuscript production, including typesetting, and/or online releasing, author may contact the Production Director, via an official institutional email.

For either type of appeal, author should quote the manuscript ID number and an explanation of the rationale for the appeal through an email.

To raise a complaint regarding editorial staff, peer reviewer/editorial board, publisher, and/or publishing policies or processes, author can contact the DBU's Publishing Office via an email.

To better respond to people when appeals and complaints are raised, AJoHS handles these appeals and complaints in consultation with all relevant guidelines as follows:

6.11.1 Appeal policy

Authors who wish to appeal the decision on their manuscript may submit a formal appeal request. Appeal requests must be made in writing to the corresponding responsible person with the word “Appeal” and the manuscript ID number in the email subject line and an explanation of the rationale for the appeal in the email body. The appeal request must be submitted by the corresponding author of the manuscript. All authors must agree to the submission of the appeal request, with statement of such in the email body.

Corresponding authors should:

- (1) Submit their appeal within 2 weeks of the date on which the authors receive the decision from the Editorial Board.
- (2) Not submit their manuscript to any other journal while their appeal is being considered.
- (3) Describe details in the appeal request letter why they refute the decision and provide point-by-point responses to any of the reviewers’ and/or editors’ comments, together with supporting evidence.
- (4) Provide supporting evidence if they believe the editors and/or reviewers have made technical errors in the assessment of their manuscript.
- (5) Provide supporting evidence if they believe the editors and/or the reviewers have a conflict of interest or have been biased.

NB: Appeal requests which do not comply with the above requirements will be rejected and not considered. Appeals in which the subject matter is part of a legal dispute will not be considered, and AJoHS reserve the right to suspend or discontinue an ongoing appeal in such cases.

The time required for the consideration of an appeal may vary from the complexity of the manuscript and its conclusion, among other reasons. Regardless, any appeal request and subsequent processing will be given priority action.

6.11.2 Processing steps for Appeals

Step 1: The appeal request will be considered by the Editorial Office. Where there is an allegation of a conflict of interest on the part of the Editor, the appeal will be handled by a different member of the Editorial Office.

Step 2: The appeal request will be assessed in accordance with relevant policies and guidelines.

Step 3: The corresponding responsible person from the office will notify the corresponding author of the outcome of the appeal.

Step 4: If the manuscript is to be reconsidered, the reconsideration process may involve re-review by the previous or new Peer Reviewers and/or Editorial Board Members, as well as subsequent substantive revision. Only one appeal per manuscript will be considered and the appeal decision will be final.

6.12 **Plagiarism**

Plagiarism is unacknowledged copying or an attempt to misattribute original authorship, whether of ideas or text. As defined by the Office of Research Integrity (ORI), plagiarism can include, “theft or misappropriation of intellectual property and the substantial unattributed textual copying of another's work”. Plagiarism can be said to have clearly occurred when large chunks of text have been cut-and-pasted without appropriate and unambiguous attribution. Such manuscripts would not be considered for publication in AJoHS. Aside from wholesale verbatim re-use of text, due care must be taken to ensure appropriate attribution and citation when paraphrasing and summarising the work of others. 'Text recycling' or re-use of parts of text from an author's previous research publication is a form of self-plagiarism. Here, too, due caution must be exercised. When re-using text, whether from the author's own publication or that of others, appropriate attribution and citation is necessary to avoid creating a misleading perception of unique contribution for the reader.

Duplicate publication occurs when an author re-uses substantial parts of his or her own published work without providing the appropriate references. This can range from getting an identical paper published in multiple journals, to 'salami-slicing', where authors add small amounts of new data to a previous paper.

AJoHS's Editors and Editorial Board members assess all such cases on their individual merits. When plagiarism becomes evident post-publication, AJoHS may correct or retract the original publication depending on the degree of plagiarism, context within the published article and its impact on the overall integrity of the published study.

6.12.1 Due credit for others' work

Discussion of unpublished work: Manuscripts are sent out for review on the condition that any unpublished data cited within are properly credited and the appropriate permission has been sought. Where licensed data are cited, authors must include at submission a written assurance that they are complying with originators' data-licensing agreements.

Referees are encouraged to be alert to the use of appropriated unpublished data from databases or from any other source and to inform AJoHS of any concern they may have.

Discussion of published work: When discussing a published work of others, authors must properly describe the contribution of the earlier work. Both intellectual contributions and technical developments must be acknowledged as such and appropriately cited.

6.12.2 Author name changes after publication

AJoHS supports authors who have changed their name for personal reasons, including but not limited to marriage or divorce, religious conversion, and gender identity change, and would like past publications to reflect this change. Authors should contact the journal to request updates to their published record. AJoHS staff will treat such requests confidentially and work with authors to ensure changes are made quickly and accurately.

Evidence of a legal name change is not necessary. AJoHS does not require any identification; however, authors must attest that they are requesting the change on behalf of themselves. Requesting a name change on behalf of someone else is considered a serious ethical violation and would be brought to the AJoHS Ethics Committee.

Authors may update any instance of their prior name, pronoun, or salutation in their AJoHS publication(s). A formal correction is not required and other authors on the paper need not be informed of the change. Changes can be made in the author byline, email address, or any other site within the body of their paper. Unfortunately, due to the complexity and interconnectivity of the citation network across publishers, AJoHS cannot update citations for papers in which a name change has been made.

AJoHS will update the PDF and HTML versions of the paper on its website and work with indexers to facilitate changes on sites. AJoHS cannot control whether or when author name changes are made to non-AJoHS sites.

If an author wishes their work to be fully discoverable in all indexing and archiving sites under both prior and current names, then the name change would need to be issued via a formal correction. Because corrections are published under the full byline of the original paper, they require notification of all authors. The correction would state that a name change had been made, but would not specify the change.

It is an author's choice whether they want to issue a formal correction. AJoHS recommends an ORCID iD to authors who change their name and want to ensure that all of their prior publications are discoverable in one place.

7 Review policies

7.1 Initial assessment

At least 2 reviewers (1 of which is usually an editorial board member) per manuscript help the author(s) to get a more broad-based set of comments. The editor will select the comments to be sent to the author. Not all comments will be sent. If the review comments are numerous and diverse in scope, the editor typically synthesizes the comments. In addition, when reviewers receive a revised manuscript, they will receive a copy of the comments sent by the editor to the author as well as the author's response to each one. An exact peer-review process shall be performed to verify the strength of the study and confirm the scientific precision of the manuscripts. All papers will be assigned to the editorial review. Independent peer-reviewers with related knowledge of the submitted papers assess the papers to support editors to define the validity of a manuscript for publication in the journal. Once a manuscript is submitted by the corresponding author, all authors are notified about the submission and the corresponding author can track the manuscript in the journal's account which is made on each journal's website. The Editor-in-Chief of the journal inspects the submitted manuscript.

7.2 Peer review

Peer review is a critical assessment procedure for maintaining a high standard of intellectual work. The process is designed to provide constructive critical evaluation to submissions to ensure that work achieves needed academic standards. Review reports assist editors in determining the eligibility of a manuscript for publication. All submissions to AJoHS are first reviewed for completeness by an Editor-in-Chief who will decide whether they are suitable for peer review. Where an one of the Editors is on the author list or has any other competing interest regarding a specific manuscript, some other editor or member of the Editorial Board will be assigned to oversee the peer review. Manuscripts that pass the initial screening of the editors are sent out for evaluation by two reviewers experts in the fields. AJoHS operates a double-blind peer-review procedure. The reviewers have three weeks to review, and the authors one week to submit the corrected version. In case reviewers have requested minor changes, the editors make the final decision. In case the reviewers requested major changes, the manuscript is sent to the reviewer once again. Authors receive peer review reports with the editorial decision on their manuscript

7.3 Editorial Decision based on the review report



7.4 Making an Editorial Decision

Decision Options	Render this decision if...	What happens next
Strict Major Revision	The manuscript has the potential to be published but the authors need to address substantive issues, which are such that revision may take up to 3 months. The outcome of the revision is not certain.	Authors have 3 months to revise their work. When AJoHS receives the revision, it re- invites the original reviewers for another look
Major Revision	The manuscript is likely to be ultimately published but experimental revision is needed, which may take up to 2 months.	Authors have 2 months to revise. Upon receiving the revised version, authors may be able to arbitrate the revision directly or choose to send it back to a subset of reviewers.
Light Major Revision	The manuscript will almost surely be published but some tidying up is necessary, which usually involves some minor experimentation and/or data re-analysis. The authors are given 1 month to revise for	Authors have 1 month to revise. Upon receiving the revised version,

	full acceptance.	
Open Rejection	The topic is of interest, but the work is not on solid ground and there would be so much to do that the amount of work exceeds what could be expected of a revision. A reject decision is recommend but the door is open to considering a resubmission if further work enabled the authors to address all of the problems.	If the authors are invites to resubmit and they chose to do so, the manuscript is considered a new submission.
Rejection	The manuscript does not meet the publication criteria or requires too many substantial changes.	No further action is required unless authors request an appeal.
Minor revision	The manuscript in principle is suitable for publication but needs some minor adjustments that will be assessed by the staff editor.	It is signed off as changes required are small and the staff editors can assess the author responses. In exceptional cases they may be requested for one last look.
Editorial Accept	The manuscript is appropriate for publication exactly as is. It will undergo further checks to ensure reporting and format are appropriate, but it is scientifically ready	The manuscript is sent to production and get published.

7.5 The Decision Letter

The decision letter provides critical guidance to the authors on the next steps with their manuscript. It is written by the staff editors, who customize the letters with context to the reviewer comments, reasoning behind the decision, as well as prioritization of required revisions. The feedback on the decision and necessary revisions are crucial for this if there are detailed comments or requests for the authors, the editor may convey them alongside the reviewers' comments as "Comments from the Academic Editor". Reviewrs' identity will remain anonymous to the authors until the study is accepted editorially.

7.6 Revisions

After a submission has been **accepted** or **accepted with minor revisions**, editors can request additional revisions using the **Request minor revisions**. During the revision stage, authors may submit revisions to their manuscripts unless the manuscript is locked for editing. Once published, editors can still submit and publish revisions.

Requests for minor revision will be archived on the **Decision Letters** page.

7.7 Final submission and acceptance

7.7.1 Accepted Manuscripts

This journal publishes Accepted Manuscripts online rapidly following acceptance (and receipt of final files and completed publishing agreements), allowing authors to make their work available to read and cite much more quickly.

What version of the article will be published?

The version of the article that is accepted by the Editor will be converted to PDF format and published online as is, before copy-editing or typesetting. The Accepted Manuscript will eventually be replaced with the final copy-edited and typeset Version of Record.

When will the Accepted Manuscript be published?

The Accepted Manuscript will be published within 48 hours of final acceptance, provided we all final files and a completed publishing agreement have been received.

How an Accepted Manuscript can be cited?

The Accepted Manuscript will be given a DOI, which can be used to cite the manuscript. Citations should indicate that the manuscript is not the final version.

Are figures or tables included in the Accepted Manuscript?

If authors wish to include figures/tables within the published Accepted Manuscript, they will need to supply a clean version of the manuscript (as one file) with these figures/tables included, for the purposes of Accepted Manuscript publication. This clean version should be clearly named and have the figures/tables placed in the appropriate places within the article. If any

figures/tables are essential for readers to understand the manuscript, authors **must** provide a clean version of their manuscript with these figures/tables included.

Can Authors opt out of Accepted Manuscript publication?

Authors wishing to opt out of Accepted Manuscript publication must contact the Editorial Office before acceptance and no later than 24 hours after acceptance.

What happens if Authors want to make changes to their Accepted Manuscript?

Authors will still be able to make corrections to typographical errors in their proofs in the usual way, which will be incorporated into the final Version of Record. Proofs will be sent to the Authors around two weeks after acceptance.

What licence will the Accepted Manuscript be published under?

If Authors have chosen to publish your article Gold Open Access, this will only apply to the final Version of Record due to workflow limitations. That is, a Creative Commons licence will not be applied to this Accepted Manuscript. However, authors may continue to benefit from this journal's Green Open Access policy, which allows authors to use a Creative Commons CC BY-NC-ND licence when sharing their accepted manuscripts in other situations.

If Authors have not chosen Gold Open Access, this Accepted Manuscript will be published in accordance with the terms of Authors publishing agreement. In all cases, the final Version of Record will always be published with the licence chosen in the publishing agreement.

8 Manuscript Guidelines for authors

8.1 Article type

AJoHS requires authors to select the appropriate article type for their manuscript and to comply with the article type descriptions defined in the journal's 'Article types' page, which can be seen from the 'For authors' menu on every AJoHS journal page. Please pay close attention to the word count limits.

8.2 Templates

If working with Word please use our Word templates. If you wish to submit your article as LaTeX, we recommend our LaTeX templates. For LaTeX files, please ensure all relevant manuscript files are uploaded: .tex file, PDF, and .bib file (if the bibliography is not already included in the .tex file).

During the interactive review, authors are encouraged to upload versions using track changes. Editors and reviewers can only download the PDF file of the submitted manuscript.

8.3 Manuscript length

AJoHS encourages the authors to closely follow the article word count lengths given in the 'Article types' page of the journal. The manuscript length includes only the main body of the text, footnotes, and all citations within it, and excludes the abstract, section titles, figure and table captions, funding statement, acknowledgments, and references in the bibliography. Please indicate the number of words and the number of figures and tables included in your manuscript on the first page.

8.4 Language editing

AJoHS requires manuscripts submitted to meet international English language standards to be considered for publication.

8.5 Title

The title should be concise, omitting terms that are implicit and, where possible, be a statement of the main result or conclusion presented in the manuscript. Abbreviations should be avoided within the title.

Witty or creative titles are welcome, but only if relevant and within measure. Consider if a title meant to be thought-provoking might be misinterpreted as offensive or alarming. In extreme

cases, the editorial office may veto a title and propose an alternative. Authors should avoid Titles that are:

- A mere question without giving the answer,
- Unambitious titles, for example starting with 'towards,' a description of,' 'a characterization of' or 'preliminary study on',
- Vague titles, for example, starting with 'Role of', 'Link between', or 'Effect of' do not specify the role, link, or effect, including terms that are out of place, such as the taxonomic affiliation apart from the species name.

For Corrigenda, General Commentaries, and Editorials, the title of your manuscript should have the following format:

- ✓ 'Corrigendum: Title of Original Article'
- ✓ General Commentaries: 'Commentary: Title of Original Article' 'Response: Commentary: Title of Original Article'
- ✓ 'Editorial: Title of Research Topic'
- ✓ The running title should be a maximum of five words in length.

8.6 Authors and affiliations

All names are listed together and separated by commas. Provide exact and correct author names as these will be indexed in official archives. Affiliations should be keyed to the author's name with superscript numbers and be listed as follows:

Laboratory, Institute, Department, Organization, City, State abbreviation (only for United States, Canada, and Australia), and Country (without detailed address information such as city zip codes or street names).

8.6.1 Correspondence

The corresponding author(s) should be marked with an asterisk in the author list. Provide the exact contact email address of the corresponding author(s) in a separate section. Example: Max Maximus* maximus@iuscience.edu. If any authors wish to include a change of address, list the

present address(es) below the correspondence details using a unique superscript symbol keyed to the author(s) in the author list.

8.6.2 Equal contributions

The authors who have contributed equally should be marked with a symbol (†) in the author list of the doc/latex and pdf files of the manuscript uploaded at submission.

Please use the appropriate standard statement(s) to indicate equal contributions:

Equal contribution: These authors contributed equally to this work

First authorship: These authors share first authorship

Senior authorship: These authors share senior authorship

Last authorship: These authors share the last authorship

Equal contribution and first authorship: These authors contributed equally to this work and shared first authorship

Equal contribution and senior authorship: These authors contributed equally to this work and share senior authorship

Equal contribution and last authorship: These authors contributed equally to this work and shared the last authorship

Example: Max Maximus 1[†], John Smith2[†] and Barbara Smith1[†] These authors contributed equally to this work and share first authorship

8.6.3 Consortium/group and collaborative authors

Consortium/group authorship should be listed in the manuscript with the other author(s). In cases where authorship is retained by the consortium/group, the consortium/group should be listed as an author separated by a comma or 'and'. The consortium/group name will appear in the author list, in the citation, and in the copyright. If provided, the consortium/group members will be listed in a separate section at the end of the article.

For the collaborators of the consortium/group to be indexed in PubMed, they do not have to be inserted in the AJoHS submission system individually. However, in the manuscript itself, provide a section with the name of the consortium/group as the heading followed by the list of collaborators, so they can be tagged accordingly and indexed properly.

Example: John Smith, Barbara Smith and The Collaborative Working Group. In cases where work is presented by the author(s) on behalf of a consortium/group, it should be included in the author list separated with the wording 'for' or 'on behalf of.' The consortium/group will not retain authorship and will only appear in the author list.

Example: John Smith and Barbara Smith on behalf of The Collaborative Working Group.

8.6.4 Artificial intelligence

These guidelines cover acceptable uses of generative AI technologies such as Large Language Models (ChatGPT, Jasper) and text-to-image generators (DALL-E 2, Midjourney, Stable Diffusion) in the writing or editing of manuscripts submitted to AJoHS.

AI use by authors

Authors should not list a generative AI technology as a co-author or author of any submitted manuscript. Generative AI technologies cannot be held accountable for all aspects of a manuscript and consequently do not meet the criteria required for authorship.

If the author of a submitted manuscript has used written or visual content produced by or edited using a generative AI technology, this use must follow all AJoHS guidelines and policies. Specifically, the author is responsible for checking the factual accuracy of any content created by the generative AI technology. This includes, but is not limited to, any quotes, citations or references. Figures produced by or edited using a generative AI technology must be checked to ensure they accurately reflect the data presented in the manuscript. Authors must also check that any written or visual content produced by or edited using a generative AI technology is free from plagiarism.

If the author of a submitted manuscript has used written or visual content produced by or edited using a generative AI technology, such use must be acknowledged in the acknowledgements section of the manuscript and the methods section if applicable. This explanation must list the name, version, model, and source of the generative AI technology. AJoHS encourages authors to upload all input prompts provided to a generative AI technology and outputs received from a generative AI technology in the supplementary files for the manuscript.

8.7 Abstract

As a primary goal, the abstract should make the general significance and conceptual advance of the work clearly accessible to a broad readership. The abstract should be no longer than a single paragraph and should be structured, for example, according to the IMRaD format. For the specific structure of the abstract, authors should follow the requirements of the article type they're submitting. Minimize the use of abbreviations and do not cite references, figures or tables. For clinical trial articles, please include the unique identifier and the URL of the publicly-accessible website on which the trial is registered.

8.7.1 Keywords

All article types require a minimum of five and a maximum of eight keywords.

8.7.2 Text

The entire document should be single-spaced and must contain page and line numbers in order to facilitate the review process. The manuscript should be written using either Word or LaTeX.

8.7.3 Nomenclature

The use of abbreviations should be kept to a minimum. Non-standard abbreviations should be avoided unless they appear at least four times, and must be defined upon first use in the main text. Consider also giving a list of non-standard abbreviations at the end, immediately before the acknowledgments.

Equations should be inserted in editable format from the equation editor.

Italicize gene symbols and use the approved gene nomenclature where it is available. For human genes, please refer to the HUGO Gene Nomenclature Committee (HGNC). New symbols for human genes should be submitted to the HGNC here. Common alternative gene aliases may also be reported, but should not be used alone in place of the HGNC symbol. Protein products are not italicized.

AJoHS encourages the use of Standard International Units in all manuscripts. Chemical compounds and biomolecules should be referred to using systematic nomenclature, preferably using the recommendations by the International Union of Pure and Applied Chemistry (IUPAC).

Astronomical objects should be referred to using the nomenclature given by the International Astronomical Union (IAU).

Life Science Identifiers (LSIDs) for ZOOBANK registered names or nomenclatural acts should be listed in the manuscript before the keywords. An LSID is represented as a uniform resource name (URN) with the following format:
urn:lsid:<Authority>:<Namespace>:<ObjectID>[:<Version>]

8.8 Sections

The manuscript is organized by headings and subheadings. The section headings should be those appropriate for your field and the research itself. You may insert up to 5 heading levels into your manuscript (i.e.,: 3.2.2.1.2 Heading Title).

For Original Research articles, it is recommended to organize your manuscript in the following sections or their equivalents for your field.

8.9 Introduction Succinct, with no subheadings

8.10 Materials and methods

This section may be divided by subheadings and should contain sufficient detail so that when read in conjunction with cited references, all procedures can be repeated. For experiments reporting results on animal or human subject research, an ethics approval statement should be included in this section.

8.11 Results

This section may be divided by subheadings. Footnotes should not be used and must be transferred to the main text.

8.12 Discussion

This section may be divided by subheadings. Discussions should cover the key findings of the study: discuss any prior research related to the subject to place the novelty of the discovery in the appropriate context, discuss the potential shortcomings and limitations on their interpretations, discuss their integration into the current understanding of the problem and how this advances the current views, speculate on the future direction of the research, and freely postulate theories that could be tested in the future.

8.13 Acknowledgments

This is a short text to acknowledge the contributions of specific colleagues, institutions, or agencies that aided the efforts of the authors. Should the content of the manuscript have

previously appeared online, such as in a thesis or preprint, this should be mentioned here, in addition to listing the source within the reference list.

8.14 Scope statement

When you submit your manuscript, you will be required to summarize in 200 words. The aim is to convey to editors and reviewers how the contents of your manuscript fits within the AJoHS's scope.

8.15 Figure and table guidelines

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All figures, tables, and images will be published under a Creative Commons CC-BY license, and permission must be obtained for use of copyrighted material from other sources (including republished/adapted/modified/partial figures and images from the internet). It is the responsibility of the authors to acquire the licenses, follow any citation instructions requested by third-party rights holders, and cover any supplementary charges.

8.15.1 Figure requirements and style guidelines

AJoHS requires figures to be submitted individually, in the same order as they are referred to in the manuscript; the figures will then be automatically embedded at the end of the submitted manuscript. The authors should ensure that each figure is mentioned in the text and in numerical order.

For figures with more than one panel, panels should be clearly indicated using labels (A), (B), (C), (D), etc. However, do not embed the part labels over any part of the image, these labels will be replaced during typesetting according to AJoHS style. For graphs, there must be a self-explanatory label (including units) along each axis.

For LaTeX files, figures should be included in the provided PDF. In case of acceptance, AJoHS's production office might require high-resolution files of the figures included in the manuscript in EPS, JPEG or TIF/TIFF format.

To upload more than one figure at a time, save the figures (labeled in order of appearance in the manuscript) in a zip file and upload them as 'Supplementary Material Presentation.'

8.15.2 Captions

Captions should be preceded by the appropriate label, for example 'Figure 1.' Figure captions should be placed at the end of the manuscript. Figure panels are referred to by bold capital letters in brackets: (A), (B), (C), (D), etc.

8.15.3 Image size and resolution requirements

Figures should be prepared with the PDF layout in mind. Individual figures should not be longer than one page and with a width that corresponds to 1 column (85 mm) or 2 columns (180 mm).

All images must have a resolution of 300 dpi at final size. Check the resolution of your figure by enlarging it to 150%. If the image appears blurry, jagged, or has a stair-stepped effect, the resolution is too low.

The text should be legible and of high quality. The smallest visible text should be no less than 8 points in height when viewed at actual size.

Solid lines should not be broken up. Any lines in the graphic should be no smaller than 2 points wide.

Please note that saving a figure directly as an image file (JPEG, TIF) can greatly affect the resolution of your image. To avoid this, one option is to export the file as PDF, then convert into TIFF or EPS using a graphics software.

8.15.4 Format and color image mode

The following formats are accepted: TIF/TIFF (.tif/.tiff), JPEG (.jpg), and EPS (.eps) (upon acceptance). Images must be submitted in the color mode RGB.

8.15.5 Chemical structures

Chemical structures should be prepared using ChemDraw or a similar program. If working with ChemDraw please use the ChemDraw template. If working with another program please follow the guidelines below.

Drawing settings: chain angle, 120° bond spacing, 18% width; fixed length, 14.4 pt; bold width, 2.0 pt; line width, 0.6 pt; margin width, 1.6 pt; hash spacing, 2.5 pt. Scale 100% Atom Label settings: font, Arial; size, 8 pt.

Assign all chemical compounds a bold, Arabic numeral in the order in which the compounds are presented in the manuscript text.

8.16 **Table requirements and style guidelines**

Tables should be inserted at the end of the manuscript in an editable format. If you use a word processor, build your table in Word. If you use a LaTeX processor, build your table in LaTeX. An empty line should be left before and after the table.

Table captions must be placed immediately before the table. Captions should be preceded by the appropriate label, for example 'Table 1.' Please use only a single paragraph for the caption.

Kindly ensure that each table is mentioned in the text and in numerical order.

Note that large tables covering several pages cannot be included in the final PDF for formatting reasons. These tables will be published as supplementary material.

Tables which are not according to the above guidelines will cause substantial delay during the production process.

8.17 **Accessibility**

AJoHS encourages authors to make the figures and visual elements of their articles accessible for the visually impaired. An effective use of color can help people with low visual acuity, or color blindness, understand all the content of an article.

These guidelines are easy to implement and are in accordance with the W3C Web Content Accessibility Guidelines (WCAG 2.1), the standard for web accessibility best practices.

Ensure sufficient contrast between text and its background People who have low visual acuity or color blindness could find it difficult to read text with low contrast background color. Try using colors that provide maximum contrast.

WC3 recommends the following contrast ratio levels:

Level AA, contrast ratio of at least 4.5:1

Level AAA, contrast ratio of at least 7:1

You can verify the contrast ratio of your palette with these online ratio checkers:

WebAIM

Color Safe

Avoid using red or green indicators More than 99% of color-blind people have a red-green color vision deficiency.

Avoid using only color to communicate information Elements with complex information like charts and graphs can be hard to read when only color is used to distinguish the data. Try to use other visual aspects to communicate information, such as shape, labels, and size.

8.18 **Supplementary material**

Data that are not of primary importance to the text, or which cannot be included in the article because they are too large or the current format does not permit it (such as videos, raw data traces, PowerPoint presentations, etc.), can be uploaded as supplementary material during the submission procedure and will be displayed along with the published article. All supplementary files are deposited to Figshare for permanent storage and receive a DOI.

Supplementary material is not typeset, so please ensure that all information is clearly presented without tracked changes/highlighted text/line numbers, and the appropriate caption is included in the file. To avoid discrepancies between the published article and the supplementary material, please do not add the title, author list, affiliations or correspondence in the supplementary files.

The supplementary material can be uploaded as:

- Data sheet (Word, Excel, CSV, CDX, FASTA, PDF or Zip files)
- Presentation (PowerPoint, PDF or Zip files)
- Image (CDX, EPS, JPEG, PDF, PNG or TIF/TIFF),
- Table (Word, Excel, CSV or PDF)
- Audio (MP3, WAV or WMA)
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Technical requirements for supplementary images:

- 300 DPIs
- RGB color mode.

8.19 Referencing

AJoHS uses one of two reference styles, either Harvard (author-date) or Vancouver (numbered). All citations in the text, figures or tables must be in the reference list and vice-versa

The names of the first six authors followed by et al. and the DOI (when available) should be provided

Given names of authors should be abbreviated to initials (e.g., Smith, J., Lewis, C.S., etc.)

The reference list should only include articles that are published or accepted

Unpublished data, submitted manuscripts, or personal communications should be cited within the text only, for article types that allow such inclusions

For accepted but unpublished works use 'in press' instead of page numbers

Data sets that have been deposited to an online repository should be included in the reference list. Include the version and unique identifier when available

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Reference examples

Article in a print journal Sondheimer, N., and Lindquist, S. (2000). Rnq1: an epigenetic modifier of protein function in yeast. *Mol. Cell.* 5, 163-172.

Article in an online journal Tahimic, C.G.T., Wang, Y., Bikle, D.D. (2013). Anabolic effects of IGF-1 signaling on the skeleton. *Front. Endocrinol.* 4:6. doi: 10.3389/fendo.2013.00006

Article in a print journal Sondheimer N, Lindquist S. Rnq1: an epigenetic modifier of protein function in yeast. *Mol Cell* (2000) 5:163-72.

Article in an online journal Tahimic CGT, Wang Y, Bikle DD. Anabolic effects of IGF-1 signaling on the skeleton. *Front Endocrinol* (2013) 4:6. doi: 10.3389/fendo.2013.00006

Article or chapter in a book Sorenson PW, Caprio JC. "Chemoreception". In: Evans DH, editor. *The Physiology of Fishes*. Boca Raton, FL: CRC Press (1998). p. 375-405.

Book Cowan WM, Jessell TM, Zipursky SL. *Molecular and Cellular Approaches to Neural Development*. New York: Oxford University Press (1997). 345 p.

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2. <https://www.frontiersin.org/>
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