

## EDITORIAL POLICIES

### Overview

**Greener Journals support the recommendations of** [Committee on Publication Ethics \(COPE\)](#), [the Office of Research Integrity \(ORI\)](#), [Council of Science Editors \(CSE\)](#), [International Association of Scientific, Technical & Medical Publishers \(STM\)](#), [World Association of Medical Editors \(WAME\)](#) and [International Committee of Medical Journal Editors \(ICMJE\)](#) regarding the submission, processing and publication of academic articles. Our editorial policies are therefore patterned to meet these recommendations and describes our editorial processes.

Submitting a manuscript to Greener Journals means that the authors have properly read the policies and agreed that the manuscript meets the requirements of these policies.

### Authorship

According to the [Office of Research Integrity](#), a person claiming authorship of a scholarly publication must have met the following criteria:

1. Substantial participation in conception and design of the study, or in analysis and interpretation of data;
2. Substantial participation in the drafting of the manuscript or in the substantive editing of the manuscript;
3. Final approval of the version of the manuscript to be published;
4. Ability to explain and defend the study in public or scholarly settings.

These criteria follow up on the recommendation of ICMJE.

### Corresponding or primary author

Greener Journals requires one author, called the corresponding or primary author, to take responsibility for all aspects of publication, including:

1. the correctness of the data,
2. the list of authors names ensuring no deserving author is neglected,
3. approval of the final draft by all authors, and
4. performing all correspondence.

Further information on authorship can be found on [ORI's website](#).

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will be amended following our criteria for publication of a Correction Article. Greener Journals will follow guidelines [COPE – flowcharts](#) as regards to changes in authorship.

## **Acknowledgements**

The acknowledgement section of a manuscript should be used to list all contributors to the study that do not meet the requirement for authorship stated above. Financial contributors should be acknowledged.

## **Submission of Manuscript**

Manuscripts should be submitted by filling and submitting the online Submission form. Authors are required to sign up in our website to access this form.

Submitted manuscripts should conform to the requirements of Greener Journals, therefore, authors should endeavor to read our Editorial Policies, Ethic policy and Instruction for Authors before submitting a manuscript to our editorial office. Make sure the following guidelines are met:

- ensure that the work has not been published before (except in the form of an abstract or as part of a published lecture, review or thesis),
- ensure that the manuscript is not currently being processed elsewhere,
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- ensure there is no default in ethical standard,
- ensure it follows the prescription in our instruction for authors.

In addition, the accurate contact information of all authors (Surname, other names in full, affiliation, email for each author, and a phone number) should be available on the manuscript. Disclosure of Conflicts of Interest should also be available in the manuscript.

## **Materials and Data Availability**

Authors should make materials, data, and related procedures available. This will allow others peers to replicate and build on the work after publication. Upon submission, authors must disclose if any restrictions was made on the accessibility of materials or information. With the unavailability of data and material, there will be no proof to support claims in the study.

## **Conflict of interest**

Conflict of interest is a situation in which financial or other personal interest are likely to make professional judgment and objectivity bias and untrustworthy.

Supplementary definitions include:

Conflicts of interest are "situations in which financial or other personal considerations may compromise, or have the appearance of compromising, an investigator's judgment in conducting or reporting research." AAMC, 1990.

"A conflict of interest in research exists when the individual has interests in the outcome of the research that may lead to a personal advantage and that might therefore, in actuality or appearance compromise the integrity of the research." NAS, Integrity in Scientific Research.

All authors, representatives, reviewers, and editors must disclose any potential Conflict of Interest associated with the manuscript. Authors must also acknowledge all sources of funds that sustained the work.

In cases of Academic Conflict of Interest where an individual (reviewer, editor or editorial board member) has bias or personal interest that can obstruct the peer-review, the individual should declare their conflicts of interest and refuse participation in the review process.

See [ICMJE recommendation](#)

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## **Editorial Team**

The editorial team of Greener Journals composes of the Editorial Committee, committee on ethics, editors, editorial board and Editorial Office Team (editorial assistants). Editors and editorial board members are selected by the Editorial Committee based on:

1. their qualifications and professional experiences,
2. the Journal's need for international representation and
3. the need to maintain a high journal standard and editorial policies.

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## The Review Process

The editorial office team will contact those reviewers that have been identified as qualified and the reviewers that may be recommended by the authors. Once potential reviewers agree to read a manuscript, they are given a period to complete the review. Greener Journals ensures that at least two reviewers undertake the review.

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## **Ethical Standards**

Greener Journals maintains its stand on the following ethical issues:

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