

JNSF Policy on Publication Best Practices and Publication Ethics

This policy consists of three sections based on the responsibilities of Editor and Editorial Board, authors of the submitted manuscripts and the relevant reviewers.

(I) Responsibilities of the Editor and Editorial Board

1. The Editor and Editorial Board will
 - (a) ensure quality and high publication standards of the journal.
 - (b) at all times maintain transparency, competency and fairness in all matters pertaining to publication of submitted manuscripts.
 - (c) be responsible for deciding on which manuscripts are accepted for publication. The manuscripts will be evaluated impartially and without discrimination of any sort. These evaluations will be based on the relevance of the manuscript to the scope of the Journal, originality, scientific merit, current legal aspects regarding libel, copyright infringement and plagiarism.
2. As appropriate information about a submitted manuscript will be disclosed only to the corresponding author, reviewers, potential reviewers, editorial advisors and the publisher by the Editor, members of the Editorial Board and staff of the Editorial Office.
3. Unpublished material included in a submitted manuscript will not be used by the Editor or Editorial Board members for their own research purposes without the author's explicit written consent.
4. The Editor and Editorial Board will consider retractions if any, from the Journal only where there is firm evidence of unreliable, falsified or incorrect data, plagiarism, duplicate publication or unethical research practices.

(II) Responsibilities of authors of manuscripts submitted for publication

1. All authors must at all times conform to the journal guidelines for publication.
2. Authors must ensure that all research documented in manuscripts is in accordance with national and international ethical guidelines governing research.
3. Authors must report only original work with scientific merit. Manuscripts published as copyrighted material elsewhere should not be submitted.
4. Authorship of manuscripts should be confined only to those who have made significant contributions in terms of concept, design, implementation, data analysis, interpretation and writing of the reported research work.
5. Persons who have made considerable contributions to the reported work and do not qualify as authors must be acknowledged in the manuscript.

6. The manuscripts submitted for publication should include a title, running title, abstract, keywords, introduction, methodology, results and discussion and conclusions.
7. The corresponding author must ensure that all contributing co-authors included in the authors list have approved the final version of the manuscript and have agreed to its submission for publication.
8. Authors of manuscripts are responsible to include a statement disclosing financial or other substantive conflicts of interest if any. Authors are also expected to disclose all forms of support.
9. The corresponding author shall be prompt and ensure adherence to timelines and respond to any requests, queries and recommendations of reviewers that are conveyed by the Editor or on behalf of the Editor and Editorial Board.
10. If a significant error or inaccuracy in a published work is detected by the relevant author, he/she is obliged to promptly notify the journal editor and co-operate to a retraction or correction of the manuscript in the form of an erratum.

(III) Responsibilities of reviewers of manuscripts

1. Transparency and integrity of the research publication is ensured by the peer review process. Reviewers must therefore be responsible both ethically and professionally.
2. All reviewers must provide assistance to the Editor and Editorial Board to make editorial decisions and also provide feedback to the authors to improve the manuscript.
3. Selected reviewers who for any reason are unable to review the received manuscript must report to the Editor/Editorial Board immediately.
4. All reviews must be conducted objectively. Personal comments, references and criticisms of authors are not correct and are not accepted.
5. Constructive and clear comments relevant to manuscript must be made by the reviewers and they should be supported by appropriate arguments.
6. The reviewers must keep all knowledge gained from the review completely confidential.
7. The reviewer must declare conflict of interest if any, that may arise from competitive, collaborative or other connections with any of the authors or institutions associated with the manuscript.

References:

- Committee on Publication Ethics (COPE) (2013). COPE Ethical Guidelines for Peer Reviewers, March 2013, version 1. Available at http://publicationethics.org/files/Ethical_guidelines_for_peer_reviewers_0.pdf
- Committee on Publication Ethics (COPE) (2013). Code of Conduct and Best Practice Guidelines for Journal Editors, 7 March 2011, version 1. Available at http://publicationethics.org/files/Code%20of%20Conduct_2.pdf