

# ***ETHIOPIAN SPORT ACADEMY***

**Ethiopian Journal of Sport Science (EJSS)**



## **Research Legalization, Code of Conducts and Plagiarism Policy**



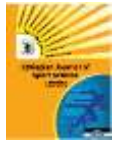


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## **Chapter One:**

# **1. Research Legalization, Code of Conducts and Plagiarism Policy objectives and Scope in Ethiopian Journal of Sport Science**

## **1.1. Policy Objectives**

### **General Objectives**

Implement a sports research policy under coordinated direction through the participation of all internal, sectorial and cross-sectional and foreign stakeholders to work out scientific methods:

- To produce elite athletes and build capacity of sports professionals through the provision of research-based trainings.
- To conduct research in different sports disciplines and disseminate the results thereof
- To ensure mass participation of sports.
- To boost sports investment opportunities and sport's mobilizing factor in activating other economic sectors to finally enhance the socio-economic contribution of the sector.

### **Specific objectives**

- To ensure that research endeavors emanate from the mandate of the Academy.
- To install enabling system for research and implement strategy for a high-quality practical research.
- To ensure that research is community based.
- To pursue excellence in research, training and extension of service.
- To offer expertise in areas of national and continental sports issues.
- To ensure that research endeavors are innovative and problem solving.
- To install a strategy whereby trainings offered are research based
- To offer a range of opportunities for trainings and capacity building.
- To promote science and technology necessary for the sector through academic research Programs and services.
- To create an enabling environment that encourages local and foreign transfer, adaptations and dissemination of knowledge, skills and technology.
- To install a system whereby researchers & persons involved in the success of research Endeavors are rewarded according to their contributions. .



## ***1.2. Name of the Journal***

The Ethiopian youth and sport academy launched a scientific journal with the following name and abbreviation:

***“Ethiopian Journal of Sport Science” or EJSS.***

## ***1.3. Scope of the Journal***

The Ethiopian Journal of Sport Sciences is a peer reviewed open access, inter and multidisciplinary journal published by Ethiopian youth and sport academy. The journal dedicated to expanding access to Ethiopian sport research, increasing intra-Academies or Universities scientific collaboration, and building academic research capacity in Ethiopia. The journal aims to provide a modern, highly-visible platform for publishing Ethiopian sport research and welcomes submissions from different scientific disciplines and publishes original research papers, systematic and scholarly review articles, and critical papers which will stimulate debate on research, policy, theory or philosophy of **sport** as related to **training** and **development** in **Ethiopia**, technical reports, and short communications, and which will meet the journal's high academic and ethical standards. Manuscripts of **sport training**, education, management, and research are encouraged. This journal will have five main sections. These are: **Technical report, Reviews and Analysis, Technical Notes and preliminary communications, Sport Sciences Issues**, and **Dataset Papers**. Moreover, the journal values critical scholarly debate on issues that have strategic significance for coaches, trainees, educators, practitioners, leaders and policy-makers of **sport profession in Ethiopia**.

The following are broad categories

- : Sport youth training
- : Sport Biomechanics
- : Sport psychology
- : Sport physiology
- : Sport management
- : Sport sociology
- : Sport medicine



: Sport rehabilitation

: Sport for Development

: Sport Pedagogy

The study should define principles of broad applicability, be related to problems over a sizable geographic area, or be of potential interest to a representative number of scientists.

#### ***1.4. Organizational Structure of the Journal***

The Ethiopian Journal of Sport Sciences (EJSS) comprise of Editor-in-chief, Editorial Board members, and Advisory Board members.

##### ***1.4.1. Journal Advisory Board***

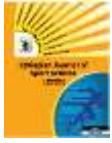
The journal Advisory Board is consists of a group of prominent and well respected individuals in the journal's field and working in different part of the world in scientific activities like research. They act as ambassadors for journals and will provide advice on key policy issues and strategic direction of the journal. The size of Advisory boards varies across disciplines but, the journal will have up to 10 Advisory Board from different discipline and different part of the world in the field of sport sciences.

##### ***1.4.1.1. Qualification and Experience of Advisory Board***

The formation of the Editorial Board is done through incorporating global experts with excellent academic track record and expertise in the respective journal subject. There is no restriction in the number of the Editorial Board members. Advisory board members should have a Ph.D. degree in the relevant subject and must have good publication record and adequate exposure to scientific journal writing, editing, or managing.

##### ***1.4.1.2. Terms of Service***

The terms of service for the appointed Advisory will be a minimum of three years and a maximum of five years. May appoint Editorial Board for a prescribed duration and add or revise constitution of the Board if required.



***1.4.1.3. Duties and Responsibilities of Advisory Board***

The following duties and responsibilities of the Advisory Board of the journal will be actively involved to achieve the Journal objectives. Therefore, they will have the following duties and responsibilities.

These are:

- Reviewing Editorial policies and guidelines periodically.
- Advise on journal policy and scope.
- Reviewing draft documents of manuals and instructions, drafted by Editorial Board, related to publication processes.
- Consulting the Ethiopian youth and sport Academy research Directorate director and the chief journal editor related to journal office administration and publication process.
- Holding periodic meetings for enhancement of office administration, journal sustainability, and quality issues.
- Assist the editor(s) in decision making over issues such as plagiarism claims and submissions where reviewers can't agree on a decision.

***1.5. General Duties and Responsibilities of the Editorial Board***

Editors are responsible for all the contents published in their journals, which means that they should strive to meet the needs of readers and authors, seek to constantly improve their journal, have well-defined editorial processes that ensure the quality of published material and promote freedom of expression.

- The editor should refrain from considering manuscripts when there is a conflict of interest because of competition, cooperation and other relationships or connections with any of the authors, companies or institutions associated with the manuscript.
- Editors should ensure the integrity of academic records and publish corrections, clarifications, retractions or apologies whenever needed.
- Providing integrity and credibility of the research contributions,
- The editor should actively seek the opinions of authors, readers, reviewers and members of the editorial board of the possible ways of improving the journal.



- Establishing and maintaining quality of the journal by publishing quality papers in his/her journal
- Promotion of freedom of expression within the cultural, constitutional/legal framework,
- Providing corrigendum for any correction, clarification and apologies where required
- The editor's duty is to support initiatives that will reduce publication and academic misconduct and to introduce and educate researchers about the provisions of publication ethics. The policy of the journal, if necessary, should be modified taking into account new technical and scientific knowledge about peer review, journal editing and publishing, and the effects of policy on the behavior of the journal authors and reviewers.
- Meeting the needs of authors and readers,
- The editor needs to convince the owners and/or publishers of the journal of the need to ensure the necessary resources, including the occasional involvement of other professionals (e.g. designers, lawyers, etc.).
- Maintaining ethical standards of their journal,
- Editors should systematically assess the impact of their guidelines on authors and reviewers, and revise them if necessary, encouraging responsible behavior and discouraging misconduct.

### ***1.6. Ethical obligations of Reviewers of Manuscripts***

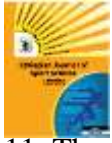
1. In as much as the reviewing of manuscripts is an essential step in the publication process, and therefore in the operation of the scientific method, every scientist has an obligation to do a fair share of reviewing.
2. A chosen reviewer who feels inadequately qualified to judge the research reported in a manuscript should return it promptly to the editor.
3. A reviewer (or referee) of a manuscript should judge objectively the quality of the manuscript, of its experimental and theoretical work, of its interpretations and its exposition, with due regard to the maintenance of high scientific and literary standards. A reviewer should respect the intellectual independence of the authors.
4. A reviewer should be sensitive to the appearance of a conflict of interest when the manuscript under review is closely related to the reviewer's work in progress or published. If in doubt, the reviewer should return the manuscript promptly without review, advising the editor of the





conflict of interest or bias. Alternatively, the reviewer may wish to furnish a signed review stating the reviewer's interest in the work, with the understanding that it may, at the editor's discretion, be transmitted to the author.

5. A reviewer should not evaluate a manuscript authored or co-authored by a person with whom the reviewer has a personal or professional connection if the relationship would bias judgment of the manuscript.
6. A reviewer should treat a manuscript sent for review as a confidential document. It should neither be shown to nor discussed with others except, in special cases, to persons from whom specific advice may be sought; in that event, the identities of those consulted should be disclosed to the editor.
7. Reviewers should explain and support their judgments adequately so that editors and authors may understand the basis of their comments. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. Unsupported assertions by reviewers (or by authors in rebuttal) are of little value and should be avoided.
8. A reviewer should be alert to the failure of authors to cite relevant work by other scientists, bearing in mind that complaints that the reviewer's own research was insufficiently cited may seem self-serving. A reviewer should call to the editor's attention any substantial and significant similarity between the manuscript under consideration and any published paper or any manuscript submitted concurrently to another journal.
9. A reviewer should act promptly, submitting a report in a timely manner. Should a reviewer receive a manuscript at a time when circumstances preclude prompt attention to it, the unreviewed manuscript should be returned immediately to the editor. Alternatively, the reviewer might notify the editor of probable delays and propose a revised review date.
10. Reviewers should not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under consideration, except with the consent of the author. If this information indicates that some of the reviewer's work is unlikely to be profitable, the reviewer, however, could ethically discontinue the work. In some cases, it may be appropriate for the reviewer to write the author, with copy to the editor, about the reviewer's research and plans in that area.



11. The review of a submitted manuscript may sometimes justify criticism, even severe criticism, from a reviewer. When appropriate, such criticism may be offered in published papers. However, in no case is personal criticism of the author ever considered to be appropriate.
12. Ideally a reviewer should not make their comments on the appropriateness of publication of a manuscript on the electronic copy of the work as this can have the details of the reviewer and institution embedded into the computers' programming. All comments and proposed alterations to the text should be made on a hard copy of the manuscript for the Journal Editor to review.

### ***1.7. Documentation, Dissemination and Promotion***

Information and knowledge flow, evaluation of work and response to feedback, revitalization of policy inputs and registration of required outputs requires enabling communication environment between and among the Academy and target groups and partners. The development and implementation of enabling environment shall be attained through the following strategies:

- Development of communication program and strategy;
- Establishment of communication center, and the gradual development of the center as national sports research and development center /institute;
- Identification and utilization of all available communication tools such as:
  - Print (research document, proceeding, journals, books, newsletters Brochures, leaflets, etc.);
  - Electronics (Radio, television, Internet);
  - Face to face (meetings, conferences symposium, visits, etc).
- Establishment of necessary infrastructure for communication, education and training centers and facilities such as libraries, e-library, archive, database, laboratories etc;
  - Develop efficient system for availing & sharing research products with partners & groups;
  - Organize national and international research conferences, symposiums and workshops.
  - national & international sports science conferences & symposiums;
  - Launch Academy's reputable journal which is locally and internationally widely indexed online open access and print journals & use access of international journals to publish Academy's best researches;



- Compile professionals' and partners' list;
- Staff library with necessary educational and research products through production adaptation, purchase, donation, etc;
- Produce simplified and abridged research products and others in indigenous languages & English language for the use by Academy's youth trainees;

### ***1.8. Legalizing Research***

Any research endeavor should not contravene national laws and international agreements to which Ethiopia is a party, Academic and authorship rights of individuals and organizations should be respected and balanced. In respect of the law, the following shall be accomplished:

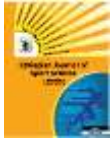
- The application of the policy shall respect national and international laws to which Ethiopia is a party.
- Intellectual property rights of authors and researchers shall be respected.
- All research endeavors shall be assumed under binding agreements, contractual or otherwise to define ownership, transfer of rights and moral rights under the law.

#### ***1.8.1. Proprietorship of Research Outputs and Research Resources***

Intellectual property refers to original creative works embodied in tangible and intangible products that have economic value which becomes the property of inventors & innovators. Intellectual property, thus, needs societal recognition and legal protection. The proprietorship of research results fully funded by the academy shall be of the Academy. Redeployment of project resources: Any office, field or instrument purchased by a research grant shall be the property of the Academy after the accomplishment of the project.

#### ***1.8.2. Protection of Information***

No information or equipment affecting the sovereignty, security, public order environmental, health or other essential public interests classified in accordance with the applicable national laws, rules, regulations and national policies shall be restricted. In the event that such information or equipment which is known or believed to require such protection is identified will be brought immediately to the attention of the appropriate officials and designated authorities and shall consult concerning the need for and level of appropriate protection to be accorded to such information or equipment.



*1.8.3. The Unclassified Equipment or Information*

For the purpose of implementation research shall be in accordance with the national laws, rules, regulations and national policies.

*1.8.4. Rights, Publications and Confidentiality*

Confidential information of athletes, students or institutions, which the organizations receive from each researcher, may only be used for the research activities and may not without consent from the academy from whom confidential information is received be disclosed in any way to third party. Researchers shall not make any public announcement statement or publish or release any information in relation to any sponsored research activity without the prior written approval of the academy.

*1.8.5. Joint Intellectual Property*

The protection and allocation of intellectual property and findings created, furnished or published in the course of research supports from the academy shall be governed out in specific agreements with researchers.

- Any intellectual property rights arising from or support of the academy to the researchers and by the joint and collaborative efforts shall be jointly owned and subject to any other terms and conditions as may be agreed up on.
- Researchers shall acknowledge one another in any form of writing, publications or presentations based on research derived from the cooperative efforts of ESA.

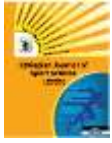
***1.9. Scope of Implementation***

1.9.1. The research Policy shall be implemented by the Ethiopian Sports Academy, Addis Ababa campus and Terunesh Dibaba Training Center as well as any future campuses and centers established under the Academy.

1.9.2. This policy is applicable to all staff of the Academy who involves in research and Consultancy activities, academy's departments and external researchers and Consultants who involve in research under the auspices of the academy.

1.9.3. Moreover, the scope of this policy extends to the governance structures of the academy that are concerned with the facilitation and decisions of research matters.

1.9.4. This policy shall be implemented in consistent with Academic Legislation of the Academy for any publications done under the Ethiopian Journal of Sport Science.



## CHAPTER TWO

### 2. EDITORIAL POLICY AND GUIDELINES

#### *2.1. Code of Conduct for Journal Editors*

##### **Editors, Associate Editors, and Journal Staff**

Editorial staff must not use information gained through working with manuscripts for private gain. Editors should publish regular disclosure statements about potential conflicts of interest related to the commitments of journal staff. Guest editors should follow these same procedures.

##### *2.1.1. Ethical Guidelines to Editors of the Journal*

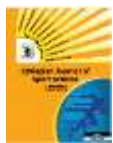
1. An editor should give unbiased consideration to all manuscripts offered for publication, judging each on its merits without regard to race, religion, nationality, sex, seniority, or institutional affiliation of the author(s). An editor may, however, take into account relationships of a manuscript immediately under consideration to others previously or concurrently offered by the same author(s).
2. An editor should consider manuscripts submitted for publication with all reasonable speed and attention.
3. The sole responsibility for acceptance or rejection of a manuscript rests with the editor. Responsible and prudent exercise of this duty usually requires that the editor seek advice from two or more reviewers, chosen for their expertise and good judgment, as to the quality and reliability of manuscripts submitted for publication. However, manuscripts may be rejected without review if considered inappropriate for the journal.
4. The editor and members of the editorial team should not disclose any information about a manuscript under consideration to anyone other than those from whom professional advice is sought. (However, an editor who solicits, or otherwise arranges beforehand, the submission of manuscripts may need to disclose to a prospective author the fact that a relevant manuscript by another author has been received or is in preparation.) After a decision has been made about a manuscript, the editor and members of the editorial team may disclose or publish manuscript titles and authors' names of papers that have been accepted for publication, but no more than that unless the author's permission has been obtained.
5. An editor should respect the intellectual independence of authors.



6. Editorial responsibility and authority for any manuscript authored by an editor and submitted to the editor's journal should be delegated to some other qualified person, such as another editor of that journal or a member of its Editorial Advisory Board. Editorial consideration of the manuscript in any way or form by the author-editor would constitute a conflict of interest and is therefore improper.
7. Unpublished information, arguments, or interpretations disclosed in a submitted manuscript should not be used in an editor's own research except with the consent of the author. However, if such information indicates that some of the editor's own research is unlikely to be profitable, the editor could ethically discontinue the work. When a manuscript is so closely related to the current or past research of an editor as to create a conflict of interest, the editor should arrange for some other qualified person to take editorial responsibility for that manuscript. In some cases, it may be appropriate to tell an author about the editor's research and plans in that area.
8. If an editor is presented with convincing evidence that the main substance or conclusions of a report published in an editor's journal are erroneous, the editor should facilitate publication of an appropriate report or note pointing out the error and, if possible, correcting it. The report may be written by the person who discovered the error or by an original author of the research.
9. An author may request that the editor not use certain reviewers in consideration of a manuscript. However, the editor may decide to use one or more of these reviewers, if the editor feels their opinions are important in the fair consideration of a manuscript. This might be the case, for example, when a manuscript seriously disagrees with the previous work of a potential reviewer.
10. An Editor should ideally send a PDF rather than Microsoft Word or other electronic file to reviewers and request that amendments, alterations or comments not be made to the electronic copy of the manuscript. It is important that all anonymous comments appear as such and with programs such as Word the computer and user is often shown in tagging comments or amendments.

### *2.2.2. Quality Assurance*

- Editors must take all reasonable steps to ensure the quality of published material, considering the fact that the journal and its parts have different goals and standards. Editors should have systems for the detection of false data (e.g. manipulated photographs or plagiarized text) at their



disposal, which can be used regularly or in case of doubt. Journal style should be based on factors that improve quality reporting (e.g. adoption of structured abstracts, standard style of referencing-established in the international scientific community, the use of guidelines such as CONSORT, etc.), rather than on aesthetic or personal preferences.

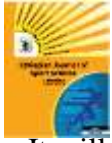
### *2.2.3. Protection of Individual Data*

- Editors are required to comply with the Act on Personal Data Protection in force Law. The confidentiality of information obtained during the research or professional interactions (e.g. between doctors and patients, researchers and respondents in the survey, etc.) always has to be protected. Therefore, it is almost always necessary to obtain a written consent for publishing by persons that could identify themselves or be identified by others (e.g. case studies or photos).
- Disclosure of personal information without the express consent may be permitted only when the public interest transcends any damage, if it is impossible to get approval and, if is not likely that a reasonable individual would oppose to its publication.

The policy of publication of personal data should be publicly disclosed and clearly explained to the authors. It should be noted that consent to participate in research and undergo treatment is not the same as consent to the disclosure of personal information, photos or quotations.

### *2.2.4. Encouraging Academic Integrity*

- Editors should try to ensure that the research is conducted and published in accordance with the relevant international standards and guidelines (for example, the Declaration of Helsinki for clinical research, AERA and BERA guidelines for research in the field of education, etc.).
- Editors should seek guarantees that all research was approved by the appropriate bodies (e.g. Research ethics committee), where they exist. However, editors should consider that such approval does not guarantee the ethics of research. If editors have concerns or they need additional explanations, they should ask for evidence of ethical approval for the research and ask the authors questions about the ethical aspects of the research (such as, how the Athletes in the survey were asked for the consent and how it was obtained, or what methods to reduce suffering were applied). It is necessary to ensure that the reports on clinical trials refer to compliance with the relevant international or national guidelines for the protection of research participants.



- It will be designed to appoint an ethical adviser for the journal, who the editors will contact in specific cases, and who would periodically review regulations, instructions and guidelines of the journal.

### *2.2.3. Procedures in Cases of Scientific Misconduct*

In case the editors suspect scientific misconduct, or somebody has warned them about it, they have an obligation to act, regardless of the fact whether the work has been published or not. Editors cannot simply reject the manuscripts that raise concerns or doubts about the possible scientific misconduct. Ethics require the investigation of such cases, and it is recommended to follow the procedure, whenever possible and regardless of the complexity of the procedure and the effort. Editors should primarily seek answers from those whose behavior raises concerns. If they are not satisfied with the answer, they should refer the matter to the relevant employer, institution or competent body, with the aim to investigate the alleged scientific misconduct in depth.

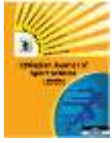
### *2.2.4. Ensuring the protection of Academic Records*

Erroneous, inaccurate or misleading statements must be corrected immediately, with due prominence. Editors should follow international guidelines for retraction, e.g. COPE guidelines. Editors should take steps to reduce the possibility of publishing a recurring publication and presentation of anonymous trials. It is also necessary to ensure the safe storage of published materials (e.g. storage in national and international repositories). It is very important to ensure that the articles are freely available to their authors.

### *2.2.5. Intellectual Property*

When it comes to issues of intellectual property editors need to be careful and cooperate with the EYSA research directorate for considering potential violations of the laws and conventions of intellectual property. In doing so, the application of tools to detect plagiarism in received manuscripts (e.g. software that detects the texts that are similar) can be helpful, either as part of the regular editorial process or when suspicions are raised. Editors need to support the authors whose copyright has been infringed, or who were victims of plagiarism. In cooperation with the publisher editors should defend the rights of authors and prosecute offenders.





### ***2.2.6. Stimulating Discussion***

Editors should encourage and be willing to consider persuasive criticism of an article, and the author of the criticized material should be given a chance to respond. By no means should the publication of research reporting negative results be excluded, and the research that questions the results already published research should be considered.

### ***2.2.7. Complaints***

Editors should immediately respond to complaints and ensure the procedure where dissatisfied applicants can forward their complaints.

### ***2.2.8. Fair play and Impartiality***

The criteria for the selection of research papers must be impartial and the Editor should select academically and scientifically sound articles,

## ***2.3. Editing and Formatting Guidelines***

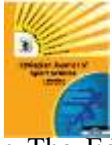
- The Editor should prepare clear guidelines about preparing and formatting of a paper and print these guidelines in each issue of the journal,
- The guidelines should cover information related to 'content' and 'format' of a research paper,
- Preferred manual style is. APA declared as a policy decision.

## ***2.4. Disclosure***

- The Editor must not use any unpublished information/data from the submitted research paper without the permission of the author(s), and
- Any information received after the peer review process must be kept confidential and not used for personal gains.

## ***2.5. Publication Decisions***

- The Editor should only shortlist research papers which have relevance to the scope of the journal clearly stated in the Journal, using his /her judgment, but without any personal bias.
- After completion of the reviewing process, the submission of revised manuscript, and assessing the quality and validity, the Editor has a right to accept or reject a research paper.



- The Editor's decisions to accept or reject a paper for publication should be based purely on merit, academic standards and professional demands of the journal.
- The Editor must justify the reason (s) of rejecting a research paper to author(s). This may include:
  - Failure to fit in the scope of the journal (may be communicated after preliminary review)
  - Insufficient depth of content
  - Major errors related to design, analysis, write up and format
  - Any misconduct or conflicting factors (e.g. plagiarism, copyright infringement, legal issues, fake data, authorship issues)
- The Editor is required to timely communicate the editorial decision to the author(s),
- The Editors should not reverse decisions in favor or against author(s) on their own.

### ***Publication Recommendation***

To further differentiate the roles of gatekeeper and consultant (and to make the Action Editor's job easier when quite discrepant recommendations are received) we ask that you communicate your publication recommendation only on the standardized evaluation form, which is not shared with authors. **Please do not include an explicit recommendation about acceptance, revision, or rejection in your narrative evaluation that will be shared with the authors.**

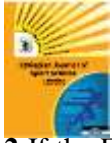
In making your publication recommendation, please consider these guidelines developed by the APA Publication and ESA Research Committee:

*To merit publication each manuscript must make an original, valid, and significant contribution to an area of sport appropriate for the journal to which it is submitted. That is:*

- (1) A manuscript cannot have been published, in whole or in part, in another journal or readily available work.
- (2) A manuscript must be accurate, and the conclusions and generalizations must follow from the data.
- (3) A manuscript must be more than free of major fault—it must be an important contribution to the literature.
- (4) A manuscript must be appropriate for the journal. For a manuscript not meeting all those criteria, you will usually recommend rejection, with detailed reasons for your recommendation. (emphasis in the original)

As you consider these policies in formulating your publication recommendation to the Action Editor, it may be helpful to think in terms of the answers to three sequential questions:

**1.** Is the topic of the manuscript appropriate for *EJSS*?



2.If the Editor believes that a manuscript is clearly outside the scope of the journal, it is rejected without peer review. However, you may receive a manuscript to review because the Editor has some question about its appropriateness for *EJSS*. It is helpful for the Editor to have your opinion on this question. The standardized rating form contains an item assessing fit. You might also decide to address this question in your narrative. A statement describing the topics appropriate for publication in *EJSS* is included outside the cover of each issue.

3.Does the manuscript make a significant scientific contribution? A key determination is thus: Is the manuscript important? This is a difficult question to answer at times but perhaps these alternative versions of the importance question can help:

- Does it add significantly to the literature in the field? Will it stimulate more research/theory in the area?
- Will it be cited frequently?
- Does it offer a new/creative approach that has the promise of serving the field well?

There are many manuscripts that represent sound work, using common methods and designs, but these alone are not appropriate criteria for acceptance.

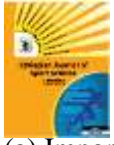
The *manuscript should add significantly to the field*. This is not a simple decision, but this is perhaps the central issue involved in the publication recommendation. What this means is that many well-done studies may not be accepted because they do not surpass the importance criterion. Given the state of our knowledge, as that of ever increasing, this bar is ever changing. What was new and creative three years ago may now be standard. So, the key assessment is “Will the manuscript move the field forward significantly?”

The *EJSS* Manuscript Evaluation Form contains items for you to rate the scientific contribution of this study.

4. Can the flaws in this manuscript be remedied in a revision? Separate from the determination of overall importance is the issue of “Can the manuscript be improved?” All research is inevitably flawed, and that despite an investigator’s best efforts, flaws will remain in every published study. Although the initial version of a manuscript may contain many problems and would require extensive reworking, *EJSS* Action Editors are encouraged to invite a revision if (a) the manuscript has the potential to make a significant contribution to the literature and then

(b) There is a reasonable chance that all the serious issues could be successfully addressed. So, if a manuscript is not potentially important certainly, if there is a “fatal flaw” in the study, it cannot be accepted.

The crucial point is that your recommendation to reject the manuscript or invite a revision should hinge primarily on your judgment about



(a) Importance and only then on

(b) Whether it is possible to address all the major flaws you have found in a revision. It can be more kind to the author to recommend rejecting a manuscript the first time around rather than to invite revisions that have little chance of correcting the identified flaw(s).

## **CHAPTER THREE**

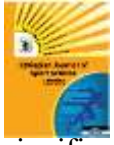
### **3. AUTHORS LEGALIZATIONS AND CODE OF CONDUCT**

#### ***3.1. Ethical Guidelines for the Author (s)***

The following ethical guidelines are obligatory for all author(s) violation of which may result in application of penalties by the editor, including but not limited to the suspension or revocation of publishing privileges. Code of conduct for authors is designed to provide a set of minimum standards which should be followed by the editors of EJSSJ.

#### ***3.2. Reporting Standards***

- ❖ Authors reporting on original research are required to present their work in the correct manner in accordance with the patterns of scientific and academic communication and in the context of previous research and offer an objective discussion of its significance and importance.
- ❖ The authors are also required to describe the methods and present the results in a clear and unambiguous manner.
- ❖ The paper should contain enough details and references to permit the others to check the work.
- ❖ Fraudulent or intentionally presented false claims represent unethical behavior and are unacceptable.
- ❖ When an author discovers a significant error or inaccuracy in his published work, his or her commitment is to notify the editor or publisher without delay and cooperate with the editor to cancel or correct the work. If an editor finds from a third party that a published article contains a



significant error, the author's obligation is to withdraw or correct the work without delay or provide evidence to the editor about the validity of the original work.

❖ Overviews and professional articles must also be precise and objective and the works that include the views of the editorial board should be clearly indicated.

❖ An author should recognize that journal space is a precious resource created at considerable cost. An author therefore has an obligation to use it wisely and economically.

❖ It is the author(s)' responsibility to ensure that the research report and data contain adequate detail and references to the sources of information in order to allow others to reproduce the results.

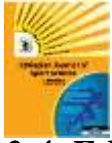
❖ Fragmentation of research reports should be avoided. A scientist who has done extensive work on a system or group of related systems should organize publication so that each report gives a well-rounded account of a particular aspect of the general study. Fragmentation consumes journal space excessively and unduly complicates literature searches. The convenience of readers is served if reports on related studies are published in the same journal, or in a small number of journals.

❖ An author's central obligation is to present an accurate account of the research performed as well as an objective discussion of its significance.

### ***3.3. Access to Information and Storage of Material***

❖ If any question arises about the accuracy or validity of the research work during the review process, the author(s) should provide raw data to the Editor. Authors may be asked to provide basic information related to the work for the purpose of editorial reviews and they should be willing to allow public access to such information, if possible, and keep such information for a reasonable time after its publication.

❖ A primary research report should contain enough detail and reference to public sources of information to permit the author's peers to repeat the work. When requested, the authors should make a reasonable effort to provide samples of unusual materials to other researchers, with appropriate material transfer agreements to restrict the field of use of the materials so as to protect the legitimate interests of the authors.



### ***3.4. Ethical Requirements***

❖ **Formal and documented ethical approval from appropriate research ethics committees** are required for all studies using people, medical records and anonymized human data. Fully informed consent should always be sought where possible from all participants, otherwise an ethics committee should decide if the work is acceptable.

#### **❖ Privacy of Participants**

- Information obtained privately, as in conversation, correspondence, or discussion with third parties, should not be used or reported in the author's work without explicit permission from the investigator with whom the information originated. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, should be treated similarly.

- Authors should cite sources that have strongly influenced the content of research and manuscript. Information obtained privately, for example, in a conversation, correspondence or discussion with third parties may not be used or transferred without the express, written permission of the source. The information obtained during the performance of confidential services, such as the peer review of project applications for funding may not be used without the express written permission of the author of the work that has been the subject of such services. Authors must respect the privacy of the participant of research and must not use any information obtained from them without their informed consent.

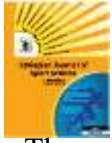
- Authors should ensure that only information that improves understanding is shared.

- Authors must ensure that in instances where the identity of the participant needs to be revealed in the study, explicit and informed consent of the concerned party is obtained.

- In the case of the demise of a participant, consent must be obtained from the family of the deceased.

❖ An experimental or theoretical study may sometimes justify criticism, even severe criticism, of the work of another scientist. When appropriate, such criticism may be offered in published papers. However, in no case is personal criticism ever considered to be appropriate.

#### **❖ Images**

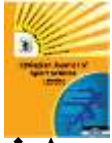


- The author(s) should ensure that images included in an account of research performed or in the data collection as part of the research are free from manipulation,
- The author(s) must provide an accurate description of how the images were generated and produced.
- ❖ Specific permission for facial photographs of Athletes or study participants is required. A letter of consent must accompany the photographs in which a possibility of identification exists. **It is not enough to cover the eyes to mask identity.**
- ❖ **Contributors are required to follow the procedures in force in their countries which govern** the ethics of work done with human subjects. The Code of Ethics of the World Medical Association (Helsinki Declaration) represents a minimal requirement. When experimental done for human subjects, describe their characteristics.
- ❖ For human participants in a research survey, secure the consent for data and other material verbatim quotations from interviews, etc to be used.
- ❖ **Laboratory and clinical research** should be driven by protocol; pilot studies should have a written rationale. Protocols must be carefully agreed by all contributors, including if appropriate the participants. Any unusual hazards inherent in the procedures, equipment, chemicals, or techniques used in an investigation should be clearly identified in a manuscript reporting.

### ***3.5. Originality Plagiarism and Acknowledgment***

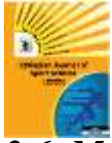
#### **❖ Acknowledgment of Sources**

- An author should identify the source of all information quoted or offered, except that which is common knowledge.
- A paper must always contain proper acknowledgment of the work of others, including clear indications of the sources of all information quoted or offered, except what is common knowledge.
- The author(s) must also acknowledge the contributions of people, organizations and institutes who assisted the process of research, including those who provided technical help, writing assistance or financial funding (in the acknowledgement).
- It is duty of the author(s) to conduct a literature review and properly cite the original publications that describe closely related work.



- ❖ **An author should cite those publications that have been influential in determining** the nature of the reported work and that will guide the reader quickly to the earlier work that is essential for understanding the present investigation. This requires sufficient references to contextualize the work within its research context.
- ❖ Citation of work may be omitted if the author feels that it is not influential to the outcome or analysis of the reported work. Except in a review, citation of work that will not be referred to in the reported research should be minimized. An author is obligated to perform a literature search to find, and then cite, the original publications that describe closely related work. For critical materials used in the work, proper citation to sources should also be made when these were supplied by a non-author.
- ❖ It is the author(s)' responsibility to ascertain that s/he has submitted an entirely original work, giving due credit, by virtue of proper citations, to the works and/or words of others where they have been used.
- ❖ Authors should try to write a completely original work, and if they have used the work and/or words of others, they must precisely cite or quote them. Plagiarism in all its forms is considered unethical publishing behavior which is not acceptable.
- ❖ **Plagiarism** can appear in many forms, from "imposing" other people's work as the author's own, copying or paraphrasing relevant parts of the works of others (without citing the original author) to contributing the results of other people's research to themselves.
- ❖ Material quoted verbatim from the author(s)' previously published work or other sources must be placed in quotation marks.
- ❖ Authors are obliged to obtain permission from the copyright holders to publish illustrations, photographs, tables and other materials protected by copyright laws. Copyright-protected material may be reproduced only with proper permission and acknowledgement.
- ❖ As per ESA policy, in case the manuscript has a similarity index of more than 19%, it will either be rejected or left at the discretion of the Editorial Board for the purposes of a conditional acceptance.





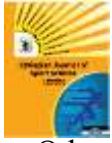
### ***3.6. Multiple or Simultaneous Publication***

- ❖ It is improper for an author to submit manuscripts describing essentially the same research to more than one journal of primary publication, unless it is a resubmission of a manuscript rejected for or withdrawn from publication.
- ❖ It is generally permissible to submit a manuscript for a full paper expanding on a previously published brief preliminary account (a “communication”, “conference report” or “letter”) of the same work. However, at the time of submission, it should be made aware with earlier communication, and the preliminary communication should be cited in the manuscript.
- ❖ Authors should not submit a manuscript that describes the same research in more than one journal or primary publication at the same time except if a re-submission of a rejected or withdrawn manuscript is.
- ❖ Authors should not submit a previously published paper.
- ❖ Simultaneous submission of the same manuscript to more than one journal is considered unethical behavior in publishing and is not acceptable. Publishing of certain types of articles (e.g. translations) in more than one journal is sometimes justified, assuming fulfillment of certain conditions.
- ❖ Authors may re-publish previously conducted research that has been substantially altered or corrected using more meticulous analysis or by adding more data.
- ❖ The authors and EJSS editors must agree to the secondary publication, which must cite the primary references and reflect the same data and interpretation of the primary document.

### ***3.7. Authorship***

#### **Authorship Credit**

- Authorship of the work may only be credited to those who have made a noteworthy contribution in conceptualization, design, conducting, data analysis and writing up of the manuscript.
- It is the responsibility of the corresponding author to include the name(s) of only those co-authors who have made significant contributions to the work.
- The corresponding author should ensure that all co- authors have seen and approved the final version of the paper and have agreed to its submission for publication.



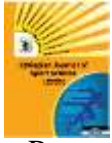
- Other contributions should be indicated in a footnote or an “Acknowledgments” section. An administrative relationship to the investigation does not of itself qualify a person for co-authorship (but occasionally it may be appropriate to acknowledge major administrative assistance).
- Deceased persons who meet the criterion for inclusion as co-authors should be so included, with a footnote reporting date of death.
- No fictitious name should be listed as an author or co-author. The author who submits a manuscript for publication accepts the responsibility (as corresponding author) of having included as co-authors all persons appropriate and non in appropriate.
- The submitting author should have sent each living co-author a draft copy of the manuscript and have obtained the co-author’s assent to co-authorship of it.

### ***3.8. Communication with Editors and Reviewers***

Authors are expected to respond professionally and timely to editorial and reviewer comments. If an author decides to withdraw the manuscript that was already submitted to the review process or is not ready to accept the reviewers' suggestions, he or she should immediately notify the editor.

### ***3.9. Disclosure of Data and Conflict of Interest***

- ❖ The authors should in their work disclose any financial or other significant conflict of interest that could influence the results or interpretation of their work.
- ❖ The manuscripts must be clearly state all the organizations who have given support to the research and all sources of funding and their possible role in conducting research and processing and publication of its results. If the funding source is not clearly stated, it is considered that the financial costs of research and preparation of the work are covered by the author himself or herself.
- **Examples** of possible conflicts of interest that should be disclosed include employment, consultancy, stock ownership, honoraria, paid expert testimony, application and registration of patents and grants or other funding sources. Potential conflicts of interest should be published at the earliest possible stage.



- Potential conflict of interest, e.g., a consulting or financial interest in a company, that might be affected by publication of the results contained in a manuscript. The authors should ensure that no contractual relations or proprietary considerations exist that would affect the publication of information in a submitted manuscript.
- ❖ All sources of financial support for the project should be disclosed alongside a brief overview of the role played, if any by the responses during various stages of the research.

### ***3.10. Manuscript Acceptance and Rejection***

- ❖ The review period can last between 1-3 months or longer and during this period the author(s) reserve the right to contact the Editor Board to ask about status of the review.
- ❖ Once the review process has been completed, the author will be informed about the status of the manuscript which could either be an acceptance, rejection or revisions. In the case of rejection, the author(s) reserves the right to publish the article elsewhere.
- ❖ In case of revisions, the author(s) must provide an exposition of all corrections made in the manuscript and the revised manuscript should, then, go through the process of affirmation of revisions and be accepted or rejected accordingly.
- ❖ In case of dissatisfaction over the decision of rejection, the author can appeal the decision by contacting the Editor.

### ***3.11. Declaration***

- ❖ Authors are required to provide an undertaking / declaration stating that the manuscript under consideration contains solely their original work that is not under consideration for publishing in any other journal in any form.
- ❖ Authors may have to sign an agreement allowing the journal to reserve the right to circulate the article and all other derivative works such as translations.
- ❖ Authors may submit a manuscript previously published in abstracted form, for e.g. in the proceedings of an annual meeting, or in a periodical with limited circulation and availability such as reports by the Government agencies or a University.



- ❖ A manuscript that is co-authored must be accompanied by an undertaking explicitly stating that each author has contributed substantially towards the preparation of the manuscript in order to claim right to authorship.
- ❖ It is the responsibility of the corresponding author that s/he has ensured that all those who have substantially contributed in the manuscripts have been included in the author list and they have agreed to the order of authorship.

### ***3.12. Manuscript Submission***

- **Author names and affiliations.** Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

**In the manuscript, put this paragraph after the byline or on the cover page only.**

Alternatively, any necessary institutional identification can be placed in the Acknowledgments section. If all authors are at one address, do not repeat the names in the documentation. Otherwise, group together all authors at a single address in the order they appear in the byline. **Give only initials and surname, without professional titles. The titles remain at the cover page or acknowledgments section.**

Following complete addresses for all authors, give any sponsoring institutional information, with brief addresses; and lastly “\*Corresponding author” (immediately followed by that person’s email address in parentheses). Headquarters will provide the received and accepted dates for accepted papers.

**Example:**

Amensisa k. Legesse, and Tefera Tadesse\*

**3.13. Authorship**

- ❖ We encourage the use of full names in by lines (e.g., Amensisa k. Legesse, A. Kebede Legesse or Amensisa Kebede Legesse instead of A. K. Legesse OR Amensisa Kebede L.).
- ❖ The first person listed in the title is, by definition, the corresponding author deals with proofs and, after publication, with reprint requests.
- ❖ An asterisk (\*) follows the name of the corresponding author in the byline, matched to the words “\*Corresponding author” at the end of the author–paper documentation paragraph. Following standard American rules of punctuation, the asterisk comes after any comma (e.g., Frances L. Dudeck, Sayeed S. El-Marhawi,\* M. Agnes Santello, and Vernon S. Foell). The authors of the paper decide the sequence of author names; the order should be agreed upon by all authors involved.

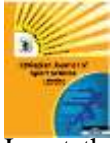
**General rules:**

- Number all figures with Arabic numerals in the order in which they are first mentioned in text, regardless of whether a more detailed discussion of the figure occurs later in the paper. For example, Figure 1...Figure 2...etc.
- Refer to the figure in your writing - no italics, but with capital F, for example "In Figure 1..."

**Figure.1**



Reproduced from *Common Running Problems in Sport: their assessment, management and prevention* (Larkins, 1990)



Insert the figure captions in the file following the figure as well as after the references list. Spell out abbreviations on first mention in figure captions, even if they have already been defined in the text. (The reader should be able to understand the figure content without referring back to the text).

#### **VI. Acknowledgments (optional).**

Brief acknowledgment of grant funding can be included in the documentation paragraph, but extensive support information and personal thanks belong in the acknowledgments section at the end of the paper.

#### **VII. Appendices**

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly, for tables and figures: Table A.1; Fig. A.1, etc. Vitae submit a short (maximum 100 words) biography of each author.

#### **Supplemental Material paragraph, if applicable.**

Supplemental material may be included in the online version of articles. The material must be submitted along with the original manuscript and will undergo peer review. Authors are encouraged to submit materials that contribute to the content and quality of the article or to use supplemental material as a means to shorten the text of manuscripts.

### ***3.15. References***

#### **Author**

An author can be a person, committee, organization, or other party responsible for the work. Avoid the use of "anonymous." Only when no author can be determined for a document should "anonymous" be used.

For Web pages, it is most common to use the name of the organization as the author.

The Webmaster or contact person for the site is not usually considered the author. Similarly, use the organization and location as the publisher of the site.

#### **Date**

Three dates are important:

- (1) The date when the publication was placed on the internet or was copyrighted,
- (2) The latest date of any update or revision, and
- (3) The date when the person doing the citing accessed the publication.

#### **Title**

Book and journal titles are usually clearly stated on a Website. For other Web pages, look for

- (i) The most prominent (usually the largest) words on the screen,
- (ii) Wording followed by a copyright or registered-trade mark symbol,



(iii) The title bar of the Web browser (generally in the top left corner).

### **Publisher**

In electronic terms, a publisher is defined as the person or organization that produces or sponsors the site. Look at the bottom of a home page, at the top or on a side bar of the first screen, at the end of a document, or for the organization named after a copyright statement.

### **Examples:**

- University of Gondor. 2012.
- University of Wisconsin automated weather observation network.
- University of Wisconsin Extension. <http://www.soils.wisc.edu/wimnext/awon/awon.html> (accessed 18 Jan. 2012). SAS Institute. 2004.
- User's guide: Statistics. SAS Inst., Cary, NC. last name first, followed
- The author's name is listed by initials (Smith, J.R.). For works by more than one author, only the first author's name is inverted (Smith, J.R., M. Jones, and C. Rosen).
- Titles Use sentence-style capitalization for titles and subtitles of articles, book chapters, bulletins, and books, capitalizing the first letter of the first word as well as proper nouns and adjectives.
- Do not number the references list
- Arrange the list alphabetically by the surnames of the first authors and then by the second and third authors.
- Single-authored articles should precede multiple-authored articles for which the individual is first author.
- Two or more articles by the same author(s) are listed chronologically; two or more in the same year are indicated by a, b, c, etc.
- Only literature that is available through libraries or other readily accessible public media can be cited. Material that does not meet this standard should be cited as personal communication or unpublished data.

### **Examples:**

#### **Journal article**

- Smith, D.T., D.L. Johnson, and J.K. Thomas. 2001. Phosphorus losses in irrigation runoff. *J. Environ. Qual.* 30:2569–2580.

#### **Book**

- Lindsay, W.L. 1979. *Chemical equilibria in soils*. John Wiley & Sons, New York.

#### **Chapter in a book (Book Section)**

- Nelson, D.W., and L.E. Sommers. 1982. Total carbon, organic carbon, and organic matter. In: *A.L. Page et al., editors, Methods of soil analysis*. Part 2. 2nd ed. Agron. Monogr. 9. ASA and SSSA, Madison, WI. p. 539–579

#### **Official Sources**

- Spelling: Merriam-Webster's New Collegiate Dictionary



- Chemical names: PubChem (<https://pubchem.ncbi.nlm.nih.gov/>)
- Journal abbreviations: Chemical Abstracts Service Source Index (CASSI; American Chemical Society, <http://cassi.cas.org/>)
- In the reference list itself, give the names of all authors if fewer than six authors.
- If the paper has more than six authors, the sixth and following author names may be abbreviated to "et al."
- Do not use a dash to indicate names repeated from the prior entry. Do not use "ibid." or "op cit."

### **Citation Style**

The author–year notation system is required; do not use numbered notation. For within-text citations of papers with two authors, name both authors. With three or more authors, include the last name of the first author plus "et al."

For two or more articles using the same within-text citation, add a distinguishing lowercase letter (a, b, c, etc.) to the year in both the text and references list. Separate citations with a semicolon. For citations of multiple works by the same authors, the author names do not need to be repeated.

**Examples:** (Murphy, 2001; Murphy and Smith, 2001; Murphy et al., 2001) (Murphy, 2001; Murphy and Wong, 2001a, 2001b; Murphy et al., 2001) (Murphy, 2001; Murphy et al., 2001, 2002; Murphy and Davis, 2002)

### **Citing Quotations**

Direct quotations from a book or very long chapter (above 40 words) require a page number in the text citation, to spare the reader a tedious hunt for the original wording in context. When practical, the exact page number is preferred for any quotation.

### **Citing Unpublished Sources**

Only literature available through libraries or other readily accessible public media may be cited. All other material, such as personal communications (information from someone other than the authors) and unpublished data (information from one or more author named in the byline), is cited in the text as parenthetical matter. Give both the source and the date for the information.

**Examples:** (R.D. Jackson, personal communication, 1997) (unpublished data, 1998) [when all authors are responsible for the data] (Faribault, unpublished data, 1998) [when only the author Faribault is responsible for the data] Placing “unpublished data” or “personal communication” between the name and year clearly distinguishes these citations from those keyed to the reference list. The terms in review and in press are not synonymous. Material that is in press has been accepted for publication but has not yet appeared in print. This material may be listed in reference sections because the reader will eventually be able to locate it. Material submitted for publication but not yet accepted may be included in the reference list of your paper during the review process, but





upon your paper's acceptance these entries must be converted to citations of unpublished data or personal communication. If the change from review status to in press status occurs before or by the proof stage, the citation can be restored and completed.

Reviewers and editors are not expected to verify the accuracy of the literature citations. Authors should check the alphabetical reference list against the citations in the body of the manuscript as one of the last steps before submitting the manuscript for publication!

### **Miscellaneous Dissertations and theses**

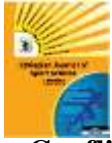
- Maraqa, M.A. 1995. Transport of dissolved volatile organic compounds in the unsaturated zone. Ph.D. diss., Michigan State Univ., East Lansing. Software and software documentation.
- Abacus Concepts. (1991). Super ANOVA user's guide. Release 1.11. Abacus Concepts, Berkeley,
- CA. Minitab. (1998). MINITAB 12. Minitab, State College, PA.
- SAS Institute. 1994. The SAS system for Windows. Release 6.10. SAS Inst., Cary, NC. 'Encyclopedia article.
- Encyclopedia of plant physiology. Vol. 12A. Springer, Berlin. p. 135–167.

### **Map.**

Cite a map separately only if it is a stand-alone publication. If there is no author for a map, do not use "Anonymous." In such cases, the name of the map stands in for the author. Author. Year. Map title [map type, e.g., demographic map]. Map number (if included). Publisher, Publisher location. Notes (e.g., scale).

### **Electronic Sources**

- Treat electronic sources as you would the same kind of material in print. Start with the author, date, article or Web page title, and further information essential to the online reference. Because of the potentially ephemeral nature of electronic publications, if a publication exists in both print and electronic versions, cite the print version only. Some electronic sources are the equivalent of personal communications or unpublished data (e.g., email, an online interview or chat session, or information posted on an individual's home page). Cite these in the text only; include the full URL address and the date.
- For original content from online sources, other than formally published documents such as journal articles and books, include as much of the following as can be determined: Author of the content, title or description of the page, the owner of the site if it can be determined, and the URL. Also provide the date you accessed the material. Citations to a home page should be cited in text.



- **Conflicts of Interest Statement.** Authors should include a statement just before the References section that explains any conflicts of interest. If there are none, authors should explicitly state that there are no conflicts of interest. Conflicts of interest are anything that would interfere with, or a reasonable person could perceive to interfere with, the fully transparent and objective presentation of the paper. Potential conflicts could concern intellectual property, relationships with other entities, or financial gain but are not limited to these issues.
- A Template of the Journal page for the manuscript is available at the end of this chapter.

### ***3.15. Consent and Permissions***

The submitting author should have sent each living coauthor a draft copy of the manuscript and have obtained the coauthors' assent to co authorship of it. Authors are responsible for obtaining all permissions for use of figures from other publishers and should supply these releases at the time the accepted manuscript is forwarded for production. Authors are also responsible for obtaining permission from individuals whose images are included in photographs.

### ***3.16. Revised Manuscripts***

At submission of a revised manuscript, the author should submit a marked version and a clean version of the manuscript. The marked version should clearly identify the differences between the original submission and the revised submission. The preferred method of indicating the changes is to use the Track Changes function in Word.

#### **Errata**

Errata may be used by the authors of a paper to correct errors and omissions that affect the integrity of the version of record that are identified after publication. All additions and corrections are subject to editorial approval and must be approved by all coauthors before submission; corrections of minor errors or omissions will not be published. Send all errata requests to the journal's managing editor.

### ***3.17. Plagiarism Screening***

Papers submitted to *EJSS* are screened for plagiarism prior to being sent for review. If there appears to be major repetition from other sources, the Editor will evaluate the duplication and take appropriate action as warranted.

## CHAPTER FOUR

### 4. Reviewers Responsibilities on Legalizations and Copy Rights

#### 4.1. PUBLISHING ETHICS FOR EDITORS AND REVIEWERS

The policies and guidelines provided here are in place to protect the quality and integrity of forms of scholarly practice and research, as well as the reputations of the publications produced by EJSS.

##### A. CONFIDENTIALITY

The whole peer-review process should be treated as confidential and sensitive. Any suspicion that publishing ethics have been violated should be treated in the same way.

- Reviewers should consider the research paper as a confidential document and must not discuss its content on any platform except in cases where professional advice is being sought with the authorization of the Editor, and
- Reviewers are professionally and ethically bound not to disclose the details of any research paper prior to its publication without the prior approval of the Editor.

##### B. RESPONSIBILITIES

Journal editors, associate editors, editorial board members, and reviewers are central to the publishing process. They serve the research community in the publication and dissemination of scholarly research.

The main responsibilities of editors, associate editors, editorial board members, and reviewers are:

- To handle all submissions fairly and in a timely manner, acknowledging submissions and communicating decisions made after peer review, including any help or advice that can be provided by the reviewers or the editors themselves
- To ensure that all submitted manuscripts are treated confidentially. Details should not be disclosed to others without the prior consent of the author. In addition, the identity and details of all reviewers should be treated confidentially
- To act objectively, making decisions about papers based entirely on their relevance, importance, and quality
- To make known any conflict of interests that might occur
- To take account of authors' wishes regarding reviewer choices

- To ensure that, should any suspicions of scientific or publishing misconduct occur, they are treated reasonably, sensibly, and confidentially and to ensure that any author appeals are dealt with fairly and quickly
- To comply with data protection regulations as appropriate

### **C. CONFLICT OF INTEREST**

If a guest editor, associate editor, or reviewer believes that his/her relationship to an author, if known, or the subject matter of an article, may constitute a conflict of interest for any reason, this must be disclosed to the journal editor.

- A reviewer should not, for the purpose of his/her own research, use unpublished material disclosed in a submitted manuscript, without the approval of the Editor.
- The data included in the research paper is confidential and the reviewer shall not be allowed to use it for his/her personal study,
- A reviewer must declare any potentially conflicting interests (e.g. personal, financial, intellectual, professional, political or religious). In such situation, s/he will be required to follow the EYSA Research policies.
- A reviewer should be honest enough to declare conflicts of interest, if, the research paper under review is the same as to his/her presently conducted study.
- If the reviewer feels unqualified to separate his/her bias, s/he should immediately return the manuscript to the Editor without review and justify to him/her about the situation.

### **D. DUPLICATION SUBMISSION OR PLAGIARISM**

- If a reviewer suspects for any reason that an author may have submitted the paper in the same or similar form to another publication or suspects that plagiarism or duplicate publication has occurred, then this should be discreetly brought to the attention of the journal editor.
- Reviewers must take great care to maintain confidentiality in all cases because accusations, whether suspicions are proven or disproven, can have a serious and damaging effect on the career and reputation of the individual(s) concerned.
- Any communication with the editor must be balanced, carefully argued, and suitably qualified such that reviewers do not leave themselves, the journal editor, or the publisher open to accusations of libel, which may occur whether or not the case is proven.

- Once suspicions have been communicated to the journal editor, they will be investigated with the same discretion by the editor. All procedures carried out in a sensitive & confidential manner.

#### **E. FREEDOM OF INFORMATION**

- If you are employed by an organization or institution that receives public funding, it is conceivable that correspondence carried out in connection with your editing of the journal could be subject to a claim for disclosure under the Freedom of Information Act or similar legislation.
- A claim is most likely to arise in relation to dispute over authorship, priority, or allegations of plagiarism or where an author disagrees with the decision reached on an article. In our experience, disputes reach the stage where legal action is threatened only where concerns are not addressed in a timely manner or there is evidence of editorial misconduct (for example, by failure to follow proper procedures or through statements that could be deemed libelous or slanderous). It is, in our opinion, extremely unlikely that a Freedom of Information claim will arise, but it is important to make editors and reviewers aware of the possibility.

#### **Ethical Considerations**

- • If the reviewer suspects that the research paper is almost the same as someone else's work, s/he will ethically inform the Editor and provide its citation as a reference.
- • If the reviewer suspects that results in the research paper to be untrue/unrealistic/fake, s/he will share it with the Editor,
- • If there has been an indication of violating ethical norms in the treatment of human beings (e.g. children, female, poor people, disabled, elderly, etc), then this should be identified to the Editor,
- • If the research paper is based on any previous research study or is replica of an earlier work, or the work is plagiarized for e.g. the author has not acknowledged/referenced others' work appropriately, then this should be brought in the Editor's knowledge.

#### ***4.2. Ethical Obligations of Scientists publishing outside the Scientific literature***

1. A scientist publishing in the popular literature has the same basic obligation to be accurate in reporting observations & unbiased in interpreting them when publishing in a scientific journal.

2. In as much as laymen may not understand scientific terminology, the scientist may find it necessary to use common words of lesser precision to increase public comprehension. In view of the importance of scientists' communicating with the general public, some loss of accuracy in that sense can be condoned. The scientist should, however, strive to keep public writing, remarks, and interviews as accurate as possible consistent with effective communication.
3. A scientist should not proclaim a discovery to the public unless the experimental, statistical, or theoretical support for it is of strength enough to warrant publication in the scientific literature. An account of the experimental work and results that support a public pronouncement should be submitted as quickly as possible for publication in EJSS.