Best publishing practices for scholarly journals

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Welcome!

- Please introduce yourself – name, organisation, country

- What are your expectations and what do you hope to take away from this training?

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Acknowledgment

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ACADEMY OF SCIENCE OF SOUTH AFRICA

Curriculum

Module 1: DOAJ introduction & overview
Recording: https://bit.ly/4dxm3qA

Module 2: Submitting a scholarly journal application to DOAJ
Recording: https://bit.ly/4eO3Uq3

Module 3: Best publishing practices for scholarly journals

Module 4: Maintaining research integrity and ethics

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- Keep Zoom open
- Open a new tab on your browser
- Go to: https://www.menti.com/
- Type in the following code and **Join**: **7749 2289**
- Wait for the question (Q1), and then respond by typing/clicking to the right of your screen
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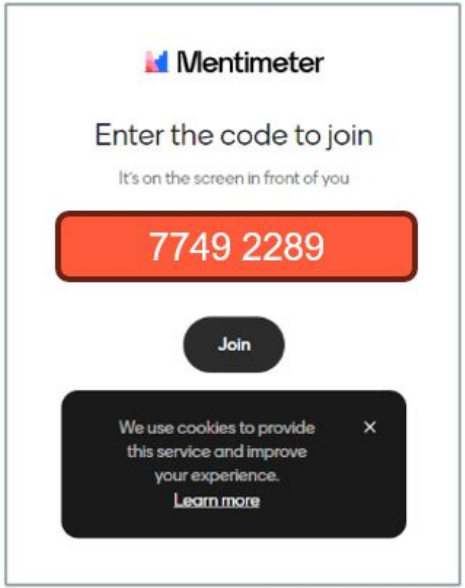

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Agenda

- Transparency in scholarly journal management
- Scholarly journal’s editorial policies
- Principles of transparency & best practice
    - Journal content
    - Journal practices
    - Governance
    - Business practices

Why should a scholarly journal be managed in a transparent way?

Why manage a journal in a transparent way?

1

Builds trust & credibility among academic/scholarly community

2

Quality assurance, maintaining high academic standards

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Why manage a journal in a transparent way?

3

Avoiding bias and conflicts of interest in editorial process

4

Accountability – hold journal editors & publishers accountable for their decisions and actions

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Why manage a journal in a transparent way?

5

Encouraging participation and collaboration

6

Educational value

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What is a scholarly journal's editorial policy?

Scholarly journal’s editorial policy (1)

A scholarly journal policy is ...

- Set of guidelines & principles that govern editorial process, manuscript submission, peer review, publication ethics, etc of journal management
- Designed to ensure integrity, quality, transparency of journal’s operations
- Provides clarity and guidance for authors, reviewers, editors, and readers, and upholding the journal's commitment to scholarly integrity and quality

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Scholarly journal’s editorial policy (2)

An editorial policy outlines ...

- Aim of the journal
- Field(s) to be covered
- Kinds of articles that may be accepted for publication:
    - research articles, research letters, short communications, commentaries and reviews that provide a synthesis of existing knowledge, book reviews, correspondence, etc

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Scholarly journal’s editorial policy (3)

- Absolute need for originality and not being considered for publication simultaneously elsewhere
- Technical specifications as to submission of materials
- Use of referees and editorial discretion
- Possible charges (eg article processing)

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Scholarly journal’s editorial policy (4)

- Editors must ideally not submit papers to their own journals - to prevent the perception of dishonesty

If they do...

- Full editorial discretion should be delegated to an Associate Editor\Chair Editorial Board

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Principles of transparency & best practice for scholarly publication

The Committee on Publication Ethics (COPE), DOAJ, the Open Access Scholarly Publishing Association (OASPA), and the World Association of Medical Editors (WAME) are scholarly organisations that have collaborated to identify **principles of transparency and best practice for scholarly publications.**

> “These guiding principles are intended as a foundation for best practice in scholarly publishing to help existing and new journals reach the best possible standards.”

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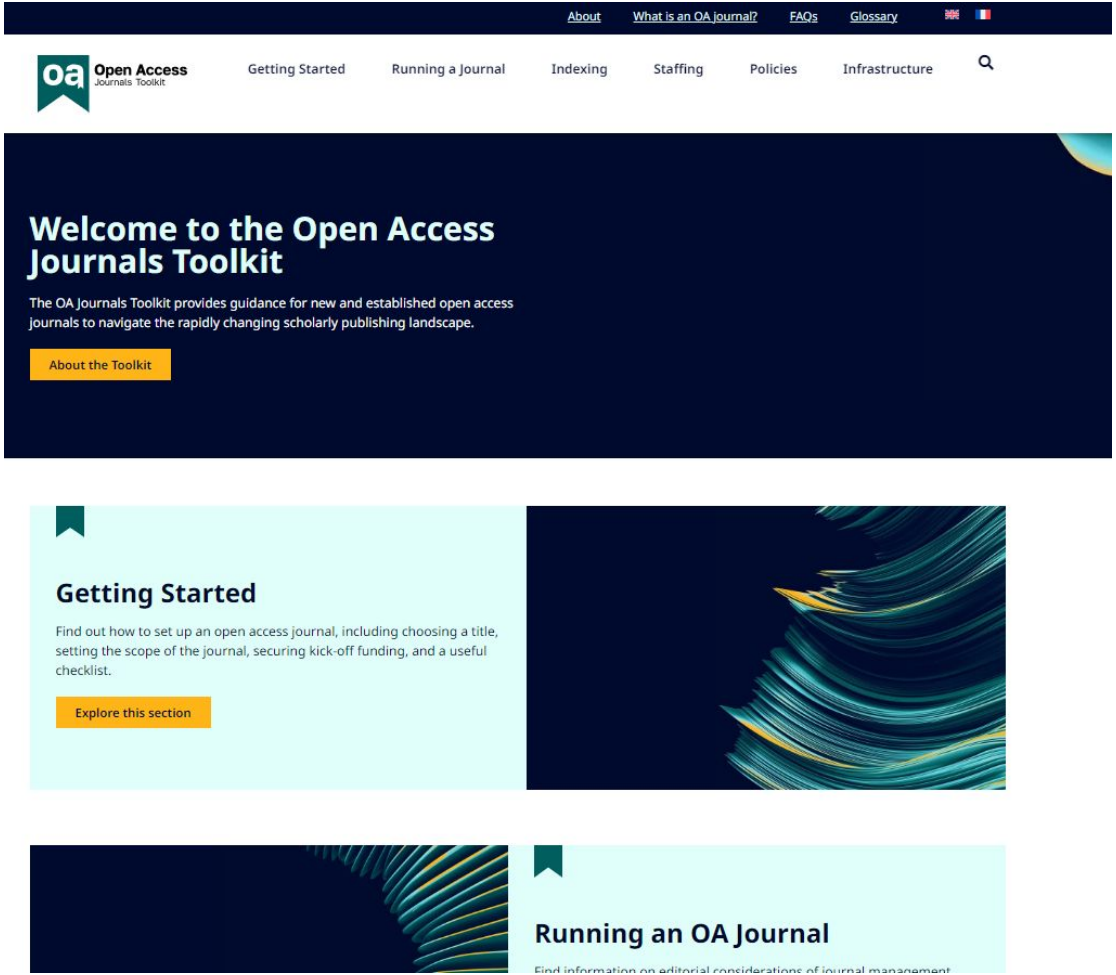

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https://www.oajournals-toolkit.org/

Quality assurance (1)

- Scholarly publishing occurs in an environment of compelling scholarly, economic, political and financial interests that may compete, or which might not be aligned with each other

- To foster an ethical, sustainable and efficient publishing system, informed decisions and strongly guided editorial processes need to be designed to manage these interests

- This would help not only to establish research output formats of integrity but also to raise the quality of research publishing

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Quality assurance (2)

- Good publication practices will only become recognised and implemented if they are actively endorsed by all stakeholders in the scholarly publishing system (Graf et al, 2007)

- Codes of best practice are necessary for journals in order to be visible and respected in the international research landscape

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Journal Content

Journal name/title

The journal’s name should ...

- Be unique and not be one that is easily confused with another journal
- Not mislead potential authors, readers about the journal’s origin, scope, or association with other journals and organisations

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ACCORD

AFRICAN JOURNAL ON
CONFLICT RESOLUTION

AFRICAN JOURNAL ON CONFLICT RESOLUTION

AFRICAN ENTOMOLOGY

LINK CENTRE | UNIVERSITY OF THE WITWATERSRAND

The African Journal of INFORMATION AND COMMUNICATION

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- Should not contain information that might mislead readers or authors
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- Acknowledge source website if text copied from another website

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South African Journal of Science
120 years

CURRENT ISSUE

Vol. 120 No. 3/4 (2024)

About the cover:

A Mauritian tomb bat (*Taphozous mauritianus*). Mariette Pretorius asks why bat fossils in Africa are so rare, and how this rarity impacts our understanding of modern bats and their conservation.

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Full online issue available here.

PUBLISHED: 2024-03-27

FULL ISSUE

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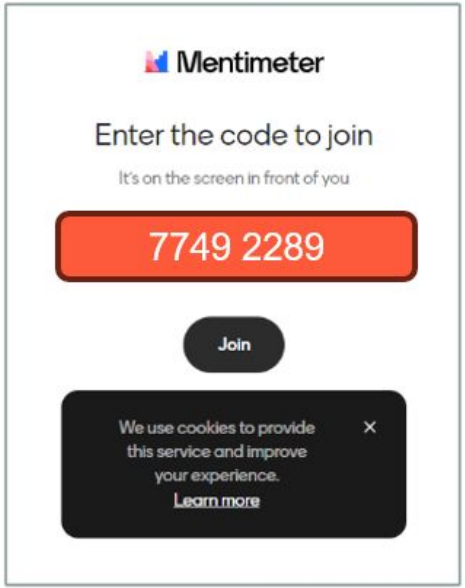

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Website

Also display the following clearly ...

- Aims and scope
- Target readership of journal
- Types of manuscripts journal will consider for publication (eg multiple or redundant publication is not allowed)
- Authorship criteria
- ISSNs (separate for print and electronic versions)

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Focus and Scope

African Entomology is an open access peer-reviewed scientific journal that publishes original research, reviews, collections of articles on a common topic, discussions on topics of broad interest, and short communications on all aspects of entomology (including insects, arachnids, myriapods and nematodes), emphasising the advancement of entomology on the African continent. A broad range of topics in entomology are covered including, but not limited to: behaviour, biology, commercial uses, conservation, ecology, evolution, forensics, human and animal health, insect health, medical, molecular biology, systematics, pest management, physiology, and taxonomy. Submissions of work from other parts of the world will be considered if it is of strong relevance to entomology in Africa.

Targeted readership

Agricultural extension and education practitioners and professionals, agricultural and extension researchers, community and rural development workers and professionals.

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Examples from
https://www.africanentomology.com/about
https://sajae.co.za/about

Authorship

- Special attention to the first ‘lead’ author (sometimes explicitly shared
- Authorship listing only of persons who have made a significant contribution to the production of the work at an intellectual, practical, or conceptual level
- Acknowledgement of funding sources and possible conflicts of interest must be stated
- Author affiliations should be provided which reflect both the period of the study and the present situation

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Authorship and contributorship

Authorship
Authorship of a manuscript should be agreed upon by authors prior to submission. Generally, a person attributed as an author should have contributed to (1) the conception and design of the study and data collection or data analysis; (2) writing or revising the manuscript; and (3) final approval of the version to be published. The corresponding author is responsible for ensuring that all listed authors have agreed to: (1) the authorship as listed and in the order given by the submitting author; (2) the content of the manuscript; and (3) its submission to the journal. All authors are fully responsible for the originality, validity, and integrity of the content of their manuscript and must ensure that it complies with research and publishing ethics and the policies of this Journal.

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Changes to authorship after submission require approval from the Editor-in-Chief.

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- A description of the change
- The reason for the change
- The requested final author list

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Example from https://sajs.co.za/guidelines-authors#authorship

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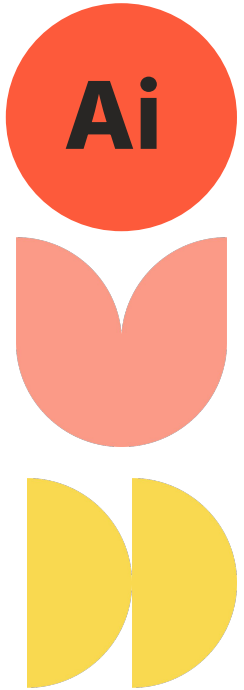

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Example from https://perjournal.co.za/policies

AFRICAN ENTOMOLOGY

Entomological Society of Southern Africa

About the Journal

Background

African Entomology replaced the *Journal of the Entomological Society of Southern Africa* in 1993. The journal became open access in January 2022 when it flipped from a subscription model to an open access model. Papers submitted since 25 August 2021 are being processed through the online submission system made available through the Khulisa Journals platform. A continious publication approach is followed.

Focus and Scope

African Entomology is an open access peer-reviewed scientific journal that publishes original research, reviews, collections of articles on a common topic, discussions on topics of broad interest, and short communications on all aspects of entomology (including insects, arachnids, myriapods and nematodes), emphasising the advancement of

The Entomological Society of Southern Africa

Online ISSN 2254-8854
Print ISSN 1021-3589

Publishing schedule

Also display the following clearly ...

- Publishing schedules
- Issues/volumes vs continuous publication
- Keep to publishing schedule
- Mention if journal publishes special additions from time to time

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Publishing schedule - examples

Publication Frequency

SACJ publishes 2 regular issues per annum. Occasionally a special issue is published

Publication Frequency

Until September 2023, the journal published one volume per annum, and each volume consisted of four issues in early March, June, September and December respectively. Since October 2023 the journal follows a continuous publication approach, where articles become available immediately after being approved for publication. Only one volume and one issue therefore is published per annum.

Examples from
https://sacj.org.za/about
https://energyjournal.africa/about

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Preprints - example

Preprints

Authors may post their manuscripts on a recognised preprint server prior to submission. Authors are required to disclose preprints in their cover letter at submission.

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Example from https://sajs.co.za/editorial-policies#preprints

Archiving

Also display the following clearly ...

- Journal's plan for electronic backup and long-term digital preservation of journal content
- See The Keeper's Registry https://keepers.issn.org/keepers or Portico or LOCKSS

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Archiving and Preservation - example

Archiving Policy and Preservation

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DOI: https://doi.org/10.17159/sajs.2024/16043

Keywords:
heat waves, cold waves, AgERA5 reanalysis, weather stations, data set evaluation

ABSTRACT

Over regions with sparse observation networks, including South Africa's Northern Cape Province, gridded data sets represent valuable supplementary data sources enabling spatially detailed climate investigations. Their performance is, however, influenced by regional characteristics, thus a performance assessment should be a prerequisite for any regional application. Through a pairwise comparison with eight point-based temperature records, we evaluated the AgERA5 data sets representation of mean summer (November–March; Tms) and winter (May–September; Tmw) temperatures and respective seasonal heatwave and coldwave characteristics across the Northern Cape for 1980–2020. Correlations ranging from 0.48 to 0.92 for Tms and from 0.38 to 0.94 for Tmw reflect relatively strong, but varying, temporal correspondence between the AgERA5 data and stations. Low biases, averaging -0.08 (0.17) °C and ranging from -0.79 to 2.10 (-0.40 to 1.47) °C for Tms (Tmw) were evident. Biases for the heatwave (coldwave) magnitudes were low, averaging -0.38 (0.19) °C2, and ranging from -1.55 to 1.47 (-2.05 to 2.91) °C2. Biases for the heatwave (coldwave) frequency were also low, but typically overestimated, averaging 1.19 (0.73) days, and ranging from -1.33 to 5.60 (-1.61 to 3.39) days. Biases for the heatwave (coldwave) number were low and typically overestimated, averaging 0.27 (0.08) events, and ranging from -0.28 to 1.40 (-0.39 to 0.39) events. Despite some stations depicting consistently poor performance, the study results support further application of the AgERA5 product for spatiotemporal analyses of mean and extreme temperatures across the Northern Cape, provided limitations are adequately acknowledged. Further application of the fine-resolution

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DATES:
Received: 26 Apr. 2023
Revised: 14 Sep. 2023
Accepted: 08 Nov. 2023
Published: 27 Mar. 2024

HOW TO CITE:
Kruger JA, Rolfe SJ, van der Walt AJ. AgERA5 representation of seasonal mean and extreme temperatures in the Northern Cape, South Africa. S Afr J Sci. 2024;120(3/4), Art. #16043. https://doi.org/10.17159/sajs.2024/16043

ARTICLE INCLUDES:
☒ Peer review
☒ Supplementary material

DATA AVAILABILITY:
☐ Open data set
☐ All data included
☒ On request from author(s)
☐ Not available
☐ Not applicable

EDITOR:
Jemma Finch

KEYWORDS:
heat waves, cold waves, AgERA5 reanalysis, weather stations, data set evaluation

FUNDING:
Society of South African Geographers; University of the Free State

AgERA5 representation of seasonal mean and extreme temperatures in the Northern Cape, South Africa

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Significance:

- The AgERA5 product was assessed on its performance in representing average and extreme temperature characteristics over South Africa's Northern Cape Province.
- Good comparability between the AgERA5 product and point-based observations supports further application of the AgERA5 across the Northern Cape.
- The AgERA5 product offers a spatially detailed picture of mean and extreme temperatures across the Northern Cape, which is valuable for regions where weather stations are not available.
- The AgERA5 product is thus important for impact-based studies assessing, for instance, the impact of extreme temperatures on livestock and human health.

Introduction

Southern Africa is expected to experience above global-average warming, which will lead to drastic changes in regional extreme temperature event (ETE) characteristics.[1-3] Historical trends and future projections indicate that, compared to other South African provinces, the Northern Cape Province (Figure 1) has and will likely continue to experience among the largest increases in surface air temperature and hot ETE characteristics (e.g. heatwaves).[1,4] Conversely, historical trends and future projections over southern Africa typically show decreasing trends in the cold ETE characteristics (e.g. coldwaves).[5-7] During ETEs, prolonged exposure to thermal stress can have devastating impacts which can influence agricultural productivity, by reducing crop yields and potentially causing livestock mortalities, and human health, by exacerbating illnesses (e.g. headaches and asthma) and potentially leading to mortality.[7-9] These impacts are of concern, because in developing regions, such as the Northern Cape, associated implications are exacerbated due to a high reliance on weather and climate-sensitive activities (e.g. agriculture), and high levels of poverty and unemployment.[10,11]

Across the Northern Cape Province, interactions between tropical, temperate and subtropical weather systems, the regional topography, and the cold Benguela Current (and the Benguela Upwelling System) are known to drive the occurrences of cold and hot ETEs.[12] Through westerly troughs, cut-off lows and mid-latitude cyclone cold fronts, the mid-latitude westerlies and cold Benguela current (and the Benguela Upwelling System) contribute to the advection of cold air, from the southern Atlantic Ocean, over the Northern Cape and are known to be associated with cold snaps and coldwave events.[13-14] Typically, heatwaves are associated with mid-to-lower tropospheric high-pressure systems, limited cloud coverage, and enhanced incoming longwave radiation.[15,16] Troughs extending from the tropics transport warm air from the farther northern tropical regions and are also known to induce hot ETEs across South Africa and the Northern Cape.[17-19]

Weather station records have been the primary data source for investigations regarding ETEs across South Africa, yet large parts of South Africa, especially mountainous and remote regions, have sparse station network coverage.[20] Thus, station data alone cannot provide detailed spatial pictures required for climate studies. Station data sometimes have data quality issues and are not typically temporally complete due to technical issues and, in some cases, closure of stations.[21] There is thus an increasing need for an alternative, or supplementary data

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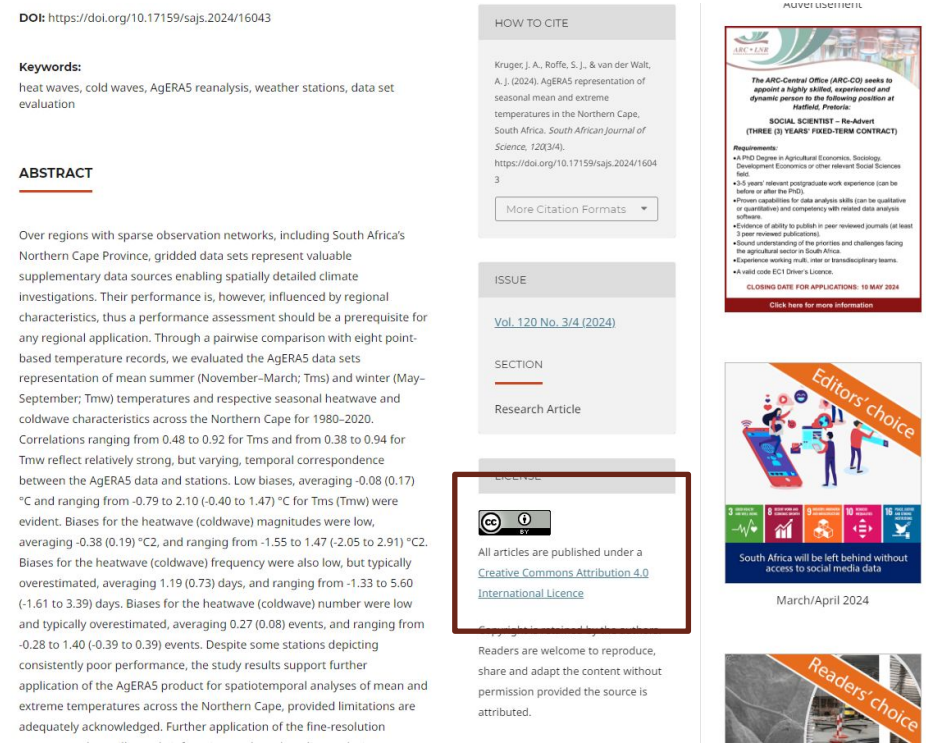

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HOW TO CITE

Kruger, J. A., Roffe, S. J., & van der Walt, A. J. (2024). AgERA5 representation of seasonal mean and extreme temperatures in the Northern Cape, South Africa. *South African Journal of Science, 120*(3/4). https://doi.org/10.17159/sajs.2024/16043

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ISSUE

Vol. 120 No. 3/4 (2024)

SECTION

Research Article

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Example from https://perjournal.co.za/policies

https://v2.sherpa.ac.uk/id/publication/3928

South African Journal of Science

Publication Information

Title	South African Journal of Science (SAJS) [English]
ISSNs	Print: 0038-2353 Electronic: 1996-7489
URL	https://sajs.co.za/
Publishers	Academy of Science of South Africa [Commercial Publisher]
DOAJ Listing	https://doaj.org/toc/0038-2353
Requires APC	No [Data provided by DOAJ]

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- Guidelines for Authors (Example)

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Dates

- Date of publication should be published with all published research
- Dates of submission and acceptance are preferred as well

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DATES:
Received: 26 Apr. 2023
Revised: 14 Sep. 2023
Accepted: 08 Nov. 2023
Published: 27 Mar. 2024

HOW TO CITE:
Kruger JA, Rolfe SJ, van der Walt AJ. AgERA5 representation of seasonal mean and extreme temperatures in the Northern Cape, South Africa. S Afr J Sci. 2024;120(3/4), Art. #16043. https://doi.org/10.17159/sajs.2024/16043

ARTICLE INCLUDES:
☒ Peer review
☒ Supplementary material

DATA AVAILABILITY:
☐ Open data set
☐ All data included
☒ On request from author(s)
☐ Not available
☐ Not applicable

EDITOR:
Jemma Finch

KEYWORDS:
heat waves, cold waves, AgERA5 reanalysis, weather stations, data set evaluation

FUNDING:
Society of South African Geographers; University of the Free State

AgERA5 representation of seasonal mean and extreme temperatures in the Northern Cape, South Africa

Over regions with sparse observation networks, including South Africa's Northern Cape Province, gridded data sets represent valuable supplementary data sources enabling spatially detailed climate investigations. Their performance is, however, influenced by regional characteristics, thus a performance assessment should be a prerequisite for any regional application. Through a pairwise comparison with eight point-based temperature records, we evaluated the AgERA5 data sets representation of mean summer (November–March; Tms) and winter (May–September; Tmw) temperatures and respective seasonal heatwave and coldwave characteristics across the Northern Cape for 1980–2020. Correlations ranging from 0.48 to 0.92 for Tms and from 0.38 to 0.94 for Tmw reflect relatively strong, but varying, temporal correspondence between the AgERA5 data and stations. Low biases, averaging −0.08 (0.17) °C and ranging from -0.79 to 2.10 (-0.40 to 1.47) °C for Tms (Tmw) were evident. Biases for the heatwave (coldwave) magnitudes were low, averaging -0.38 (0.19) °C, and ranging from -1.55 to 1.47 (-2.05 to 2.91) °C. Biases for the heatwave (coldwave) frequency were also low, but typically overestimated, averaging 1.19 (0.73) days, and ranging from -1.33 to 5.60 (-1.61 to 3.39) days. Biases for the heatwave (coldwave) number were low and typically overestimated, averaging 0.27 (0.08) events, and ranging from -0.28 to 1.40 (-0.39 to 0.39) events. Despite some stations depicting consistently poor performance, the study results support further application of the AgERA5 product for spatiotemporal analyses of mean and extreme temperatures across the Northern Cape, provided limitations are adequately acknowledged. Further application of the fine-resolution AgERA5 product will greatly inform impact-based studies exploring mean and extreme temperature influences over the Northern Cape Province.

Significance:

- The AgERA5 product was assessed on its performance in representing average and extreme temperature characteristics over South Africa's Northern Cape Province.
- Good comparability between the AgERA5 product and point-based observations supports further application of the AgERA5 across the Northern Cape.
- The AgERA5 product offers a spatially detailed picture of mean and extreme temperatures across the Northern Cape, which is valuable for regions where weather stations are not available.
- The AgERA5 product is thus important for impact-based studies assessing, for instance, the impact of extreme temperatures on livestock and human health.

Introduction

Southern Africa is expected to experience above global-average warming, which will lead to drastic changes in regional extreme temperature event (ETE) characteristics.[1,2] Historical trends and future projections indicate that, compared to other South African provinces, the Northern Cape Province (Figure 1) has and will likely continue to experience among the largest increases in surface air temperature and hot ETE characteristics (e.g. heatwaves).[1,4] Conversely, historical trends and future projections over southern Africa typically show decreasing trends in the cold ETE characteristics (e.g. coldwaves).[5–7] During ETEs, prolonged exposure to thermal stress can have devastating impacts which can influence agricultural productivity, by reducing crop yields and potentially causing livestock mortalities, and human health, by exacerbating illnesses (e.g. headaches and asthma) and potentially leading to mortality.[7–9] These impacts are of concern, because in developing regions, such as the Northern Cape, associated implications are exacerbated due to a high reliance on weather and climate-sensitive activities (e.g. agriculture), and high levels of poverty and unemployment.[10,11]

Across the Northern Cape Province, interactions between tropical, temperate and subtropical weather systems, the regional topography, and the cold Benguela Current (and the Benguela Upwelling System) are known to drive the occurrences of cold and hot ETEs.[12] Through westerly troughs, cut-off lows and mid-latitude cyclone cold fronts, the mid-latitude westerlies and cold Benguela current (and the Benguela Upwelling System) contribute to the advection of cold air, from the southern Atlantic Ocean, over the Northern Cape and are known to be associated with cold snaps and coldwave events.[13,14] Typically, heatwaves are associated with mid-to-lower tropospheric high-pressure systems, limited cloud coverage, and enhanced incoming longwave radiation.[15,16] Troughs extending from the tropics transport warm air from the farther northern tropical regions and are also known to induce hot ETEs across South Africa and the Northern Cape.[17–19]

Weather station records have been the primary data source for investigations regarding ETEs across South Africa, yet large parts of South Africa, especially mountainous and remote regions, have sparse station network coverage.[20] Thus, station data alone cannot provide detailed spatial pictures required for climate studies. Station data sometimes have data quality issues and are not typically temporally complete due to technical issues and, in some cases, closure of stations.[21] There is thus an increasing need for an alternative, or supplementary data

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Journal Practices

Publication ethics and related editorial policies

- Policies on publication ethics should be visible on website
- Editors & publishers are responsible for integrity of scholarly literature
- Handle plagiarism, citation manipulation, data falsification/fabrication, etc
- In case of misconduct, follow COPE's guidance in dealing with allegations
  - https://publicationethics.org/misconduct

DOAJ

Plagiarism - example

Plagiarism policy

A definition of plagiarism is included in the Guidelines for Authors and authors are referred to this policy for the consequences of an offence of this nature. All cases of suspected or alleged plagiarism will be considered seriously and on an individual basis.

The *South African Journal of Science* is a member of Crossref Similarity Check. Manuscripts submitted for consideration for publication will be scanned for potential plagiarism before undergoing peer review to verify their originality. Similarity reports will be reviewed on an individual basis.

Submitted manuscripts

- Suspected plagiarism in a submitted manuscript can be brought to the attention of the Editor-in-Chief either through the similarity report of the plagiarism detection scan or through a Reviewer of the manuscript.
- When a similarity report is indicative of a potential offence, the report and manuscript will be examined by the Editor-in-Chief to determine whether or not material has been plagiarised and, if so, the extent of the plagiarism.
- When suspected plagiarism is reported to the Editorial Office, the report will be acknowledged and all relevant documentation/evidence will be retrieved and examined by the Editor-in-Chief, in conjunction with the relevant Associate Editor, to determine whether or not material has been plagiarised and, if so, the extent of the plagiarism.
- If material has been plagiarised, the corresponding author will be informed by the Editor-in-Chief that the manuscript is rejected on these grounds.
- If the extent of the plagiarism is minor and the Editor-in-Chief determines that the author/s did not intend to plagiarise, no further action will be taken. If the plagiarism is extensive or admitted to, the author/s' institution/s and funding bodies will be informed of the offence (the submitted and plagiarised material will be sent to them) by the Editor-in-Chief. Authors will be notified by the Editor-in-Chief that their institution/s will be informed and that they will be banned from submitting to the *South African Journal of Science* in the future.
- The reader or Reviewer reporting the suspected plagiarism will be informed of the outcome of the investigation.

DOAJ

Example from https://sajs.co.za/editorial-policies#plagiarism

Complaints and appeals - example

Appeals and complaints

Appeals

Authors have the right to appeal a decision on their submission if they believe the decision was unfair.
To appeal a decision, please submit a letter detailing the nature of the appeal and indicating why the decision is viewed as unfair.
The letter should be submitted to the Editor-in-Chief within 10 days of the decision.
The Editor-in-Chief will review all relevant documentation relating to the submission, may consult the relevant Associate Editor or Reviewers and may appoint a new Reviewer to evaluate the submission before making a decision.
The decision of the Editor-in-Chief will be final.

Complaints

For complaints relating to the policies and procedures of the Journal or the conduct of editorial staff, please email the details of the complaint to the Managing Editor or Editor-in-Chief. Details should be confined to the facts of the case and provided in writing via these email addresses. Complaints directed to other persons or via other channels will not be acted upon.

All complaints directed through the correct channels will be acknowledged and investigated. The Chair of the Editorial Advisory Board will be informed and will oversee the process. We will attempt to resolve complaints as quickly and transparently as possible, and endeavour to communicate updates to complainants as they arise.

DOAJ

Example from https://sajs.co.za/editorial-policies#appeals

Allegations of research misconduct - example

Allegations of Research Misconduct

The Clean Air Journal editors should be informed of any actions by reviewers or authors that are not in-line with this statement. If there is suspected misconduct by an editor, the complaint should first be made to the co-editors. If the complaint is not satisfactorily resolved, then the complaint should be passed to the editorial board of the Clean Air Journal.

Research misconduct includes plagiarism, falsifying of data, citation manipulation, publishing or submitting a manuscript to multiple journals for publication and text recycling among others.

Plagiarism is the use of the ideas, work or words of another without proper acknowledgement or citation.
Text recycling is the use of sections of text from an earlier article by the same author(s). This is not the same as **redundant publication,** which is the submission of the same results/manuscript to multiple journals.

In cases of suspected misconduct, the Editors and Editorial Board will use the best practices of COPE to assist them to resolve the complaint and address the misconduct fairly. This will include an investigation of the allegation by the Editors. A submitted manuscript that is found to contain such misconduct will be rejected. In cases where a published paper is found to contain such misconduct, a retraction can be published and will be linked to the original article.

DOAJ

Example from https://cleanairjournal.org.za/research-misconduct

Post-publication errors and falsifications

- Must always be corrected and/or retracted in a later issue of the same journal
- By means of an erratum or a retraction notice which should be published on the article HTML/website page as well as the PDF

DOAJ

“Salami slicing”

- Studies addressing a particular question should not be broken up into a series of fragmented short publications or articles but should preferably be presented as a full article of the work and its results

DOAJ

Conflict of interest - example

Conflict of Interest

Conflict of interest as defined by COPE "Conflicts of interest comprise those which may not be fully apparent and which may influence the judgement of author, reviewers, and editors. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived" (COPE, 2000)

Authors are asked to declare any potential conflicts of interest to the editor during the submission process. If a conflict of interest does exist, it will be included in the final published document if the submitted manuscript is accepted for publication. A potential conflict of interest does not mean that a manuscript will be rejected.

Reviewers are asked to declare any potential conflict of interest to the editor when invited to review a manuscript. A conflict of interest does not necessarily disqualify the reviewer nor the review report.

Editors and members of the Editorial Board can submit papers for consideration to Clean Air Journal and would be expected to follow the same policy of conflict of interest for authors. For manuscripts submitted by the editors themselves to the journal, the editor who is the author will not have any input and will not participate in the editorial and review process. Editors will withdraw from the review process of a manuscript if there is a conflict of interest.

Reference: COPE. 2000. Committee on Publication Ethics (COPE): guidelines on good publication practice. BJU International (2000), 85, 2-7. Article first published online: 10 DEC 2003 DOI: 10.1046/j.1464-410x.2000.00478.x

DOAJ

Example from https://cleanairjournal.org.za/conflict-of-interest

Data sharing and reproducibility - example

Data publishing ethics

In the context of data publication, the *South African Journal of Science* follows community best practices on data publishing ethics and aligns with the recommendations and workflows published by the FORCE11 & COPE Research Data Publishing Ethics Working Group.1

The Journal takes seriously and will investigate any ethical concerns regarding the data associated with a submitted manuscript or a published article. Where concerns have been raised, due process will be followed in accordance with COPE guidelines and the FORCE11 & COPE Working Group recommendations1 to inform whether any actions may be required about a data set or an article.

Where ethical concerns have been identified in relation to the data associated with a published article, the Journal's Correction or Retraction policies will apply.

The Journal reserves the right to remove links to a published data set and/or associated content in order to address a legal or ethical concern, a publication ethics issue, or a breach in journal policy. We may also remove links to data sets while such concerns are under investigation. In the context of any data publishing concerns, we may contact other parties that host content associated with the data set (e.g. a data repository) and may contact the institution(s) of relevant authors if required.

The *South African Journal of Science* complies with the *Protection of Personal Information Act No. 4 of 2013* of South Africa and may have a legal obligation to inform the Information Regulator if a legal breach is identified in relation to the data in a submission or publication in the Journal.

1Puebla I, Lowenberg D, FORCE11 Research Data Publishing Ethics WG. Joint FORCE11 & COPE Research Data Publishing Ethics Working Group Recommendations. Zenodo. 2021. https://doi.org/10.5281/zenodo.5391293

DOAJ

Example from https://sajs.co.za/editorial-policies#dataethics

Confidentiality - example

Confidentiality

Authors, reviewers, assessors and editorial staff should treat all submitted manuscripts and correspondence with the Editorial Office as confidential.

DOAJ

Example from https://sajs.co.za/editorial-policies#confidentiality

Post-publication discussions - example

Comments Policy

The posting of comments to published articles requires registration with this journal website. Only constructive comments that relate to the published material will be permitted. Posted comments solely represent the opinions of the respective user and not those of the South African Journal of Sports Medicine, and do not imply endorsement by the South African Journal of Sports Medicine. The South African Journal of Sports Medicine reserves the right to remove comments without notice that are abusive, threatening, defamatory, contain advertising or spam, or violate another user's privacy. The South African Journal of Sports Medicine reserves the right to revoke the privileges of users that post inappropriate material. Such material may be brought to the attention of the Editor-in-Chief. The South African Journal of Sports Medicine reserves the right to modify this policy without notice.

DOAJ

Example from https://journals.assaf.org.za/index.php/sajsm/about

Corrections - example

Corrections policy

Corrections to articles published in the *South African Journal of Science*

A published article forms part of the published record and will not be altered or removed (see the Article Retraction Policy).

Major corrections

A correction will be published if a published article contains a significant error that affects, for example, the accuracy of the article. Corrections are published as either Errata or Corrigenda. Both Errata and Corrigenda are published at the discretion of the Editor-in-Chief. An Erratum or Corrigendum will be linked to the original article online. The publication of a correction will be indicated in the article title, e.g. '(with corrigendum)', and on the article landing page and downloaded PDFs and EPUBs via the CrossMark widget.

Errata

An Erratum is the correction of an error introduced by the Journal during editing or production. The Author will be given an opportunity to approve an Erratum before publication.

Corrigenda

A Corrigendum is the correction of an error made by the author/s.

Minor corrections

Obvious typographical errors will generally not be corrected. Other minor errors may be corrected at the discretion of the Editor-in-Chief. In the case of minor corrections, an updated version of the article will be published alongside the original version. As readers do not need to be alerted to minor changes, the Crossmark status will reflect as 'Current'.

DOAJ

Example from https://sajs.co.za/editorial-policies#corrections

Corrections and retractions - example

Article retraction policy

Published articles should remain extant and intact. However, under exceptional circumstances involving plagiarism (see Plagiarism Policy) and redundant publication or data error, articles may need to be retracted, removed or replaced in order to protect the integrity of the literature. The need for a retraction will be determined by the Editor-in-Chief, but may be initiated, in cases of flawed data or conclusions, at the request of the author/s.

To retract an article, a notice of retraction will be published in the next issue. This notice of retraction will:

- include the title and authors of the article, the reason for the retraction and who is retracting the article
- be linked to the article online
- be indicated on the article landing page and downloaded PDFs and EPUBs via the CrossMark widget.

DOAJ

Example from https://sajs.co.za/editorial-policies#retraction

Peer review (1)

- Journals must have a peer-review policy
- Process of obtaining advice on manuscripts from reviewers/experts in subject area
- Reviewers should not be part of journal’s editorial team
- Editorial review must be handled with a minimum of two editors

DOAJ

Peer review (2)

- Research articles accepted for publication in the journal must be peer-reviewed
- Editors must carefully examine submitted manuscripts so that they are sent to appropriately selected reviewers
- A paper to be considered for publication should ideally be sent to at least two reviewers
- Peer reviewers should preferably be scholars who have not previously co-published with the author(s)

DOAJ

Peer review (3)

- They must have expertise and competency in the topic
- Ideally, authors should not recommend reviewers
- Any exceptions to the peer review process, such as specific article types that do not undergo peer review

DOAJ

Peer review (4)

- The reviewer must declare any potential or real conflict of interest before the review is submitted
- The reviewer must be free of known bias in relation to the subject matter
- Reviewer reports are carefully assessed by the editor to decide whether they constitute
    - The basis to publish the article in question, or
    - Publication should follow if certain improvements are effected and/or further work done and reported on; or
    - Whether the paper should be rejected

DOAJ

Peer review (5)

- Editors reserve the right to reject papers without review if they are not appropriate for the journal concerned (desktop rejection)
- Fundamentally flawed studies may also be rejected without review
- All peer reports and substantive correspondence must be retained within a **well-designed record system** for possible later scrutiny

DOAJ

Peer review (6)

Clearly state on website ...

- Whether or not content is peer reviewed
- Who conducts peer review
- Type/s of peer review used
- Policies related to peer review procedures
- How decision about manuscript is ultimately made
- Statement of peer review duration

DOAJ

Peer review (7)

Policies related to peer review procedures

- Use of author recommended reviewers
- Any masking of identities, and if so who is masked and to whom
- Whether or not supplementary material is subjected to peer review
- Whether or not reviews are posted with articles
- Whether or not reviews are signed or anonymous

DOAJ

Peer-review policy - example

Peer-review Policy

All articles published undergo a double–blind peer-review process. Author/s are required to provide the editor (in the space allowed for comments on the online submission form) with a list of up to 5 potential reviewers including email addresses, ideally at least one from overseas. For each, indicate why they are suitable. Do not include anyone who has collaborated with any of the authors in the last 5 years. If any reviewer should be excluded inform the editor (in the space allowed for comments on the online submission form) with details including why the reviewer is not suitable.

The author's name and affiliation should not appear on the title page (or elsewhere). Citing of previous articles by the author should be anonymised if appropriate. Acknowledgments and thanks should not be included in the draft for review. If you use MSWord please make sure that your name and affiliation are not saved in the document properties. In addition to a detailed review, referees may make any of the following decisions, which will be passed on to you by the editor handling your paper, who will balance possibly differing views of the reviewers:

- *Accept Submission* – there may be minor concerns or corrections
- *Revisions Required* – concerns or corrections should be checked by the editor before final acceptance
- *Resubmit for Review* – the paper cannot be published without significant improvements and must go for another round of review (preferably by the same reviewers, if they are still available)
- *Decline* – the paper is not fit to publish and should not be resubmitted

For *Decline* and *Resubmit for Review* you should not submit the paper as a new submission.

Decline means we do not see a way to salvage the paper; at best, it may be suitable to submit elsewhere.

For *Resubmit for Review*, even if there are substantial changes, the paper should be submitted as another round of submission using the same URL as the original submission.

Proofs of accepted papers will be sent to the corresponding author to ensure that type setting is correct, and not for addition of new material or major amendments to the text. Corrected proofs should be returned to the production editor within three days.

DOAJ

Example from https://sacj.org.za/policies

Peer reviewers (1)

- The reported findings and/or conceptual insights must be original and novel that are not published elsewhere
- The author(s) have certified that the paper submitted is not under consideration by another publication
- Papers will not be submitted to any other journal until a final rejection decision (or formal withdrawal) from the present journal has been received
- Authors may be asked to enter into a publishing agreement

DOAJ

Peer Reviewers (2)

- Sufficient detail, of the methods and materials used in the study
- No apparent inconsistent data are omitted
- Literature must be appropriately and fairly cited
- Self-citation must be limited
- Efforts should be made to ensure that reference is made to the first report of a finding

DOAJ

Access

- Where content is not freely accessible, method of gaining access should be described, e.g. access through registration, subscription, or pay-per-view fees
- Mention availability of offline versions along with costs
- Clearly state Open Access policy

Open Access Policy - example

Open Access Policy

SACJ is an Open Access journal, supporting the Budapest Open Access Initiative principles: "By 'open access' to this literature, we mean its free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself. This can be done without charge and without seeking permission of the publishers or authors. The only constraint on reproduction and distribution, and the only role for copyright in this domain, is to give authors control over the integrity of their work and the right to be properly acknowledged and cited." Therefore, copyright remains with the author/s of the article/s.

DOAJ

Example from https://sacj.org.za/policies

Governance

Ownership and management

Clearly indicate on the website ...

- Information about ownership and management of the journal
- Organisational names should not be misleading about the nature of the journal’s owner
- Where journal is affiliated with a society, institution, or sponsor, links to their website(s) should be provided

DOAJ

AFRICAN ENTOMOLOGY

Entomological Society of Southern Africa

About the Journal

African Entomology is an open access peer-reviewed scientific journal that publishes original research, reviews, collections of articles on a common topic, discussions of topics of broad interest, and short communications on all aspects of entomology, emphasising the advancement of entomology on the African continent. *African Entomology* is a publication of the Entomological Society of Southern Africa (ESSA).

MAKE A SUBMISSION

The Entomological Society of Southern Africa

CURRENT ISSUE

Vol. 32 (2024)

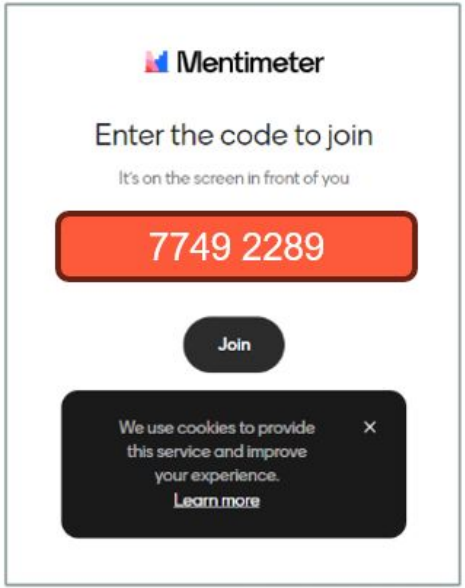
PUBLISHED: 2024-01-01

Online ISSN 2254-8854
Print ISSN 1021-3589

Let’s have some fun!

- Return to the Menti tab
- Wait for the question (Q3), and then respond by typing/clicking to the right of your screen
- Close the Menti tab, and return to Zoom.

https://www.menti.com/



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Advisory board (1)

Also state the following clearly ...

- Editorial boards/ Advisory bodies
- List full names, affiliations of members must be listed on website
- List must be up to date and members must agree to serve
- Periodically review board to ensure it is still relevant and appropriate

DOAJ

Advisory board (2)

- Must be reflective of expertise in the relevant subject area(s)
- A diversity of members beyond a single institution
- Members should be appointed competitively for a specific term
- Board members must be qualified to contribute to and assist the Editor-in-Chief to achieve the best strategies and policies for the journal

DOAJ

Advisory board (3)

- Submissions from editorial board members must be handled with extra confidentiality and attention so as not to compromise the peer review process
- Editorial board members must be given clear guidelines on their role in the journal and their expected duties

Editorial Advisory Board

Editorial team/contact information

Also state the following clearly ...

- Full names of editors
- Contact information for editorial office
- Full mailing address

DOAJ

Editorial Team

Associate Editors

Business Practices

Author fees

Also state the following clearly ...

- Any author fees charged; also if no fees
- Waiver fees
- Clearly state that author fees or waiver status will not influence editorial decision-making

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APCs - example

Article Processing Charges (APCs)

Article processing charges are levied on all accepted papers. The scale of charges for members and non-members of the Entomological Society of Southern Africa is shown below in South African Rands (ZAR). The first author of accepted manuscript must be a paid-up member of the Entomological Society of Southern Africa for at least 2 years to qualify for the member discount.

Member APC per manuscript: ZAR5,500.00
Non-member APC per manuscript: ZAR10,000.00

The Entomological Society of Southern Africa membership discount will not be applied automatically. A request for the discount must be included in the manuscript cover letter, with the name and the Entomological Society of Southern Africa membership number clearly stated.

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Example from https://www.africanentomology.com/policies

Other revenue

Also state the following clearly ...

- Business models or revenue sources
- E.g. author fees, subscriptions, sponsorships, subsidies, advertising, reprints, supplements, special issues
- Business models or revenue sources should not influence editorial decision making

DOAJ

Advertising

Also state the following clearly ...

- If advertising is accepted
- If so, include advertising policy e.g. which types of advertisements accepted
- Should not be related to editorial decision making and should be kept separate from published content

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CURRENT ISSUE

Vol. 33 No. 2 (2023): Clean Air Journal

PUBLISHED: 2023-12-21

FULL ISSUE

PDF

EDITORIAL

Introduction to special issue ICAQ'AFRICA2022 Conference: Trends and perspectives in air quality research in Africa
Bertrand Tchanche, Khanneh Wadinga Fomba, Wahid Mellouki

PDF

COMMENTARY

Imagining an air quality framework that works: How do we mainstream offsets?
Phathutshedzo Mukwevho, Roelof Burger, Stuart Piketh, Niké Jacobs, Brigitte Language, Henno Havenga, Daniël Düring

PDF

Alternative carbon-based fuels
Hein Neomagus, John Bunt, Nthabiseng Leokaoke

PDF

NEWS

Let's write in our African languages: Clean Air Journal's inclusive language policy
Mbalenhle Mpanza

PDF

NACA conference 2023 – Collaborating for clean air: Confronting climate change and air quality together
Danitza Klopper, Roelof Burger

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Advertising policy - example

Advertising Policy

Clean Air Journal publishes advertisements and announcements relevant to air quality and its impact in Africa. These include advertisements of companies and organizations working in this field, announcements of conferences and workshops, and relevant job listings. NACA, the publisher of Clean Air Journal, approves the advertisements that are published and this process is separate from the editorial process of the journal.

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Example from https://cleanairjournal.org.za/advertising_policy

Questions?

Susan Veldsman
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Academy of Science of South Africa (ASSAf)
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