

**The Ethiopian Journal of Reproductive Health (EJRH)**  
**The Scientific Publication of Ethiopian Society of Obstetricians and Gynecologists (ESOG)**  
**Administrative and Editorial and Strategic Manual**

**February, 2018**

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## Chapter One: Introduction

### Background

The Ethiopian Society of Obstetricians and Gynecologists (ESOG) is established in 1992 G.C. in response to the Safe Motherhood Initiative as a collective professional expression of concern for the high maternal and perinatal mortality and morbidity, and the poor sexual and reproductive health status in the country. ESOG promotes and enhances sexual and reproductive health through evidence based and cohesive action of the society with active participation of its more than full members & more than 100 associate members and broad national & international partnerships. ESOG has been working to improve reproductive health in Ethiopia. Throughout its existence, the Society has planned and engaged in a lot of projects that have produced sound results to date. In collaboration with local and international partners, projects under ESOG's flagship include sexual assault, prevention of mother to child transmission of HIV (PMTCT), safe abortion care service and many others.

*The Ethiopian Journal of Reproductive Health (EJRH)* is the scientific publication of ESOG. *EJRH* was launched by ESOG in 2007 as a vehicle to promote evidence based learning practices among the Ob-Gyn community and the Sexual and Reproductive Health (SRH) community in general.

Since it was launched, *EJRH* has been published, once a year, in 10 volumes in print and distributed to ESOG's members usually on the occasion of the Society's Annual Conference. The Journal had not had its own online presence until recently. Volumes of the Journal had only been uploaded on the Society's website making visibility difficult. In the 10 volumes, *EJRH* has published original articles, case reports, article reviews and program briefs.

### Challenges

Even though the publication has been an important vehicle for evidenced based learning, it has been through tough challenges.

#### A. Low interest of Authors

The publication is not indexed in any of the regional and international journal. One of the reasons for this has been the fact that the Journal has not had an online appearance. Due to the same fact manuscripts published in the Journal had been hidden in the Publisher's official website. That had made visibility, tracking and online journal management impossible, which in turn resulted in the poor interest of authors to be published on the

Journal. As a result, the Journal has been suffering from poor manuscript submission rates. Each volume had entertained not more than a dozen of manuscripts forcing decision makers to publish substandard manuscripts, which further contributed to the low interest of authors.

B. Poorly incentivized editorial board

The editorial board of the Journal had been full of professionals in another competing and demanding responsibilities. The editorial board had had no financial or professional incentives being provided for their contributions. Such and other factors had resulted in less involvement of the editorial board leaving the burden usually on an individual. Less active editorial board had resulted in extended editorial process resulting in low interest of authors. Such a fragmented administration of the Journal had also made it impossible to dream bigger than publishing one volume per year until recently when a new editorial board was reestablished.

C. Burdening business model/ Financial challenges:

The Journal's only source of covering printing cost was the offers of the Society. The Journal had never had plans of putting in place a business model that could support the financial demands of administering the publication. With the business model of the last ten years, it had been impossible to dream bigger than publishing one volume a year, not to mention the priority the Journal had been given at times of financial threats against the publisher.

D. The lack of road map:

The Journal had also had no clear road map, other than an editorial policy briefly listing the lay out and authors' guidelines. Such a roadmap document could hold the Executive Board of the Society to account in its responsibilities of overseeing the performance of the publication and act when the Journal's existence is threatened.

[What has been done?](#)

The contribution of individuals to the sustainability of the Journal had been invaluable. This document acknowledges all those contributions. A well-organized action towards achieving the initial goals of the Journal, publishing four volumes a year, however, was taken when the Journal was one of the focus areas of ESOG in its collaborative project with the American College of Obstetrics and Gynecology (ACOG) and with financial support from the Center for

International Reproductive Health Training (CIRHT) and Michigan University, which designed and implemented a project entitled ESOG-ACOG Collaborative Project, in which *EJRH* was one of the focus areas.

Since the launching of the project and the Journal Development Thematic Area, a new editorial board was established, trainings on clinical research was organized, two volumes of *EJRH* were published and distributed and an independent website was launched, among other achievements.

Within the same context, this working document for *EJRH* aims to complete the effort of sustaining the publication of *EJRH*.

### Vision, Mission, Goals and Objectives

Vision:

*To see the practice of SRH maintain the highest available standard using evidence based learning and research as a tool in Ethiopia and beyond.*

Mission:

*EJRH works to support the realization evidence based skill at an individual, community, national and regional level*

Goal:

*The goal of EJRH is to become one of the leading sources of scientific information regarding sexual and reproductive health both in Ethiopia and in the region.*

Objectives:

The objectives of *EJRH* are:

1. To promote clinical research among the SRH community
2. To improve the quality and quantity of publication
3. To disseminate scientific works through print media. the website ejrh.org, social media and any other competitive media outlet that might be available in the future
4. To work with local, regional and international partners in common areas of interest

### Document Review

The first version of this document was adopted February, 2018. This document is subject to review every five years.

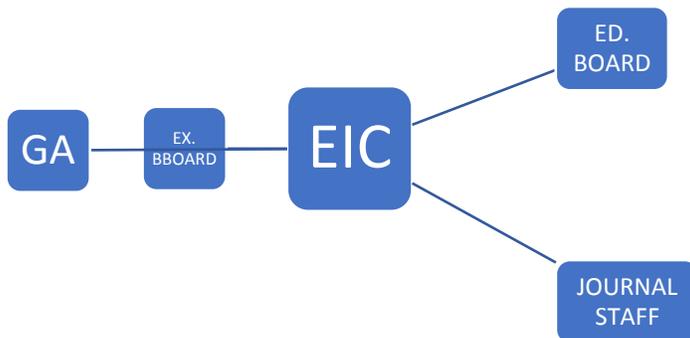
## Chapter 2: The Journal and the Society

The relation between a journal and its publisher/ owner (ESOG) will depend in part on the type of the entity the owner represents. Some journals are owned by a publisher, usually a commercial company. Other such as *EJRH*, are owned by a professional society, a nonprofit organization. The latter relationship is usually characterized by substantial commonality in purpose between the journal and the society that owns it. However, the goals of the two are not entirely identical, which can lead to differences in emphasis and even areas of disagreement.

Such societies are professional associations. The primary background their members share and that brought them together to establish the societies is usually- SCIENCE. Members of such associations have related educational background, hence, developed common concerns that could be addressed through the societies. Given SCIENCE is the string attaching the societies' members to one another, one can understand that not only the existence of societies determines the existence of journals but vice versa, i.e., the existence of the Journal defines the existence of the Society.

### 2.1. Defining and Refining the Relationship

Establishing *EJRH* was only the first step. ESOG and *EJRH* need to develop a comfortable relationship for the Journal to sustain shocks and challenges.



#### 2.1.1. Editorial Independence

The concept of the freedom of the press is an intimately embedded democratic tradition that applies to scientific journals just as much as to lay newspapers. The term *editorial independence* means simply that editorial decisions, specifically what gets published and in what form, are independent of influences external to the journal, including the owner of the journal- ESOG. But it is essential that

editorial decisions be based on quality and related factors, as perceived by the review process and the editor, without any consideration of the effect on the organization that happens to own it.

The editorial board of EJRH insist on editorial independence, and they shall generally interpret the term quite broadly, to include the entirety of the journal and factors influencing it, and not just what gets published. The editorial board also shall insist on the full support of the executive board of the Society on matters related to editorial independence.

The Editor-in-Chief shall be responsible for the editorial content of *EJRH* regardless of the source of submission. All materials submitted are subject to peer review, with any exception at the discretion of the Editor-in-Chief.

The editorial board shall also be responsible of the journal staff. All journal staff, thus, shall be accountable to the Editor-in-Chief to avoid overlapping responsibilities and authorities.

#### 2.1.2. Oversight Mechanisms

Editorial independence does not mean a complete freedom. The owner has a right, and perhaps an obligation as well, to make certain that the Journal runs as it should. To carry out this oversight function, the following mechanisms are outlined:

- The Editor-in-Chief is assigned by the Executive Board
- The Editor-in-Chief is accountable to the Executive Board
- The Editor-in-Chief shall meet regularly with the executive board and gives a formal report on the status of Journal: quarterly reports will be submitted to the executive board prepared and signed by the Editor-in-Chief. Additionally, the Editor-in-Chief also presents a report on the annual business meeting.
- One of the executive board members must be a member of the editorial board with all the responsibilities as an editorial board member, accountable to the Editor-inChief
- The Executive Board is responsible to act when the existence/ sustainability of the Journal is threatened. Hence, the Journal, by this document, holds to account the Executive Board for inaction at times of threats against the Journal.
- The Society/ the Executive Board, through the office of the General Manager, is responsible for the financial management of the Journal.

- The Society/ the Executive Board, through the office of the General Manager and in consultation with the Editor-in-Chief, is responsible for the salaries, annual leave of the Journal Staff and benefits and any other incentives of the Editorial Board.
- The Executive Board, in consultation with the Editor-in-Chief, shall also be responsible for the contractual agreements of the Journal.

#### 2.1.3. Subscriptions Included in Membership Fees

The Journal publishes four volumes each year and delivers each volume in person to each member and major local and international partners. The subscription for the Journal shall be included in the membership fees collected from members. To that end, the Society shall commit at least 30% of membership fees to the sustainability of the Journal. The Executive Board, through the office of Finance and Administration, shall submit reports of finance and collected subscription fees to the Editorial Board every year.

#### 2.1.4. Editorial Board Appointment

Editorial board members serve at least for three years. Editorial Board full member/s are first identified and nominated by the Editor-in-Chief. The Editor-in-Chief then presents the nominees for the editorial board. After the approval of the editorial board, the Editor-in-Chief then presents the final nominees for the executive board for its approval. Outgoing editorial board member/s shall oversee a successful transition before handing over responsibilities. Editorial board shall also have associate members from the academia in the regions who shall be elected through the same process.

#### 2.1.6. Other Papers from the Annual Conference:

Abstracts and other papers presented during the annual conference of ESOG shall be given priority to be published on the following volume of *EJRH*. However, the abstracts and any other papers are subject to meet the guidelines of the Journal, must be rewritten like manuscripts and approved by the Editor-in-Chief.

#### 2.1.7. Other Documents of ESOG

*EJRH* does not publish organization documents such as reports, plans, timetables, manuals and so on, which are less/ no scientific value. Upon the approval of the Editor-in-Chief, however, project reports, landscape/ situational analysis, presidential addresses and the likes might get published, even which are subject to guidelines of the Journal.

#### 2.1.8. Fiscal Matters

The Journal shall pursue sources of income to cover its running cost: printing, website hosting fees, salaries of Journal staff, benefits of editorial board members and others. To this end, the Journal shall:

- Be entitled to 30% of the membership fees as a subscription fee for the publication and distribution of the Journal to each member of the Society
- Solicit subscription donations from local and international partners for publishing and distributing the Journal to each donating partner
- Solicit other means of income as per the law of the Charities and Societies Agency (CSA)

The Society/ Executive Board, through the Finance and Administration, shall manage the finances of the Journal. The Finance and Administration Office is expected to submit reports in writing on expenses and subscription fees collected through the Journal.

The subscription fees and income generated thorough other sources of the Journal shall only be utilized to sustain the publication and distribution of the Journal.

## Chapter Three: Editorial Policy

### 3.1. Authorship Policy

#### 3.1.1. Defining the Role of Authors and Contributors

##### A. Why authorship matters?

Authorship confers credit and has important academic, social and financial implications. Authorship also implies responsibility and accountability for published work. The following recommendations are intended to ensure that contributors who have made substantive intellectual contributions to a paper are given credit as authors, but also that contributors credited as authors understand their role in taking responsibility and being accountable for what is published.

Because authorship does not communicate what contributions qualified an individual to be an author, some journals now request and publish information about the contributions of each person named as having participated in study, at least for original research. Editors are strongly encouraged to develop and implement a contributor ship policy. Such policies remove much of the ambiguity surrounding contributions but leave unresolved the question of the quantity and quality of contribution to the individual for authorship.

*EJRH* thus has adopted ICMJE's recommendation regarding authorship and contributions.

##### B. Who is an author?

1. substantial contributions to the conception or designs of the work; or the acquisition, analysis, or interpretation of data for the work
2. drafting the work or revising it critically for important intellectual content
3. final approval of the version to be published
4. agreement to be accountable for all aspects of the work in ensuring the questions related to accuracy or integrity of any part of the work are appropriately investigated

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which coauthors are responsible for specific other parts of the work. In addition, authors should have confidence in the contributions of their coauthors.

All those designated as authors should meet all the criteria for authorship, and all those who do not meet the four criteria should be acknowledged. These authorship criteria are intended to preserve the status of authorship for those who deserve the credit and can take responsibility for the work.

The criteria are not intended for use as means to disqualify colleagues from authorship who

otherwise meet authorship criteria by denying them to meet criterion #2 or #3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting and final approval of the manuscript.

The individuals who conduct the work are responsible for identifying who meets these criteria and ideally should do so when planning the work, making modifications as appropriate as the work progresses. It is the collective responsibility of the authors, not the journal to which the work is submitted to determine that all people named as authors meet all the criteria; it is not the role of the Journal's editors to determine who qualifies or does not qualify for authorship or to arbitrate authorship conflicts. If agreement cannot be reached about who qualifies for authorship, the institution/s where the work was performed, not the Journal editor, should be asked to investigate. If authorship request removal of addition of an author after manuscript submission or publication, Journal editors should seek explanation and signed statement of agreement for the requested change from all listed authors and from the author to be named removed or added.

The corresponding author is the one individual who takes primary responsibility for communication with the Journal during the manuscript submission, peer review, and publication process and ensures that all the Journal's administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements, are properly completed. The corresponding author should be available throughout the submission and review process to respond to editorial queries in a timely way and should be available after publication to respond to critiques of the work and cooperate with requests of from the Journal for data or additional information should questions about the paper arise after publication. The corresponding author is primarily responsible for correspondence with the Journal.

Some large multi-author groups designate authorship by a group name, with or without the names of individuals. When submitting a manuscript authored by a group, the corresponding author should specify the group name if one exists, and clearly identify the group members who can take credit and responsibility for the work as authors. Indexing sites such as MEDLINE list whoever is listed on the byline as an author, and such shall be the consideration of authors or other collaborators.

### C. Non-Author Contributors

Contributors who meet fewer than all four of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Examples of activities that alone (without other contributions) do not qualify a contribution for authorship are acquisition of funding, general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, proof reading. Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (E.g. Clinical Investigators, or Participating Investigators), and their contributions should be specified (E.g. “served as a scientific advisor,” “critically revised the study proposal,” “collected data,” “provided care for study patients”)

Because acknowledgment might imply endorsement by acknowledged individuals of a study’s data and conclusions, editors are advised to require that the corresponding author obtain written permission to be acknowledged from all acknowledged individuals.

#### 3.1.2. Author Responsibilities- Conflict of Interest

Public trust in the scientific process and the credibility of published articles depend in part on how transparently conflicts of interest are handled during the planning, implementation, writing, peer review, editing, and publication of scientific work.

A conflict of interest exists when professional judgment concerning a primary interest (such as patients’ welfare or the validity of research) may be influenced by a secondary interest (such as financial gain). Perceptions of conflicts of interest are as important as actual conflicts of interest.

Financial relationships (such as employment, consultancies, stock ownership and paid expert testimony) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the Journal, the authors and of course itself. However, conflicts can occur for other reasons such as personal relationships or rivalries, academic competition, and intellectual beliefs. Authors should avoid entering into agreements with study sponsors, both for-profit, and nonprofit, that interfere with authors’ access to all of the study’s data or that interfere with their ability to analyze and interpret the data and prepare and publish manuscripts independently when and where they choose.

All participants in the peer review and publication process- not only the authors but also peer reviewers, editors, and the editorial board members of the Journal, should consider their potential

conflict of interest when fulfilling their roles in the process of article review and publication and must disclose all relationships that could be viewed as potential conflicts of interest.

A. Authors:

When authors submit a manuscript of any type or format they are responsible for disclosing all financial and personal relationships that might bias or be seen to bias their work. *EJRH* expects authors to pledge that they have no conflict of interest what so ever to that effect during online submission, or state clearly on their manuscripts.

### 3.2. Responsibilities in Submission, Reviewing, and Editing Process

A. Authors:

Authors should abide by all principles of authorship and deceleration of conflicts of interest detailed in this document.

B. The Journal

1. Confidentiality:

Manuscripts submitted to the Journal are privileged communications that are authors' private, confidential property, and authors may be harmed by premature disclosure of any or all of a manuscript's details.

Editors therefore must not share information about manuscripts, including whether they have been received and are under review, their content and status of review in the review process, criticism by reviewers, and their ultimate fate, to anyone other than the authors or reviewers themselves. Requests from third parties to use manuscripts and reviews for legal proceedings should politely be refused, and editors *should do their best* not to provide such confidential material should it be subpoenaed.

Editors should also make clear that reviewers should keep manuscripts, associated material, and the information they contain strictly confidential. Reviewers must not retain the manuscripts for their personal use and should destroy paper copies of manuscripts and delete electronic copies after submitting their reviews.

When a manuscript is rejected, the Journal keeps copies of it with maximum from their editorial systems unless retention is required for specific reasons. If a rejected manuscript is retained for a specific reason, the Journal shares such information in its Information for Authors.

When a manuscript is published, the Journal keeps copies of the original submission, reviews, revisions, and correspondence for at least three years and possibly in perpetuity, due to specific reason such as a need to answer to future questions about the work should they arise.

Editors should not publish or publicize peer reviewers' comments without permission of the reviewers and author. Since the Journal uses double blind reviewing, the identity of both reviewers and authors to any one of them without direct permission of the concerned.

#### Editors and Journal Staff

Editors who make final decisions about manuscripts should recuse themselves from editorial decisions if they have conflict of interest or relationships that pose potential conflicts related to articles under consideration. Other editorial staff members who participate in editorial decision must provide editors with a current description of their financial interest or other conflicts (as they might relate to editorial judgment) and recuse themselves from any decisions in which a conflict of interest exists. Editorial staff must not use information gained through working with manuscripts for private gain. Editors should publish regular disclosure statements about potential conflicts of interests related to the commitments of journal staff. Guest editors should follow these same procedures.

#### 1. Timeliness:

Editors should do all they can to ensure timely processing of manuscripts with the resources available to them and as per the workflow included in this document. Any intention of delaying the editorial process should be negotiated with the authors. If the Journal has no intention of proceeding with the manuscripts, it informs the author/s as soon as possible to allow them submit their work to a different journal.

#### 2. Peer Review

Peer review is the critical assessment of a manuscript submitted to the Journal by experts who are usually not part of the editorial board/ staff. Because unbiased, independent, critical assessment is an intrinsic part of all scholarly work, including scientific research, peer review is an important extension of the scientific process.

It is the responsibility of the Journal to ensure that systems are in place for selection of appropriate reviewers. It is the responsibility of the editor to ensure that reviewers have access to all materials

that may be relevant to the evaluation of the manuscript and to ensure that reviewers' comments are properly assessed and interpreted in the context of their declared conflicts of interest.

*EJRH* is under no obligation to send submitted manuscripts for review, under no obligation to follow reviewer/s' recommendations, favorable or negative. The editor of the Journal is ultimately responsible for the selection of all its content, and editorial decisions may be informed by issue unrelated to the quality of a manuscript, such as the sustainability of the Journal. The editor can reject a manuscript at any time before publication, including after acceptance if concerns arise about the integrity of the work.

Editors might share comments of one reviewer to another to share best review practices. As part of the reviewing process, editors review research protocols, plans for statistical analysis if separate from the protocols, and/ or contracts associated with project-specific studies. Editors should ask such documents before publication. Editors shall also consider an independent review of sophisticated statistical analysis or require public data availability.

The Journal encourages readers to reflect on published manuscripts both online or in person. It also encourages investigators to maintain the primary data and analytic procedures underpinning the published results for at least ten years.

### 3. Integrity

Editorial decisions should be based on the relevance of a manuscript to the Journal and on the manuscript's originality, and contribution to evidence about important questions. Those decisions should not be influenced by commercial interests, personal relationships or agendas, or findings that are negative or that credibly challenge accepted wisdom. In addition, authors should submit for publication, or otherwise make publicly available, and editors should not exclude from consideration for publication, studies with findings that are not statistically significant or that have inconclusive findings. Such studies may provide evidence that combined with that from other studies through meta-analysis might still help answer important questions, and a public record of such negative or inconclusive findings might prevent unwarranted replication of effort or otherwise be valuable for other researchers considering similar work.

### C. Peer Reviewers

Manuscripts submitted to the Journal are privileged to communications that are authors' private, confidential property, and authors may be harmed by premature disclosure of any or all of a manuscript's details.

Reviewers therefore should keep manuscripts and the information they contain strictly confidential. Reviewers must not publicly discuss authors' work and must not appropriate authors' ideas before the manuscript is published. Reviewers must not retain the manuscript for their personal use and should destroy copies of manuscripts after submitting their reviews.

Reviewers are expected to respond promptly to requests to review and to submit reviews within the time agreed, or as indicated in the workflow of the editorial process in this document. Reviewers' comments should be constructive, honest and polite.

Reviewers should declare their conflict of interest, if any, and recuse themselves from the peer-review process if a conflict exists.

### D. Protection of Research Participants

When reporting research involving human data, authors should indicate whether the procedures followed have been assessed by the responsible review committee [institutional and national], or if no formal ethics committee is available. If doubts exist, authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. Approval by a responsible committee does not preclude editors from forming their own judgment whether the conduct of the research was appropriate.

Patients have the right to privacy that should not be violated without informed consent. Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be published. Authors should disclose to these patients whether any potential identifiable material might be available via the internet as well as in the print after publication. Patient consent should be written and archived with the Journal, the authors, or both, as discussed by local regulations or by laws.

None essential identifying details should be omitted. Informed consent should be obtained if there is any doubt that anonymity can be maintained. For example, making the eye region in photographs of a patient is inadequate protection of anonymity. If identifying characteristics are deidentified, authors should provide assurance, and editors should so note, that such changes do not distort scientific meaning.

The Journal indicates the need to obtain an informed consent in its guideline for authors. When informed consent has been obtained, it should be indicated in the publication.

### 3.3. Publishing, and Editorial Issues Related to Publishing

#### A. Corrections, Retractions, Republications, and Version Control

Honest errors are a part of science and publishing and require publication of correction when they are detected. Corrections are needed for errors of fact. Matters of debate are handled as letters to the editor, as print or electronic correspondence, or as posts in the Journal's online forum. Updates of previous publications (E.g. an updated systematic review or clinical guideline) are considered a new publication rather than a version of a previously published article.

If correction is needed, the Journal follows the following minimum standards:

- Publishes a correction notice as soon as possible detailing changes from and citing the original publication: the correction should be on an electronic that is included in an electronic or a print table of contents to ensure proper indexing
- Publishes a new article online with details of the changes from the original version and the date/s on which the changes were made
- The Journal archives all previous versions, but only avails them on readers' request
- Previous electronic versions should indicate that there are more recent versions of the article
- The citation must be on the most recent version

Pervasive errors can result from a coding problem or a miscalculation and may result in extensive inaccuracies throughout an article. If such errors do not change the direction or significance of the results, interpretations, and conclusions of the article, a correction should be published that follows the above minimum standards.

Errors serious enough to invalidate a paper's results and conclusions may require retractions. However, retractions with republication can be considered in cases where honest error (E.g. a misclassification or miscalculations) lead to a major change in the direction or significance of results,

interpretations, and conclusions of the article. If the error is judged to be unintentional, the underlying science appears valid, the changed version of the paper survives further review and editorial scrutiny, and then the retraction with republication of the changed paper, with explanation, allows full correction of the scientific literature. In such cases, the extent of the change shall be shown on an independent material such as the appendix.

#### B. Scientific Misconduct, Expression of Concern, and Retraction

Scientific misconduct includes, but is not necessarily limited to data fabrication, data falsification including deceptive manipulation of images, and plagiarism. When scientific misconduct is alleged or concerns are otherwise raised about the conduct or integrity of the work described in submitted or published papers, the editor should initiate appropriate procedures detailed by the Committee on Publication Ethics (COPE), which is part of this document.

#### C. Copyright:

*EJRH* owns copyright of published manuscripts. Authors should communicate of disagreement of this procedure, if they have one.

#### D. Overlapping Publications:

##### 1. Duplicate Submission

Authors should not submit the same manuscript, in the same or different languages, simultaneously to more than one journal. The rationale behind this standard is the potential for disagreement when two (or more) journals claim the right to publish a manuscript that has been submitted simultaneously to more than one more journal, and the possibility that two or more journals will unknowingly and unnecessarily undertake of the work of peer review, edit the same manuscript, and publish the article. When a simultaneous submission is detected, editors should initiate the procedure of COPE.

##### 2. Duplicate and Prior Publication

Duplicate publication is publication of a paper that overlaps substantially with one already published, without clear, visible reference to the previous publication. Prior publication may include release of information in the public domain.

Readers deserve to be able to trust that what they are reading is original unless there is a clear statement that the author or editor are intentionally republishing an article (which might be considered for historic or landmark papers). The bases of this position are international copyright

laws, ethical conduct, and cost-effective use of resources. Duplicate publication of original research is particularly problematic because it can result in inadvertent double-counting of data or inappropriate weighting of results of a single study, which distorts the available evidence.

Authors, when submitting a duplicated work, must inform editors. The decision to publish a duplicated work, after considering the pros and cons, will be of the editor's. But retraction is the way forward, the editor should initiate the procedure detailed in COPE.

### 3. Acceptable Secondary Publication

Secondary publication of materials published in other journals or online may be justifiable and beneficial, especially when intended to disseminate important information to the widest possible audience (E.g. guidelines produced by government agencies or professional organizations in the same or different language). Secondary publication for various other reasons may also be justifiable provided the following conditions are met:

- A. The authors have received approval from the editors of both journals (the editor concerned with secondary publication must have the original version)
- B. The priority of the primary publication is expected by a publication interval negotiated by both editors and authors
- C. The paper for secondary publication is intended for a different group of readers: an abbreviated version could be sufficient
- D. The secondary version informs readers, peers, and documenting agencies that the paper has been published in whole in part elsewhere- for example, with a note that might read- "This article is based on a study first reported in the [Journal Title with full reference]"- and the secondary version cites the primary reference.
- E. The title of the secondary publication should indicate that it is a secondary publication (complete or abridged republication or translation) of a primary publication.

### 4. Manuscripts based on the Same Database

If editors receive manuscripts from separate research groups or from the same group analyzing the same dataset (for example from a public database, or systematic reviews or meta-analysis from the same evidence), the manuscripts should be considered independently because they may differ in their analytic methods, conclusions, or both. If the data interpretations and conclusions are similar, it may be reasonable although not mandatory for editors to give priority to the one submitted first.

Editors might consider publishing more than one manuscript that overlap in this way because different analytic approaches may be complementary and equally valid, but manuscripts based on the same dataset should add substantially to each other to warrant consideration for publication as separate papers, with appropriate citation of previous publication from the same dataset to allow for transparency.

Secondary analyses of clinical trial data should cite any primary publication, clearly state that it contains secondary analyses/results, and use the same identifying trial registration number as the primary trial results, interpretations, and conclusions of the article

Sometimes in large trials, it is planned from the beginning to produce numerous separate publications regarding separate research questions but using the same original patient sample. In this case authors may use the original single registration number, if all the outcome parameters were defined in the original registration. If authors registered several sub studies as separate entries, then the unique identifier should be given for the study in question. The main issue is transparency, so no matter what model is used, it should be obvious for the reader.

#### 5. Correspondence

Responsible debate, critique and disagreement are important features of science. Hence, *ERH* provides contact of correspondent author/s to facilitate such engagement. *EJRH* also provides a space for comments under each published article. Editors, however, have a prerogative a correspondence that is irrelevant, uninteresting, or lacking cogency, but they also have a responsibility to allow a range of opinions to be expressed and to promote debate.

#### 6. Fees

*EJRH* does not receive any fee to process and publish manuscripts. If changes to this policy be made, it must clearly be communicated with authors.

#### 7. Supplements, Theme Issues and Special Series

Supplements are collections of papers that deal with related issues or topics, are published as a separate issue of the Journal or as part of a regular issue and may be funded by sources other than the Journal's publisher. Because funding sources can bias the content of supplements through the choice of topics and viewpoints, the Journal should keep the following principles, which also apply to theme issues or special series that have external funding and/or guest editors:

- A. The Journal editor must be given and must take full responsibility for the policies, practices, and content of supplements, including complete control of the decision to select authors, peer reviewers, and content for the supplement. Editing by the funding organizations must not be allowed
- B. The Journal editor has the right to appoint one or more external editors for the supplements and must take responsibility for the work of those editors
- C. The Journal editor must retain the authority to send supplement manuscripts for external peer review and too reject manuscripts submitted for the supplement with or without external review. These conditions should be made known to authors and any external editors of the supplement before beginning editorial work on it.
- D. The source of the idea for the supplement, sources of funding for the supplement's research and publication, and products of the funding source related to content considered in the supplement should be clearly stated in the introductory material.
- E. Sponsorship of supplements should follow the same policies as those in the primary journal.
- F. Journal editors must enable readers to distinguish readily between ordinary editorial pages and supplement pages.
- G. Journal and supplement editors must not accept personal favors or direct remuneration from sponsors of supplements.
- H. Secondary publication in supplements (republication of papers published elsewhere) should be clearly identified by the citation of the original paper and by the title.
- I. The same principles of authorship and disclosure of conflicts of interest discussed elsewhere in this document should be applied to supplements.

#### 8. Sponsorship and Partnership

*EJRH* approaches various entities for interaction in the form of sponsorships, partnerships, meetings or other forms of activities. To preserve editorial independence, these interactions should be governed by the same principles outlined above for Supplements, Theme Issues and Special Series.

#### 9. Electronic Publication

*EJRH* is supported by a supplementary electronic publication of each article in each volume. Principles of print and electronic publication remain quite similar. However, electronic publication

provides opportunities for versioning and raises issues about link stability and content preservation that are addressed here.

Procedures for corrections and versioning will be practiced as addressed in above sections.

Electronic publishing allows linking to sites and resources beyond journals over which journal editors have no editorial control. For this reason, and because links to external sites could be perceived as implying endorsement of those sites, the Journal should be cautious about external linking. When the Journal does not link to an external site, it should state that it does not endorse or take responsibility or liability for any content, products or other materials on the linked sites, and does not take responsibility for the sites' availability.

Permanent preservation of the Journal's articles on the Journal's website, or in an independent archive or a credible repository is essential for historical record. Removing an article from the Journal's website on its entirety is not justified as copies of the article may have been downloaded even if its online posting was brief. Such archives should be freely accessible or accessible to archive members. Deposition in multiple archives is encouraged. However, if necessary for legal reasons (E.g. libel action), the URL for the removed article must contain a detailed reason for the removal, and the article must not be retained in the Journal's internal archive.

Permanent preservation of the Journal's total content is the responsibility of the Journal's publisher, who in the event of the Journal's termination should be certain the Journal files are transferred to a responsible third party who can make the content available.

The Journal website should post the date that non-article web pages, such as those listing journal staff, editorial board members, and instruction for authors, were last updated.

#### 10. *EJRH* and the Media

Journal's interaction with the media should balance competing priorities. The general public has a legitimate interest in all the Journal's content and is entitled to important information within a reasonable amount of time, and editors have the right to facilitate that. However, media reports of scientific research before it has been peer-reviewed and fully vetted may lead to dissemination of inaccurate or premature conclusions, and doctors in practice need to have research reports available in full detail before they can advise patients about the reports' conclusions.

*EJRH* uses the following principles for both print and electronic publication regarding interaction with the media:

- Editors can foster the orderly transmission of medical information from researchers, through *EJRH* to the public. This can be accomplished by an agreement with authors that they will not publicize their work while their work is under consideration or awaiting publication and an agreement with the media that they will not release stories before publication of the original research in the Journal, in return for which the Journal will cooperate with them by preparing accurate stories by issuing, for example, a press release.
- Notwithstanding authors' belief in their work, very little medical research has such clear and urgently important clinical implications for the public's health that the news must be released before full publication in the Journal. When such exceptional circumstances occur, the appropriate authorities responsible for public health should decide whether to disseminate information to physicians and the media in advance and should be responsible for this decision. If the author and the appropriate authorities wish to have a manuscript considered by the Journal, the editor should be consulted before any public release. If editors acknowledge the need for immediate release, they should waive their policies limiting republication publicly.
- Policies designed to limit prepublication publicity should not apply to accounts in the media of presentations at scientific meetings or to the abstracts from these meetings. Researchers who present their work at a scientific meeting should feel free to discuss their presentations with reporters but should be discouraged from offering more detail than about their study than was presented in the talk or should consider how giving such detail might diminish the priority the Journal editors assign their work. (See Duplicate Publication)
- When an article is close to being published, editors or the Journal staff should help the media prepare accurate reports by providing news releases, answering questions, supplying advance copies of articles, or referring reporters to appropriate experts. Those assistance should be contingent on the media's cooperation in timing the release of a story to coincide with publication of article.

#### 11. Clinical Trial Registration

This document adopts ICMJE's definition of Clinical Trial as- *any research project that prospectively assigns people or a group of people to an intervention, with or without concurrent comparison or control groups, to study the cause-and-effect relationship between a high-related intervention and a health outcome. Health-related*

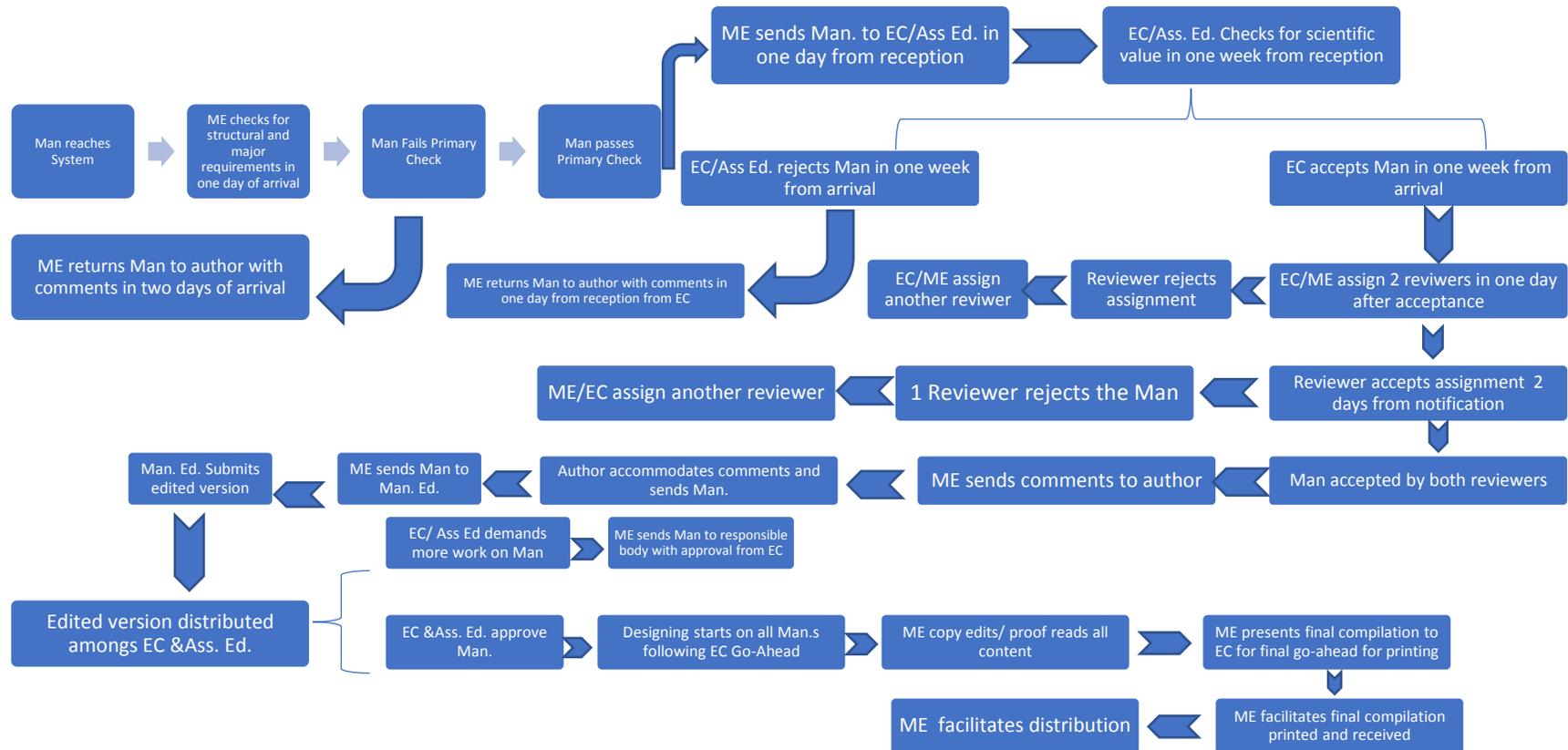
*intervention are those used to modify a biomedical or health related outcome, for example, drugs, surgical procedures, devices, behavioral treatments, educational programs dietary interventions, quality improvement interventions, and process-of-care changes.*

*EJRH* requires registration of clinical trials in a public trial registry at or before the time of first patient enrollment as a condition of consideration for publication. The purpose of clinical trial registration is to prevent selective publication and selective reporting of research outcomes, to prevent unnecessary duplication of research effort, to help patients and the public know what trials are planned or ongoing into which they might want to enroll, and to help give ethics review boards considering approval of new studies a view of similar work and data relevant to the research they are considering. Retrospective registration, for example, at the time manuscript submission, meets none of these purposes. Those purposes also apply to research within alternative design, for example observational studies. For that reason, *EJRH* encourages registration of research with non-trial designs, but because the exposure or intervention in non-trial research is not dictated by the researchers, *EJRH* does not require it.

Secondary data analysis of primary (parent) clinical trials should not be registered as separate clinical trials but instead should reference the trial registration number of the primary trial. *EJRH* keeps confirmation of clinical trial registrations for record.

Editors may consider whether the circumstances involved in a failure to appropriately register a clinical trial were likely to have been intended to or resulted in a biased reporting. If an exception to prospective registration is made, trials must be registered and the authors should indicate in the publication when registration was completed and why it was delayed. Editors should publish a statement indicating why an exception was allowed. *EJRH* emphasized that such exceptions should be rare, and authors failing to register risk its inadmissibility to the Journal.

### 3.4. The Editorial Work Flow



## Chapter 4: Authors', Reviewers', Editors and Designing Guidelines

### 4.1. Guideline for Authors

The following are general requirements for reporting within sections of all study designs and manuscript formats

#### A. Title Page

General information about the article and the authors is presented on a manuscript title page and usually includes the article title, author information, any disclaimers, sources of support, and sometimes the number of figures and tables.

*Article Title:* the title provides a detailed description of the complete article and should include information that, along with the Abstract, will make electronic retrieval of the article sensitive and specific. *EJRH* requires a short title, usually no more than 40 characters including spaces and letters, on the title page or as a separate entry in an electronic submission system.

*Author Information:* each authors' highest academic degree should be listed. Authors name should be superscripted as <sup>1,2,3</sup> etc. based on the role of involved authors. Also, superscripted as <sup>1,2,3</sup> etc., are the respective institutional affiliation of each author.

*Disclaimers:* an example of a disclaimer is an author's statement that the views expressed in the manuscript are his/her own and not an official position of the institution.

*Source/s of Support:* these include grants, equipment, drugs, and/or other support that facilitated the conduct of the work as mentioned in the article or the writing of the article itself.

*Word Count:* *EJRH* highly encourages submitted manuscripts be within a limit of 3000-4000 words.

*Number of Figures and Tables:* this allow reviewers and the Journal staff to make sure all intended figures and tables are submitted for processing. It also allows the Journal staff to plan ahead the outline of the publication as figures and tables occupy much space.

*Conflict of Interest Declaration:* authors need to make it clear whether each one of them has any conflict of interest visa vis the conduct of the work or the writing and the submission of the manuscript itself.

*Correspondent Author:* the title page of the manuscript shall provide a corresponding author/s and their full contact information

### B. *Abstract:*

Original Articles, Systematic Reviews and Meta-Analysis require structured abstracts. In not more than one page and structured into *Background, Objective, Methods, Results* and *Key Words*, the abstract should provide the context, or background for the study and should study's purpose, basic procedures (selection of study participants, settings, measurements, analytical methods), main findings (giving specific effect sizes and their statistical and clinical significance, if possible) and principal conclusions/ results. It should emphasize new and important aspects of the study observations, note important limitations, not over interpreted findings.

### C. *Introduction:*

Provide a context or background for the study (that is, the nature of the problem and its significance.) state the specific purpose of research objective of, or hypothesis tested by, the study or observation. Cite only directly pertinent references, and do not include data or conclusions from the work being reported.

### D. *Methods*

The guiding principle of the Methods section should be the clarity of how and why the study was done in a particular way. The Methods section should aim to be sufficiently detailed such that others with access to the data would be able to reproduce the results. In general, the section should include the information only available at the time the plan or protocol for the study was being written, all the information obtained during the study belongs to the results section. If an organization was paid or otherwise contracted to collect or manage the data, this should be included in the Methods section. The Methods Section should also indicate if the study was approved or exempted from a review process by the responsible review committee (institutional or national if any).

#### i. Selection and Description of Participants

Clearly describe the selection of observational or experimental participants (healthy individuals or patients, including controls), including eligibility and exclusion criteria and a description of the source population. Because the relevance of such variables as age, sex, or ethnicity is not always known at the time of the study design, researchers should aim of inclusion of representative populations into all study types and at a minimum provide descriptive data for these and other relevant demographic variables. Ensure correct use of the terms sex (to describe biological factors) and gender (to describe identity, psychological or social factors), and unless inappropriate, report

the sex and/or gender of study participants, the sex of animals or cells and the describe the methods used to determine sex and gender. If the study was done involving an exclusive population, for example in only one sex, explain why, except in obvious cases such as Prostate cancer. Authors should define how they determine race or ethnicity and justify their relevance.

ii. Technical Information

Specify the study's main and secondary objectives- usually identified as primary and secondary outcomes. Identify methods, equipment (give the manufacturer's name and address in parenthesis), and procedures in sufficient detail to allow to reproduce the results. Give references to established methods, including statistical methods, provide reference and brief description for methods that have been published but are not well known, describe new or substantially modified methods, give the reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name/s, doer/s, and route/s of administration. Identify appropriate scientific names and gene names.

iii. Statistics

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to judge its appropriateness for the study and to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as *P* Values, which fail to convey important information about effect size and precision of estimates. References for the design of the study and statistical methods should be to standard works when possible (with pages stated). Define statistical terms, abbreviations, and most symbols. Specify the statistical software package/s and versions used. Distinguish pre-specified from exploratory analyses, including subgroup analyses.

*E. Results*

Present your results in a logical sequence in the text, tables, and figures, giving the main or most important findings first. Do not repeat all the data in the tables or figures in the text: emphasize or summarize only the most important observations. Provide data on all primary and secondary outcomes identified in the Methods Section. Extra or supplementary materials and technical details can be placed in an appendix where they will be accessible but will not interrupt the flow of the text, or they can be published solely in the electronic version of the Journal.

Give numeric results not only as derivatives (for example percentages) but also as the absolute numbers from which they were calculated, and specify the statistical significance attached to them, if any. Restrict tables and figures to those needed to explain the argument of the paper and to assess supporting data. Use graphs as an alternative to tables with many entries, do not duplicate data in graphs and tables. Avoid nontechnical uses of technical terms in statistics such as ‘random, (which implies randomizing device), normal, significant, correlations, and sample’.

Separate reporting of data by demographic variables, such as age, sex, facilitate ponding of data for such groups across studies and should be routine, unless there are compelling reasons not to stratify reporting, which should be explained.

#### F. *Discussions*

It is useful to begin the Discussion by briefly summarizing the main findings, and explore possible mechanisms or explanations for these findings. Emphasize the new and important aspects of your study and put your findings in the context of the totality of the relevant evidence. State the limitations of your study, and explore the implications of your study, and explore the implications of your findings for future research, clinical practice or policy. Discuss the influence or association of variables, such as sex, and/ or gender, on your findings, where appropriate, and the limitations of the data. Do not repeat in the detail data or other information given in other parts of the manuscript, such as in the Introduction or the Results section.

#### G. *Conclusions*

Link conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. In particular, distinguish between clinical and statistical significance, and avoid making statements on economic benefits and costs unless the manuscript includes the appropriate economic data and analyses. Avoid claiming priority or alluding to work that has not be completed. State new hypotheses when warranted, but label them clearly.

#### H. *References*

*EJRH* accepts manuscripts referenced with a Vancouver style. Authors should provide direct references to original research sources whenever possible. References should not be sued by authors, reviewers, editors to promote self-interest. Do not use references of review articles and abstracts on conference scientific sessions. Avoid citing personal communication.

### *I. Tables*

Number tables consecutively in order of their first citation in the text and supply a title for each. Titles of tables must be short but self-explanatory, containing information that allows readers to understand the tables' content without having to go back to the text. Be sure each table is cited in the text.

Give each column a short and abbreviated heading. Authors should put explanatory matter in footnotes, not in the heading. Explain all nonstandard abbreviations in the footnote. If you use data from other published or unpublished source, seek permission and acknowledge the source fully. Tables must be designed in such a way that clearly shows lines separating each row and column.

### *J. Illustrations/ Figures*

Digital images of manuscripts illustration should be submitted in a suitable format for print publication, figures should be either professionally drawn or photographed. For radiological and other clinical and diagnostic images, as well as pictures of pathology specimens or photomicrographs, send high resolution photographic image files. Figures should be numbered consecutively to the order in which they have been cited in the text. If a figure has been published previously, acknowledge the source and submit a written permission from the copy right holder.

### *K. Abbreviations and Symbols*

Use spelled out word and the abbreviation in parenthesis when introducing the abbreviation for the first time. Then abbreviations can stand alone. As much as possible, use standard abbreviations, nonstandard abbreviations can confuse readers.

### *L. Submitting Manuscripts Online*

Unregistered authors shall first register at [www.ejrh.org](http://www.ejrh.org) Registered users shall login and Submit Manuscript and Follow instructions page by page. For obstacles during submission, authors shall contact the managing editor or send an email via [ejrh2017@gmail.com](mailto:ejrh2017@gmail.com)

### *4.2. Guideline to Reviewers*

Reviewers are expected to disclose if they have any conflict of interest before accepting the responsibility of reviewing by checking the question on the online reviewing platform, and follow the following guideline ad format.

THE ETHIOPIAN JOURNAL OF REPRODUCTIVE HEALTH  
REVIEWER FORM

Name of Reviewer: \_\_\_\_\_

Date manuscript sent: \_\_\_\_\_

Date manuscript returned: \_\_\_\_\_

Title of manuscript: \_\_\_\_\_

Manuscript Reference Number: \_\_\_\_\_

1. If you can review the manuscript, please check as appropriate and return with your assessment.

- Accept in present form \_\_\_\_\_
- Accept with minor revision, as suggested \_\_\_\_\_
- Not acceptable in present form; major revisions are recommended and author may resubmit \_\_\_\_\_
- Not acceptable \_\_\_\_\_

2. I am unable to review this paper at this time \_\_\_\_\_

If you are unable to review this paper due to a potential conflict of interest or any other reason, simply check X on number 2 and send it back to the Journal. If you can suggest an alternate reviewer, with contact information, we would be grateful.

Suggested Reviewer: \_\_\_\_\_

4. Comments to the author (s) should appear on a separate sheet using the format attached. Your comments to the author (s) should be detailed as possible.

5. Comment to the Editor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Reviewer's Signature \_\_\_\_\_

Please indicate your recommendations on the Reviewer Form under (1).

Thank you.

Guidelines for reviewing:

**Abstracts:** is it not more than 250 words? Does it summarize the background, objective, methods, major findings and conclusions?

**References:** References have to be numbered consecutively in the order in which they are first mentioned in the text. References must also follow the Vancouver system.

**Introduction:**

**Does the introduction present why the author did what he did?**

*Is the Introduction a brief overview of relevant research that describes a gap in the literature or a reason to duplicate prior work?*

- ▶ Is it no more than 1 page?
- ▶ Does it include primary and secondary outcomes at the end?

**Materials and Method: Does this section explain what the author did?**

- ▶ Would another researcher be able to duplicate your work?
- ▶ Does it include inclusion, exclusion criteria?
- ▶ Does it include definitions of variables, outcomes and exposures?
- ▶ Does it include Source(s) of data?
- ▶ Does it describe how the author analyzed the work?
- ▶ If survey or assessment tools used—have they been validated in Ethiopia? How does the author administered-write, orally, etc?
- ▶ If data base used, how was it validated?

**RESULTS**

**Are the results structuring the flowing way?**

- ▶ Study subjects: #, demographics, Etc
  - ▶ Table 1
- ▶ Primary result outcomes
- ▶ Secondary result outcomes and so on
  - ▶ Sub analyses, logistic regression etc
- ▶ Does it avoid any interpretation?

**DISCUSSION**

**Does the discussion answer the following questions?**

- ▶ State the primary and secondary outcome results?
- ▶ Does it interpret...?
  - ▶ How does the finding compare to prior research?
  - ▶ If different, how are they different?
  - ▶ What is important about the finding?
  - ▶ How does the work advance the science?
  - ▶ What are the limitations and strengths?
  - ▶ Are they generalizable (Co-Variates, Unique Population?)

### **Further Advises**

Avoid repeating the same reference in a paragraph that can be done with one reference.

Avoid subheads under method and result section

Provide SD with mean e.g. ... mean ( $\pm$  1 SD) was 36.5 ( $\pm$  5.6) years ...

Percentage with NUMBER e.g. .... most of the participants (n=123, 36.5%) ...

Appropriate interpretation of OR.

### 4.3. Layout Guidelines

The layout of *EJRH* follows the following specific designing guidelines

#### 4.3.1. General Layout Guidelines

##### Boarders

All pages of the Journal both in print and online publication, should be indented for 1.5cm away from the top, bottom, left and right boarders.

##### Font Type:

All pages of the Journal must be in a font type of **Goudy Old Style**

##### Font Size:

All pages of the Journal must be in a font size of **12**

##### Expectations font size:

The name of the Journal- *Ethiopian Journal of Reproductive Health (EJRH)*—must have a size of **18**

The tile of each article must have size of **14** and all in capital letters. Titles should also begin one Enter space below the normal page starting leaving enough space between the body of the main content page and the header separated by a line.

Authors information right below the title of each article should be in font size of **11**, should be italicized, and the line space between authors information should be 1pt unlike the rest of the text in the Journal, which is 1.5pt

##### Lines and Indents:

For all text with the Journal

Before: 0pt

After: 0pt

Line Spacing: Double, 1.5pt

##### The Cover Page

The cover page of the Journal should bring table of contents on the right side along with page number for each content while on the left should bring a microscopic image, tables, graphs or any other figure from one of the main manuscript in the Journal. The editor-in-Chief should decide which should image should be on the cover of the Journal

The cover of the Journal, on the top should also bring the publication mark of *EJRH* and the logo of ESOG. On the bottom the web address [www.ejrh.org](http://www.ejrh.org), [ejrh2017@gmail.com](mailto:ejrh2017@gmail.com) and the ISSN of the publication must clearly be put.

Header and Footer:

The header of each content page must bring the name of the Journal spelled out- *The Ethiopian Journal of Reproductive Health (EJRH)* on the left side and the Month and year of publication on the right. Put within 1.5cm down from the top boarder, the header should be separated from the body of the main content by a one Enter space and a line.

The footer

The footer presented within 1.5cm up from the bottom boarder, should bring the page number of each content page and the web address [www.ejrh.org](http://www.ejrh.org) and the email [ejrh2017@gmail.com](mailto:ejrh2017@gmail.com) and the ISSN of the publication.

The second page of *EJRH*:

The second page of the Journal should bring the Publication mark of the *EJRH*, the logo of ESOG, the name of the Journal spelled out- *The Ethiopian Journal of Reproductive Health (EJRH)* and the list of Editorial Board Members, Journal Staff, with their full names and their latest qualifications. This page should also present the full physical and online address of ESOG and *EJRH* office.

Abstracts:

Abstracts should not be columned and on the bottom right below the last line of the Abstract must also bring a line guiding referencing of that particular manuscript beginning with the name of the Journal spelled out- *The Ethiopian Journal of Reproductive Health (EJRH)*, the year of publication, the volume and number of the issue, and the pages where the manuscript is found, all put within parenthesis and on the right side. Example:

(Ethiopian Journal of Reproductive Health 2018; 10:1-14)

Introduction, Methods, Results, Discussion, Conclusion:

The Introduction section beginning on the next page from the Abstract, all these sections must be columned.

The heading of all these major sections (ABSTRACT, OBJECTIVE, BACKGROUND, METHOD AND MATERIALS, CONCLUSION, RECOMMENDATION, KEY WORDS, REFERENCE) and the title of the manuscript itself should be all in caps.

#### Reference:

The reference page must be on a separate page and not columned. Each reference must be numbered according to the order in which each reference appeared in the content of the manuscript.

#### Graphs, Figures, Tables, Images

These elements of the content pages must be visible. Table contents must be coherent and in harmony with each column and row. These elements, not the Images of course, can also be redrawn to ensure visibility and avoidance of messed up contents and to fit into harmonized page designing.

#### The Back Cover of the Journal

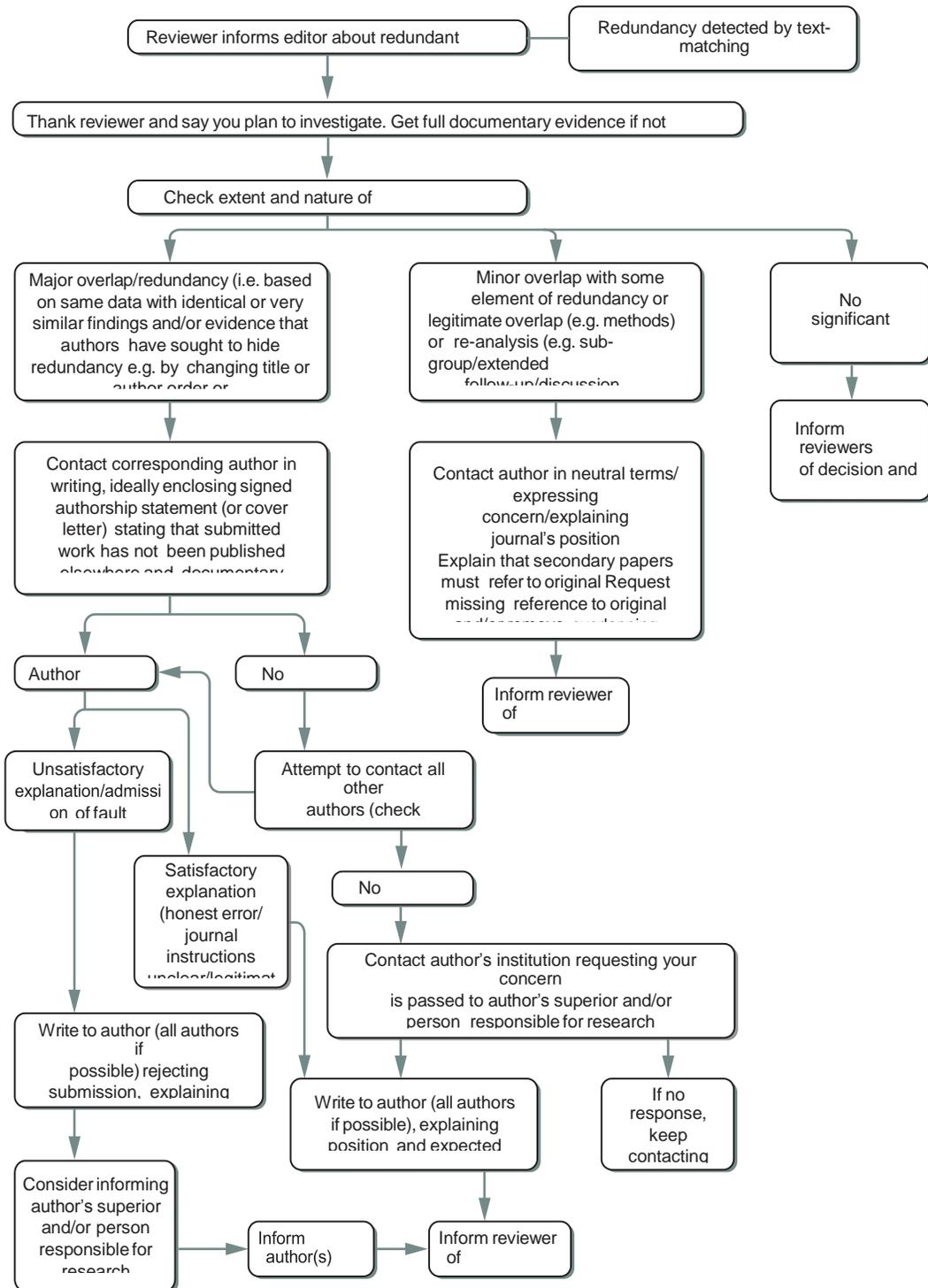
The back cover should present the publication mark image and right below that *EJRH* and the year of publication. At the bottom of the page, the ISSN, the web address- [www.ejrh.org](http://www.ejrh.org) and the email address [ejrh2017@gmail.com](mailto:ejrh2017@gmail.com) should be put.

## Chapter Five: The Publication Ethics

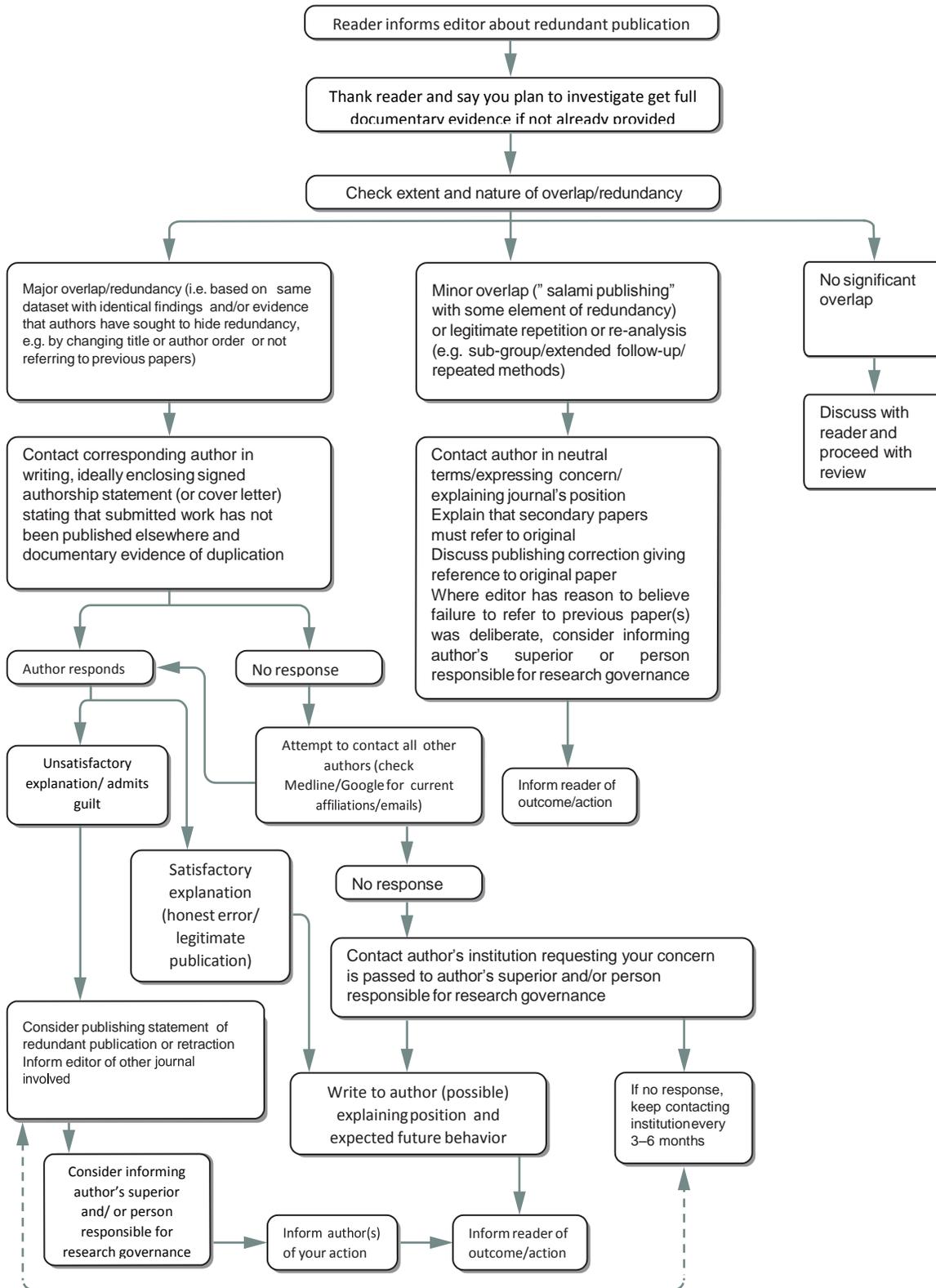
EJRH fully endorses and applies the guidelines of the Committee on Publication Ethics (COPE) to administer matter of ethics before, during and after publication as outlined below

### 5.1. What to do when you suspect a redundant (duplicate) publication

#### A. Suspected redundant submission in a submitted manuscript

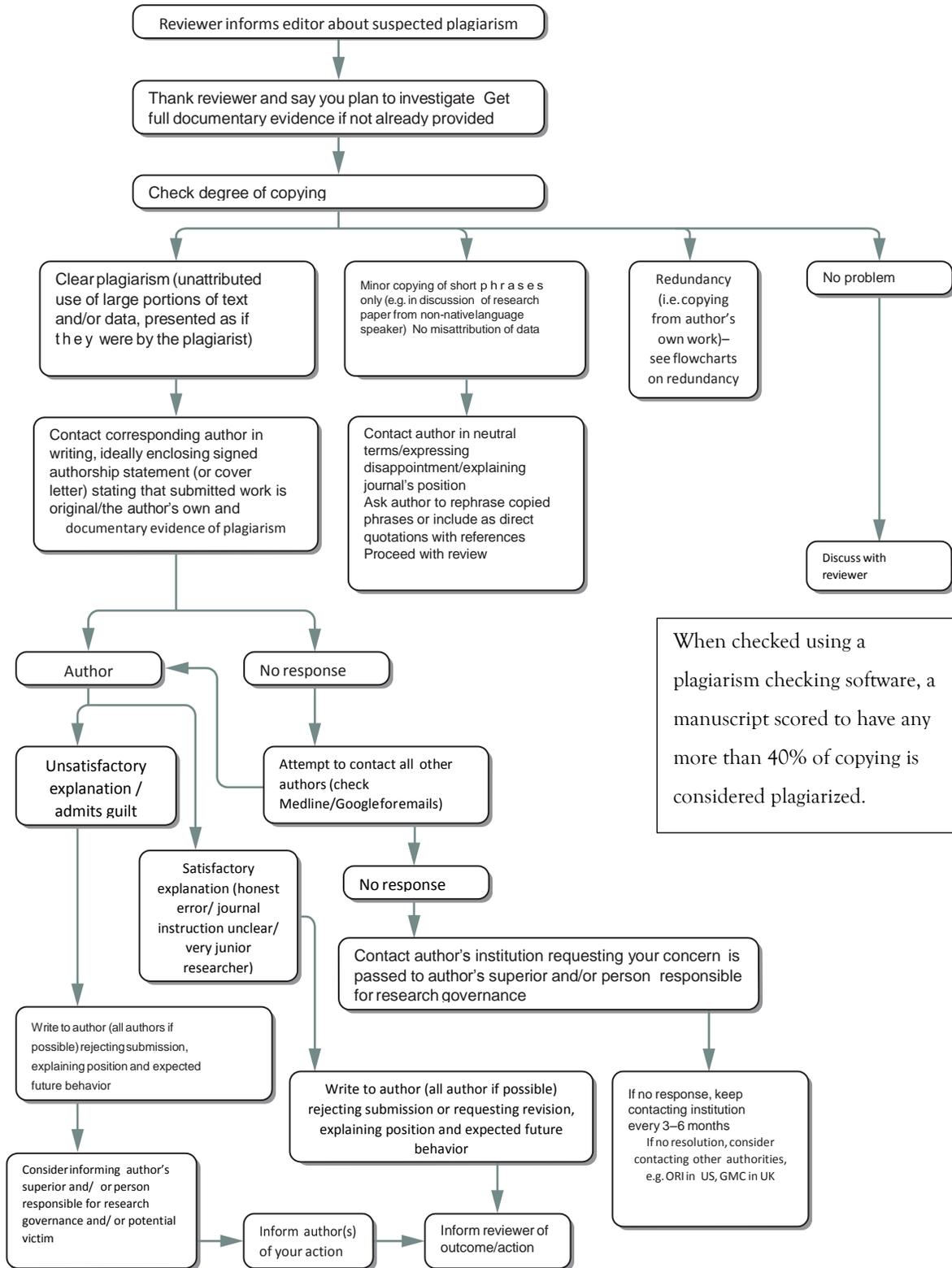


## B. Suspected redundant submission in a published manuscript

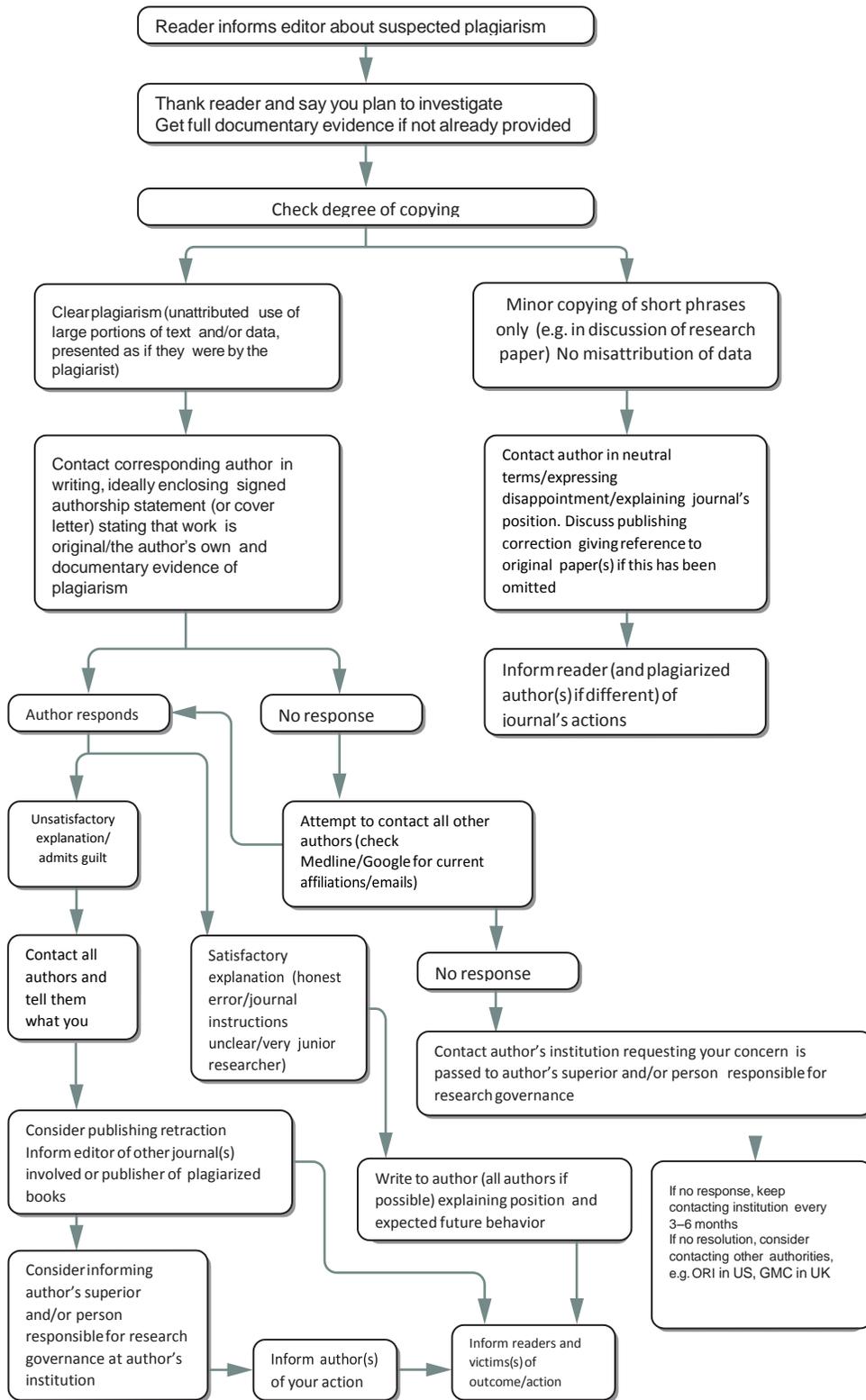


## 5.2. What to do if you suspect plagiarism

### A. Suspected plagiarism in submitted manuscript

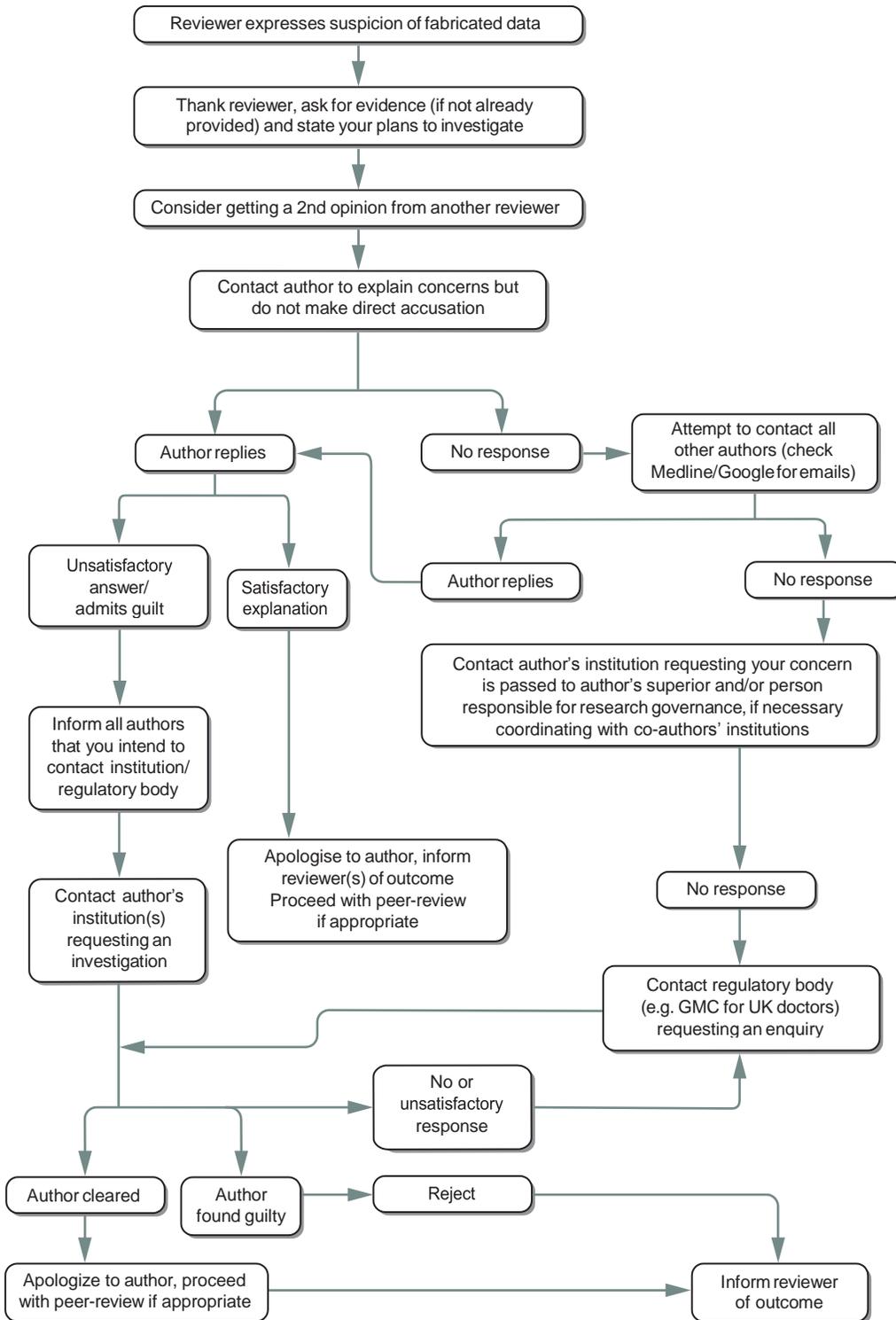


## B. Suspected plagiarism in a published manuscript

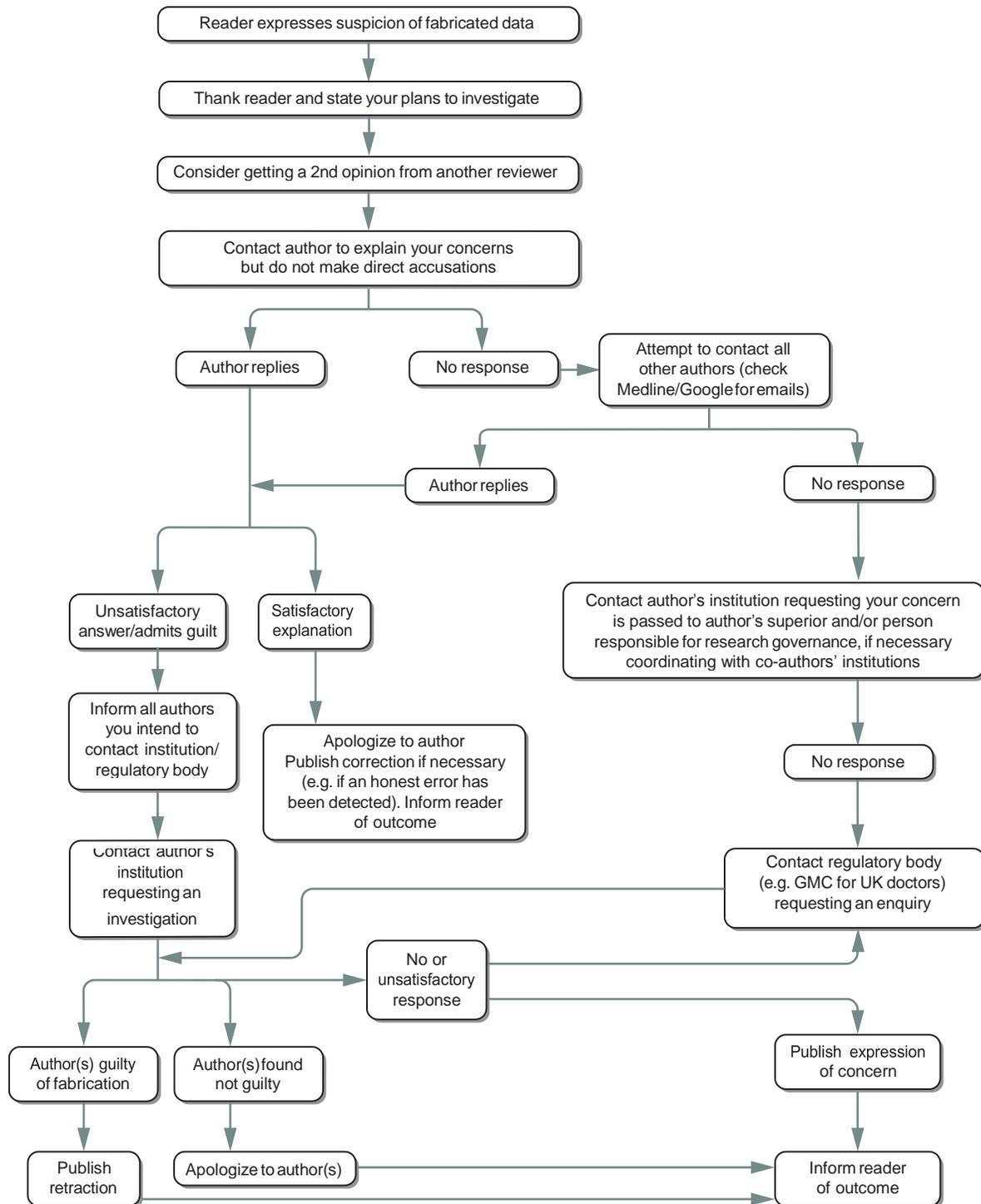


### 5.3. What to do if you suspect fabricated data

#### A. Suspected fabricated data in submitted manuscript

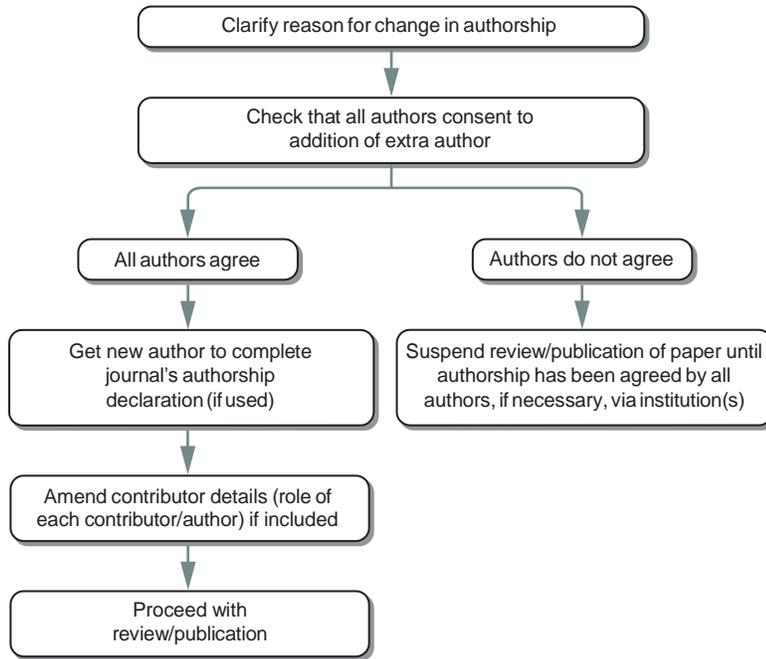


B. Suspected fabricated data in a published manuscript

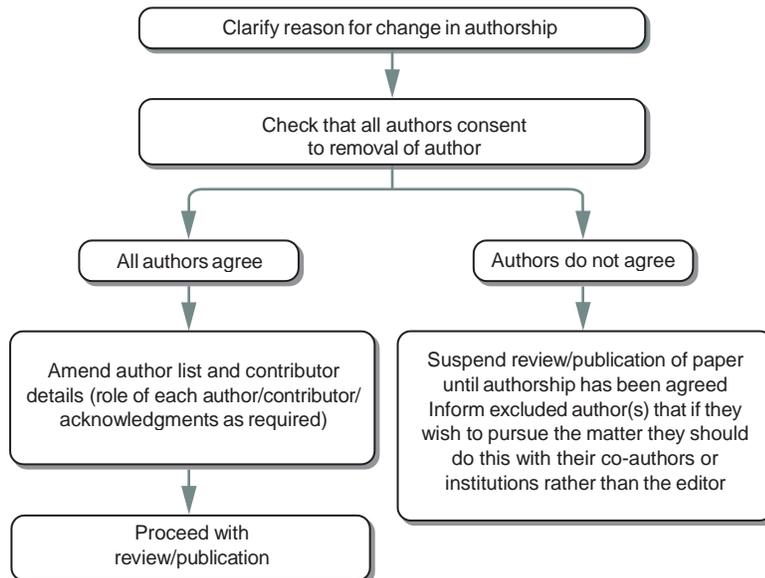


## 5.4. Changes in Authorship

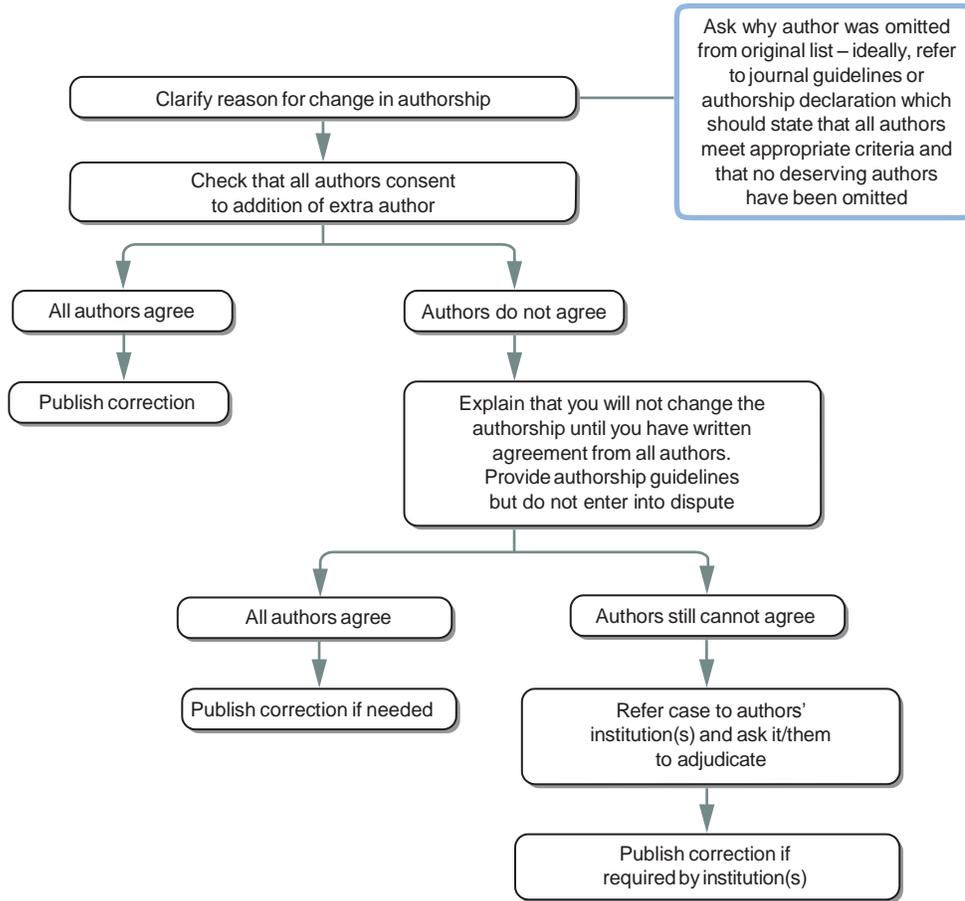
### A. Corresponding author requests an addition of an author before publication



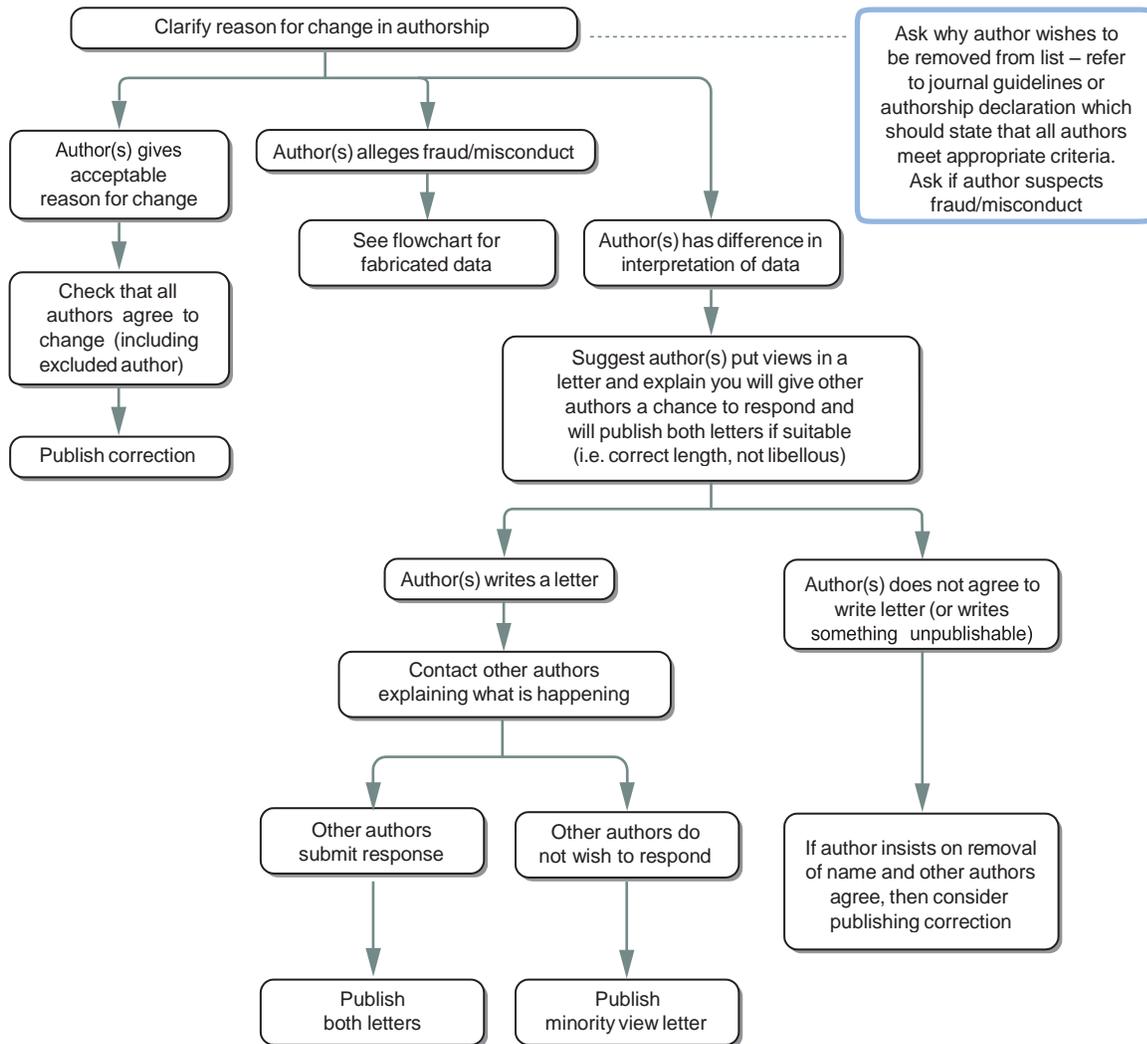
### B. Corresponding author requests a removal of author before publication



C. Request for addition of extra author after publication

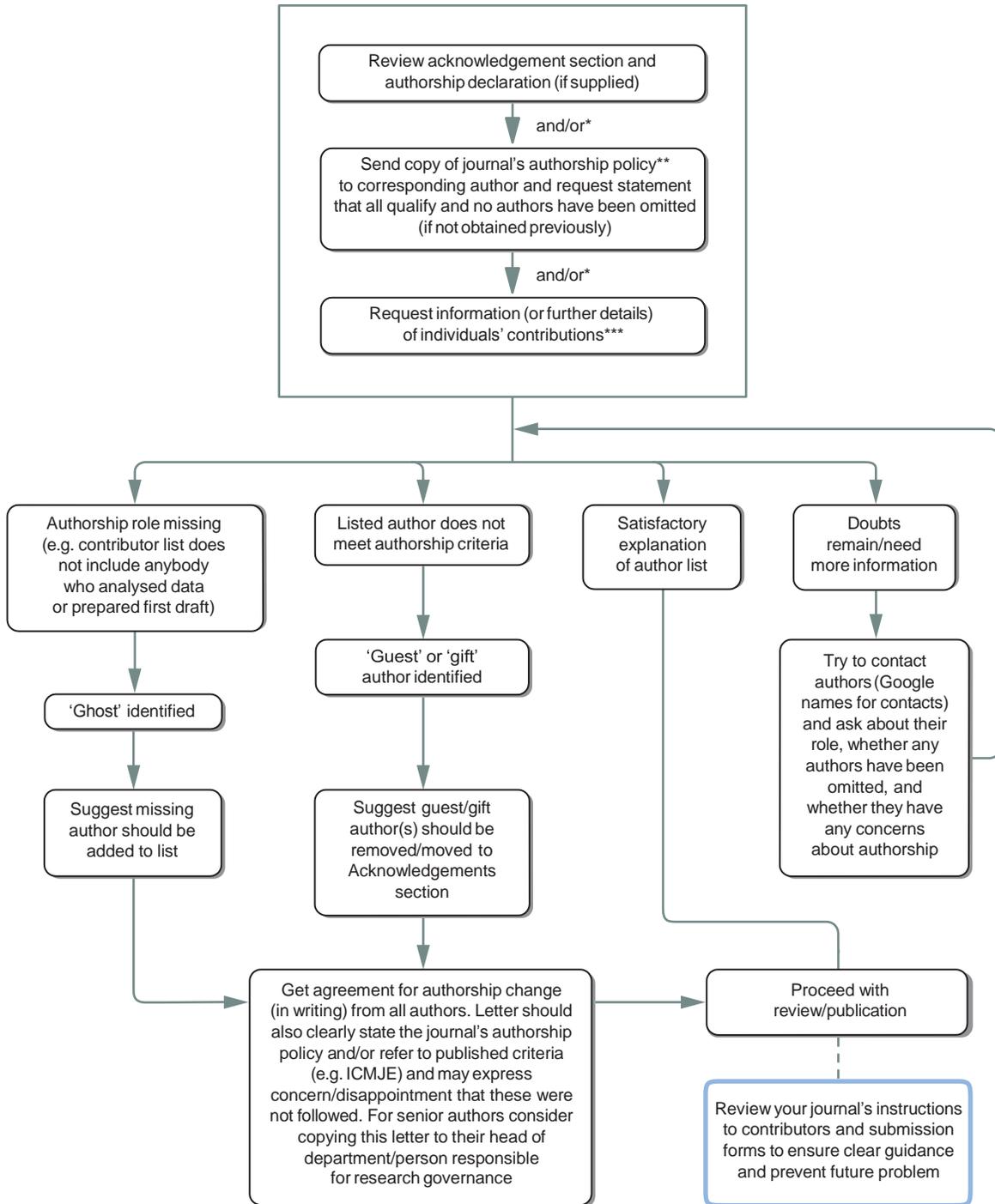


#### D. Request for removal of author after publication



### 5.5. What to do if you suspect ghost, guest or gift authorship

(See also flowcharts on Changes in Authorship as such requests may indicate the presence of a ghost or gift author)



## 5.6. Hot to spot authorship problems

Editors cannot police author or contributor listing for every submission but may sometimes have suspicions that an author list is incomplete or includes undeserving (guest or gift) authors. The COPE flowchart on ‘What to do if you suspect ghost, guest or gift authorship’ suggests actions for these situations. The following points are designed to help editors be alert for inappropriate authorship and spot warning signs which may indicate problems.

### Type of authorship problems

A ghost author is someone who is omitted from an authorship list despite qualifying for authorship. This is not necessarily the same as a ghost writer, since omitted authors often perform other roles, in particular data analysis. (Gotzsche et al. have shown that statisticians involved with study design are frequently omitted from papers reporting industry-funded trials.) If a professional writer has been involved with a publication it will depend on the authorship criteria being used whether s/he fulfils the criteria to be listed as an author. Using the ICMJE criteria for research papers, medical writers usually do not qualify as authors, but their involvement and funding source should be acknowledged.

A guest or gift author is someone who is listed as an author despite not qualifying for authorship. Guests are generally people brought in to make the list look more impressive (despite having little or no involvement with the research or publication). Gift authorship often involves mutual CV enhancement (i.e. including colleagues on papers in return for being listed on theirs).

### Signs that might indicate authorship problems

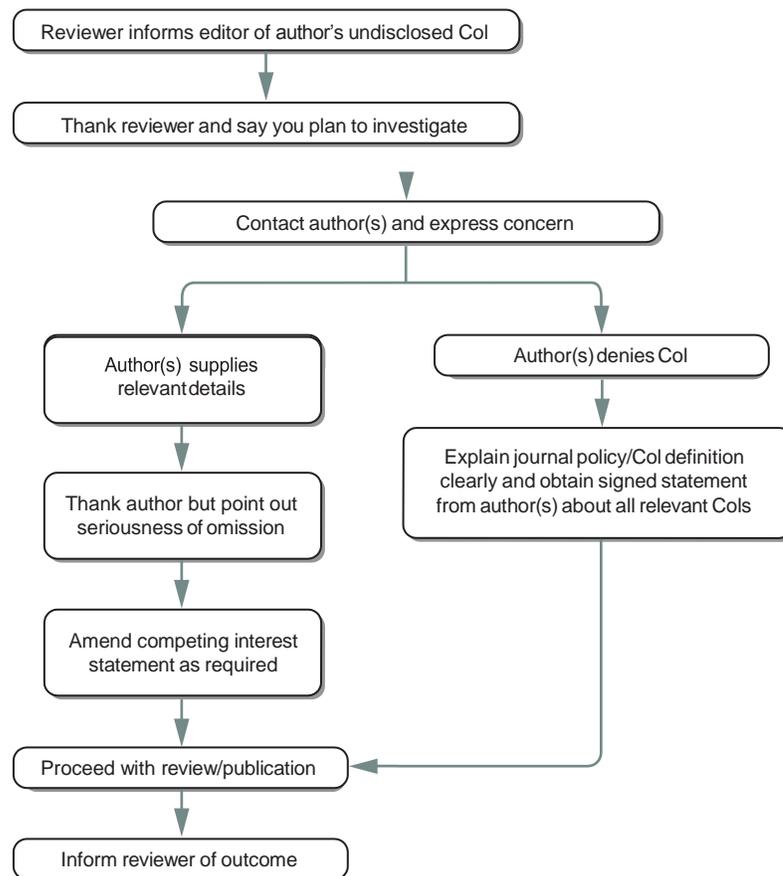
- Corresponding author seems unable to respond to reviewers’ comments
- Changes are made by somebody not on the author list (check Word document properties to see who made the changes but bear in mind there may be an innocent explanation for this, e.g. using a shared computer, or a secretary making changes)
- Document properties show the manuscript was drafted by someone not on the author list or properly acknowledged (but see above)
- Impossibly prolific author e.g. of review articles/opinion pieces (check also for redundant/overlapping publication) (this may be detected by a Medline or Google search using the author’s name)

- Several similar review articles/editorials/opinion pieces have been published under different author names (this may be detected by a Medline or Google search using the article title or key words)
- Role missing from list of contributors (e.g. it appears that none of the named authors were responsible for analyzing the data or drafting the paper)
- Unfeasibly long or short author list (e.g. a simple case report with a dozen authors or a randomized trial with a single author)

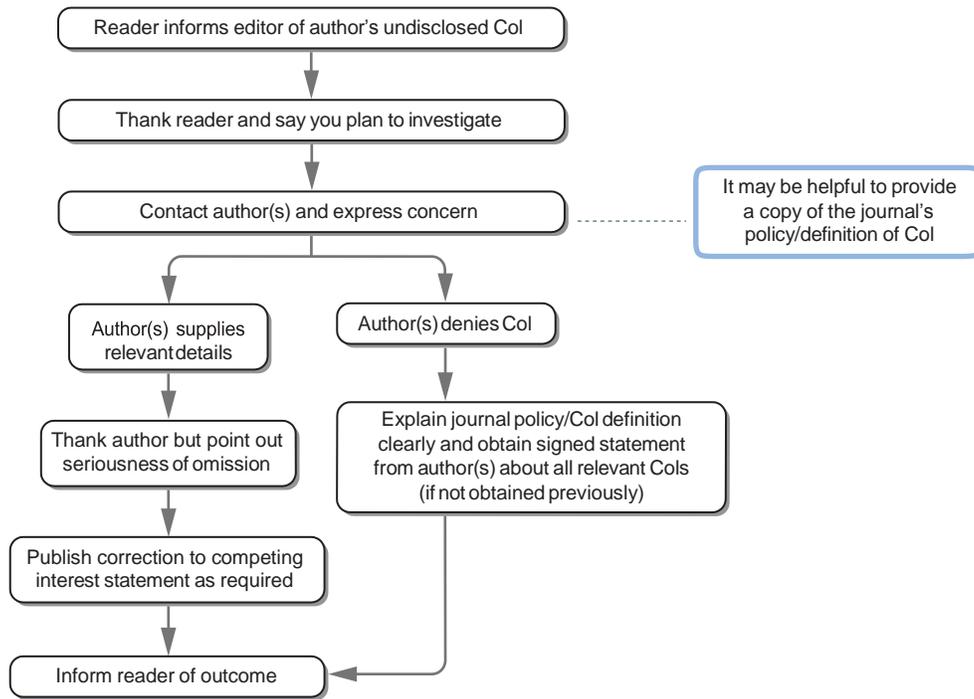
Industry-funded study with no authors from sponsor company (this may be legitimate, but may also mean deserving authors have been omitted; reviewing the protocol may help determine the role of employees –see *Gotzsche et al.* and commentary by Wager)

## 5.7. What to do if a reviewer suspects undisclosed conflict of interest

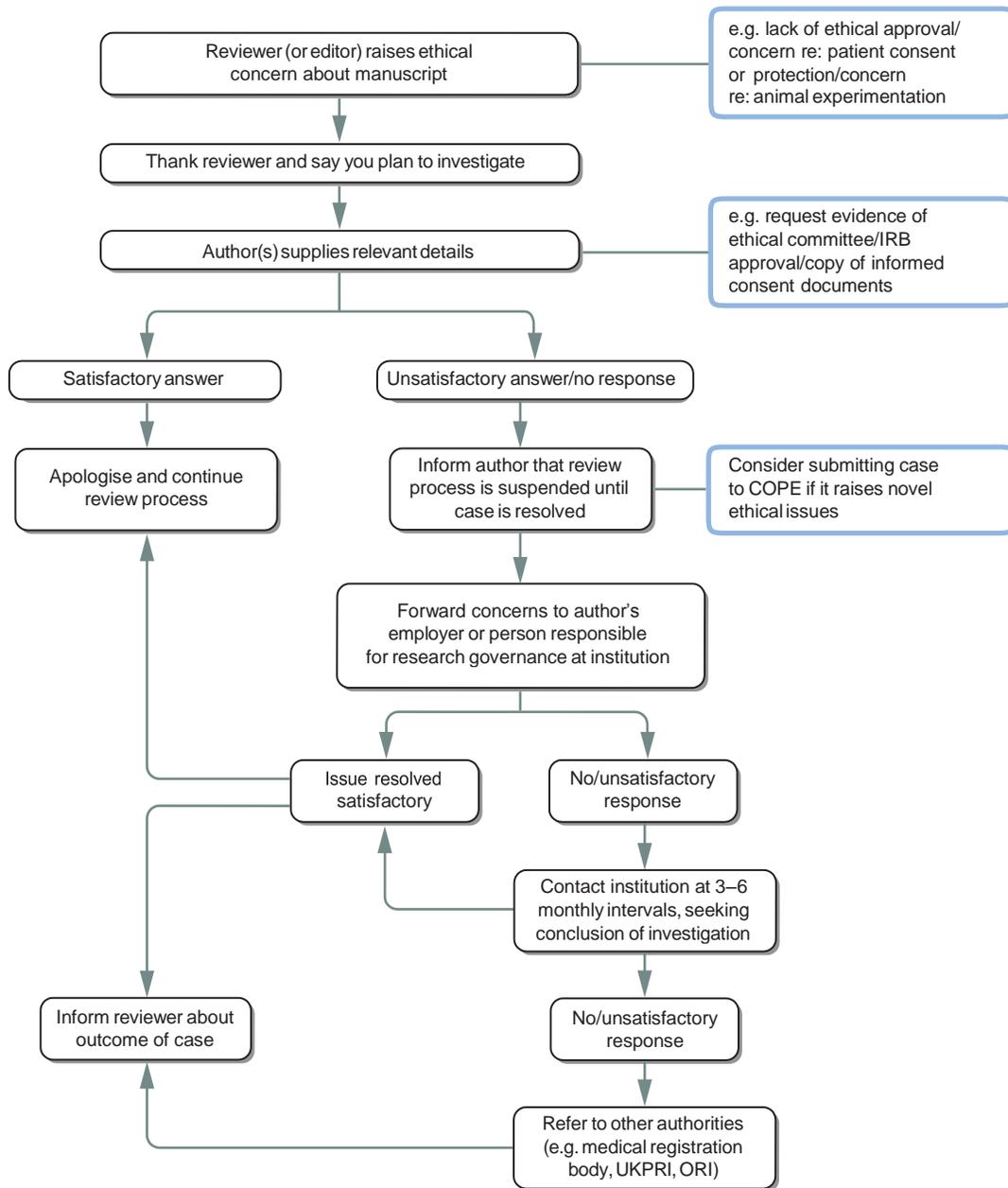
### A. Undisclosed conflict of interest in a submitted manuscript



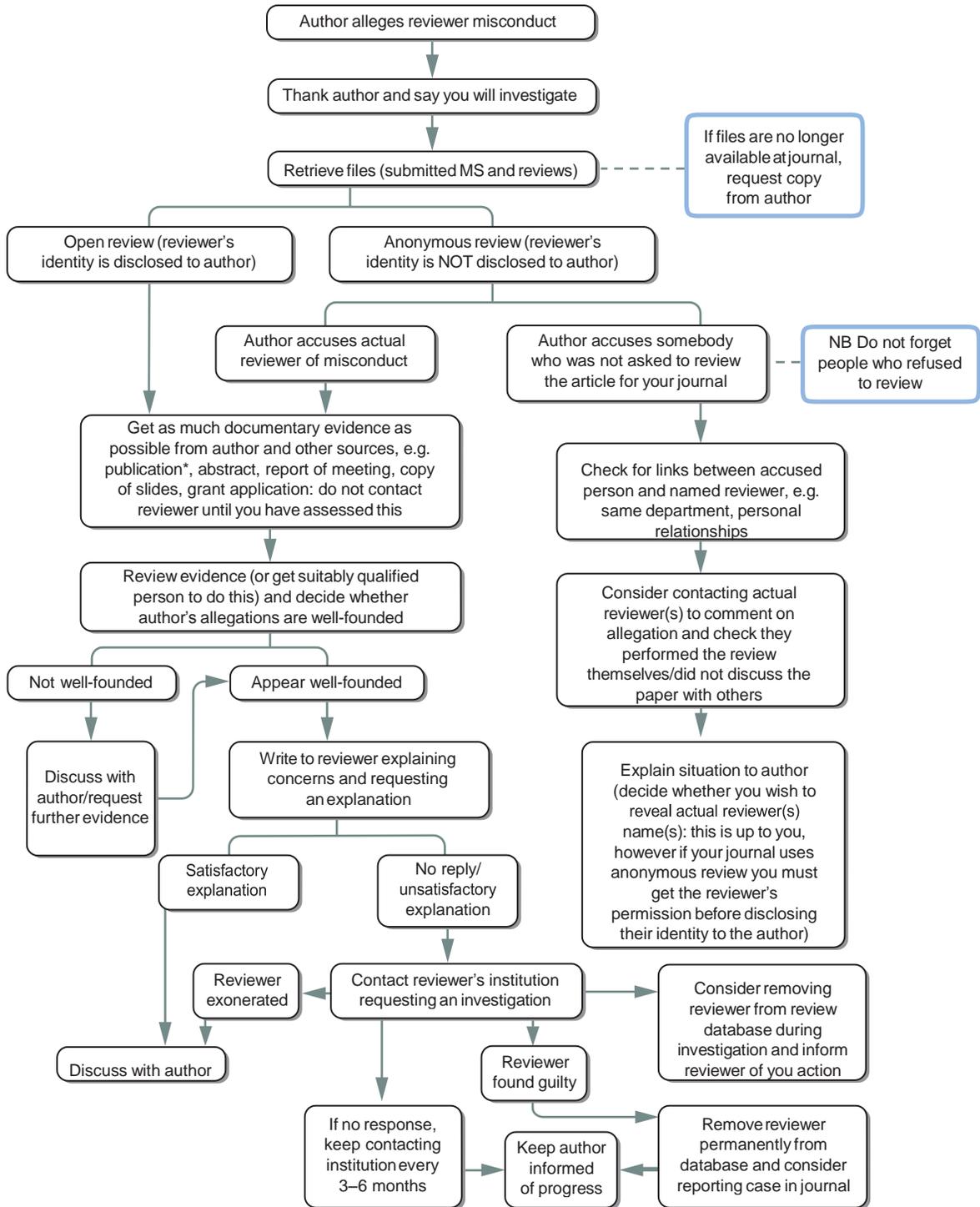
B. What to do if a reader suspected undisclosed conflict of interest in a published manuscript



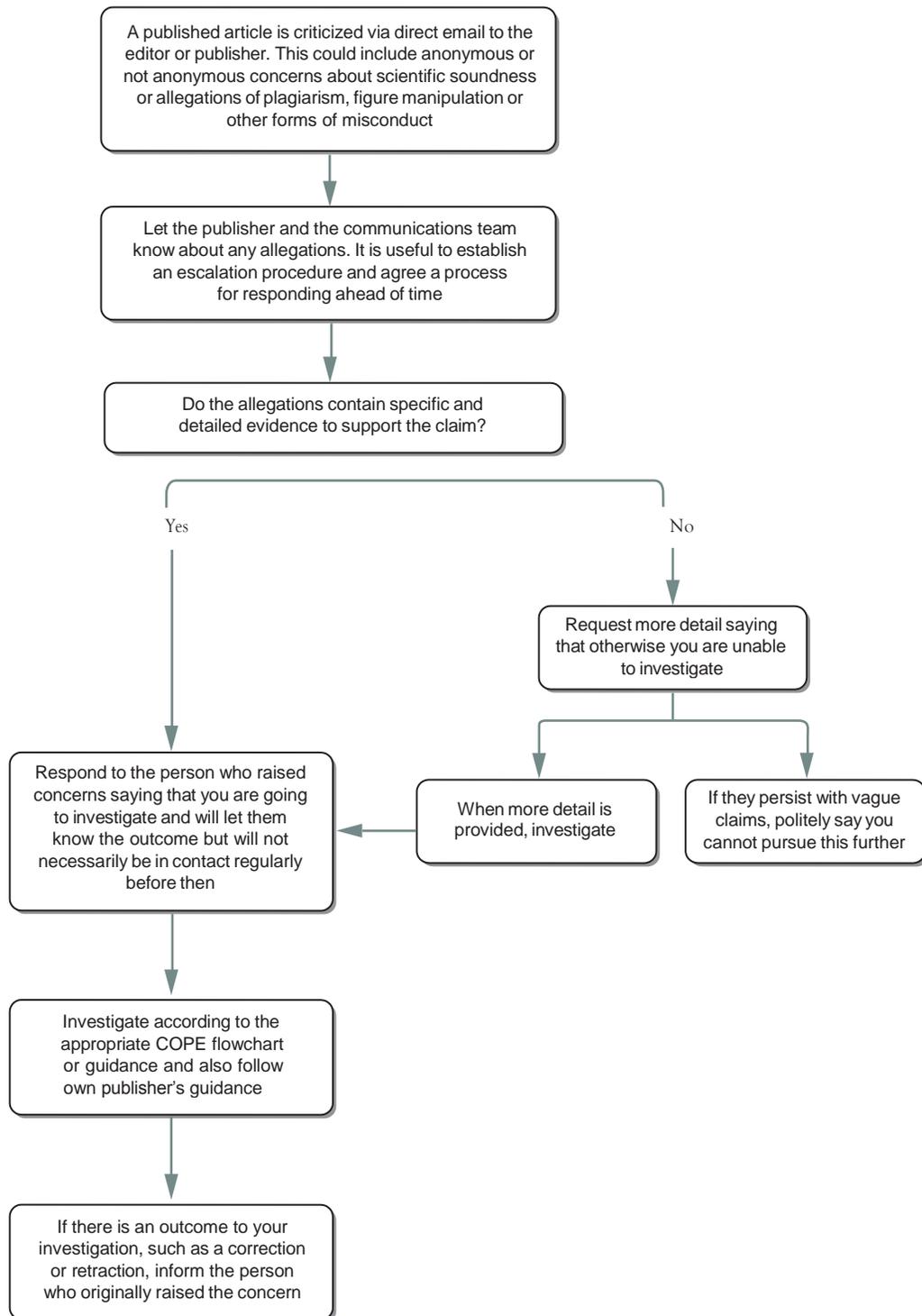
5.8. What to do if you suspect an ethical problem in a submitted manuscript



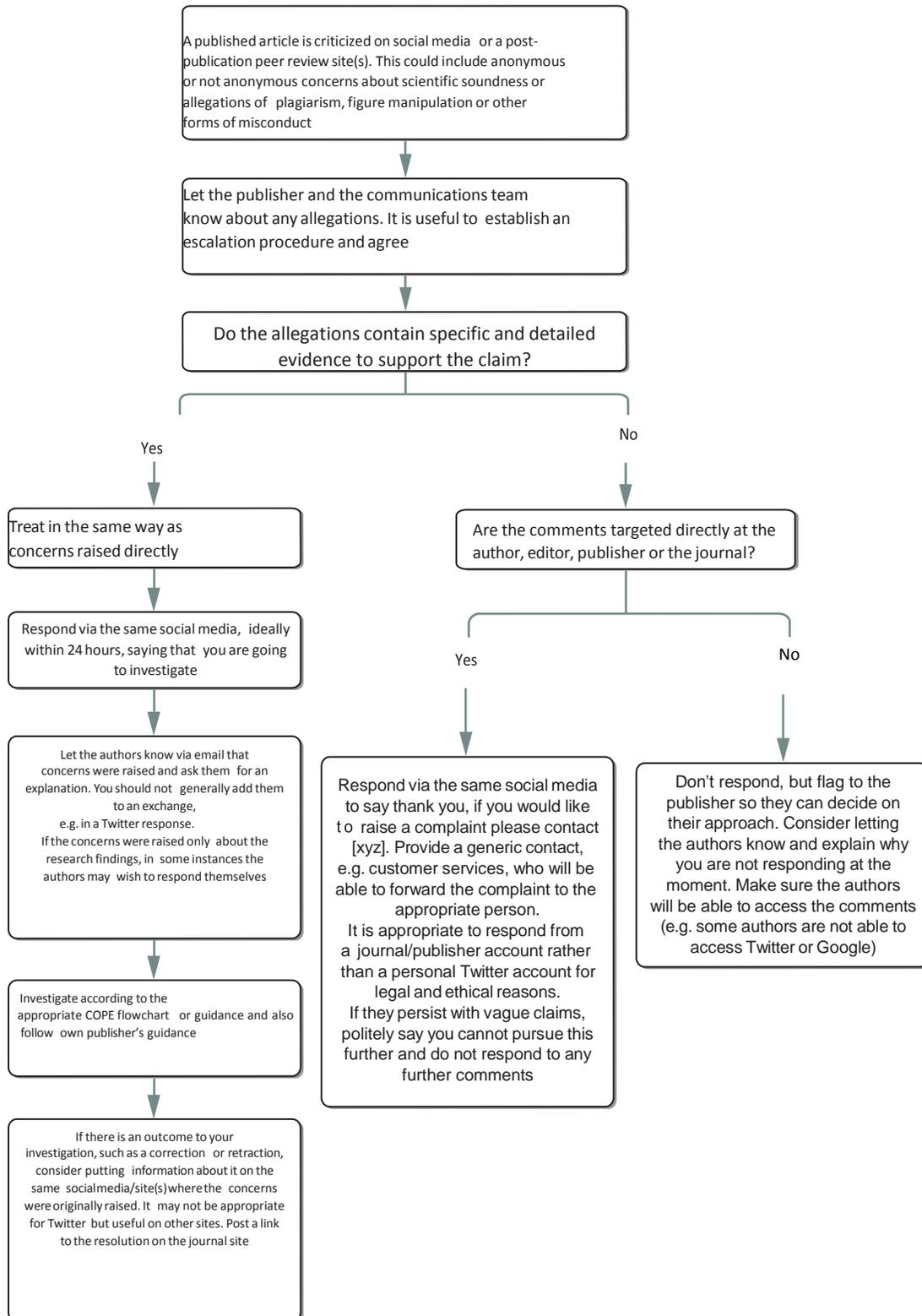
5.9. What to do if you suspect a reviewer appropriated author's data



5.10. How to respond to whistle blowers when concerns are raised directly



## 5.11. How to respond to whistle blowers when concerns are raised via social media



## Chapter Six: Roles and Responsibilities of the Journal Staff, the Editors and Editorial Board Member

### 4.1. Roles and Responsibilities

#### 4.1.1. Roles and Responsibilities of the Editor-in-Chief

The Editor-in-Chief is responsible for the editorial content of *EJRH* to ensure its scientific validity, appropriateness, and interest to the specialty. The Editor-in-Chief reports to the Executive President of the Ethiopian Society of Obstetricians and Gynecologists (EOG). Specific duties include:

1. Oversee all editorial activities of the Journal
  - Select and evaluate associate and consultant editors
  - Coordinate the editorial board including selection and orientation
  - Select and solicit editorial materials for the Journal
  - Determine features and layout of the Journal
  - Ensure timely review and processing of all submissions
  - Provide for review of urgent materials
  - Prepare agenda for the editorial board annual meeting with the Managing Editor
  - Appoint or delegate selection off reviewers for the Journal
2. Maintain confidentiality and protect the topics and manuscripts' publication
3. Review and approve all sponsorships to appear on the Journal
4. Interact with the Managing Editor in the management of the editorial office budget, relationship with the publisher
5. Work with the Managing Editor and other editorial staff to facilitate the daily operation of the Journal and timely disposition of peer-review
6. Engages in a bi-weekly conference call meeting with the Journal staff to discuss rejected and accepted manuscripts
7. Represent ESOG and *EJRH* on meetings of editors and other scientific meetings
8. Respond to letters, controversies and timely topics

9. Provide reports to the business meeting during annual conferences and the executive board
10. Assist ESOG's Executive President as needed

- Annual budget review
- Review of ESOG's publishing contract

11. Other mutually agreed upon duties that will benefit the Journal

#### **4.1.2. Roles and Responsibilities of the Associate Editor**

Reporting to the Editor-in-Chief, he/she is responsible for evaluating selected manuscripts submitted to *EJRH* to ensure their scientific validity, appropriateness, and interest to the specialty. Duties of this position will require a substantial monthly time commitment, including a mandatory editorial conference call and daily electronic communication with the editorial office staff.

- Work with the Editor-in-Chief, other Associate Editor, Statistical Editor, Managing Editor, and Editorial Staff to facilitate the timely disposition of peer-review. Carefully evaluate assigned submissions drawing on knowledge of the field, consideration of the reviewer comments, and consultation with other editors
- Maintain confidentiality and protect the topics and manuscripts' publication
- Work with the Editor-in-Chief and the Managing Editor to develop a long-range strategy for the Journal, participate in retreats and meetings with staff and Editors to monitor goals and evaluate processes.
- Represent *EJRH* at meetings of Editors and other scientific meetings; coordinate activities with the Editor-in-Chief
- Other mutually agreed upon duties that will benefit the Journal

#### **4.1.3. Roles and Responsibilities of the Managing Editor**

Reporting to the Editor-in-Chief or his/her delegate, he/she is responsible for coordinating efforts of authors, editorial board, editors, the Journal staff, publisher and other vendors involved in the print and online production of *EJRH*.

- Coordinate activities with the publisher, Editor-in-Chief, Associate Editor, Consultant Editor and editorial office

- Direct and supervise editorial staff
- **Establish and evaluate office policies and procedures, update periodically**
  - ✓ Monitor production goals and journal statistics
  - ✓ Hold monthly staff meetings
  - ✓ Plan and moderate the annual editorial office retreat
  - ✓ Maintain annual calendar and monitor schedules
- Manage the peer-review process
  - ✓ Maintain editorial policies with regard to the Journal and Editorial Board
  - ✓ Update editorial policies as needed based on changes in the field and direction from external groups such as the International Committee of Medical Journal Editors, Council of Science Editors, and Committee on Publication Ethics and annual page limitations
  - ✓ Monitor issue content and annual page limitations
  - ✓ Review and edit selected manuscripts for style, grammar and punctuation
  - ✓ Review page proofs and maintain quality control by evaluating published issues
  - ✓ Participate in the development of style, monitor editorial consistency, and periodically evaluate style issues
- Oversee the Journal's all forms of communications
  - ✓ Ensure all materials are complete and uploaded correctly when the issue goes live
  - ✓ Troubleshoot and transmit problems to publisher for resolution
  - ✓ Monitor the Journal's social media sites (Facebook, Twitter, LinkedIn, and YouTube)
  - ✓ Respond to routine phone and email inquiries
  - ✓ Monitor ejrh2017@gmail.com account and respond in a timely and professional manner
  - ✓ Coordinate special mailings and distributions as needed
  - ✓ Procure supplies and reference materials as needed
  - ✓ Complete web related tasks
  - ✓ Update reviewers' list as per reviewers' performance

- ✓ Maintain roster of new reviewers being evaluated by the Editor-in-Chief and notify new reviewers when they are considered as part of the permanent reviewers' pool
- ✓ Analyze data related to goals set by the Editors, and advise on best practice for new and continuing procedures
- ✓ Train new Journal staff
- ✓ Provide backup for other staff as needed
- Serve as the task leader for processing and tracking of manuscript submission
  - ✓ Advise on questions from staff, editors, authors and reviewers related to peer-review process
  - ✓ Evaluate manuscript submissions for completeness and conformity with Journal policy
  - ✓ Assign new submissions to editors, reformat manuscripts to include formatting outlined in instruction for authors
  - ✓ Assign and track manuscript review by editorial board members
  - ✓ Coordinate the processing of the Editor-in-Chief's assigned submissions
    - Input reviewers in Editorial Manager after assignment
    - Assign appropriate reviewers and alternate reviewers too manuscripts as needed. Remove extra reviewers after a manuscript has the required amount
    - Assemble material for the Editors' conference call and distribute to editors via email as needed
    - Work with authors to resolve any editor queries that arise prior to preparation of manuscript for transmittal
    - Send correspondence via Editorial Manger editorial decisions (rejections, acceptance and comments)
    - Log correspondence with Authors in Editorial Manager 'history'
    - Track letters from submission through final disposition and correspond with editors and authors
- ✓ Manage all arrangements related to the Editorial Board annual meeting (including hotel accommodations, board member travel, menu selections, on-site and other logistics), editorial board orientation and editorial office retreat

- ✓ Coordinate the following functions on behalf of the Editor-in-Chief/ Editors
  - Draft and edit correspondence
  - Review and edit editorials
  - Compile information about potential Editorial Board members. Contact institutions for potential nominations
  - Determine the annual list of top reviewers
  - Select 'end of the year' gift for Editorial Board members and administer implementation
  - Arrange business travels and reimbursements
  - Assist with the annual manuscript awards
  - Provide support for editors in other areas of involvement as needed
- Serve as primary liaison with the following
  - ✓ Editorial Board
    - Coordinate the orientation of board members
    - Prepare meeting agendas, materials, and minutes of annual editorial board meetings
    - Provide updates about the Journal and special projects as needed
  - ✓ External Journal Managers and Editors
    - Attend meetings of Journal Managers, and Editors to share experiences
    - Monitor system updates and adjust procedures as needed
  - ✓ ESOG Administration
    - Compile reports to the Executive Board
    - Represent the Journal at internal and external ESOG meetings
  - ✓ Freelance Editors and Writers
    - Coordinate activities on as-needed basis
  - ✓ Prepare and monitor the editorial office budget
- Distribution: It is the responsibility of the managing editor to also oversee the successful distribution and in-person-delivery of *EJRH* volumes to each subscribed member, partner and libraries.

#### **4.1.4. Roles and Responsibilities of the Manuscript Editor**

In collaboration with the Editor-in-Chief and the Managing Editor will be responsible for

- ✓ Checking and editing whether each of the manuscript sections: Abstract, Introduction, Methods, Results, Conclusions and References are presented in the manuscript according to specific guidelines of the Journal
- ✓ Checks and cooperates with authors, reviewers, and editors the statistical validity of arguments in the manuscript
- ✓ Checks if the way numbers (percentages) are presented in the manuscript follow the specific guidelines of the Journal and edits accordingly
- ✓ Works with authors, editors, and editors to shorten over extended manuscripts to the limit allowed by the Journal guidelines

#### **4.1.5. Roles and Responsibilities of an Editorial Board Member**

In collaboration with the Editor-in-Chief, the Associate Editors and the Managing Editor, is responsible for:

- ✓ Review/ edit two manuscripts in each volume, every three months
- ✓ Participate in the monthly meetings/ conference calls and contribute to editorial decisions
- ✓ Consult the Editor-in-Chief, the Associate Editors and the Managing Editor on the editorial process
- ✓ Promote and solicit the submission of manuscripts
- ✓ Takeover other responsibilities as/ when delegated by the Editor-in-Chief
- ✓ Advise on the nomination and appointment of editorial board member/s and Editor-in-Chief, the Associate Editors and the Managing Editor

## **4.2. Qualification of the Editorial Staff**

### **4.2.1. Associate Editor**

- A medical degree in Gynecology and membership of ESGO
- Broad, in-depth knowledge of the specialty of gynecology, its leadership, and current trends and advances
- Strong evidence of scholarly pursuit in the field of gynecology
- Understanding and appreciation of clinically-focused research
- Substantial experience in writing, editing, and reviewing scientific articles for publication

- Ability to evaluate manuscripts electronically and edit manuscripts using Microsoft Word
- Knowledge of web and mobile applications and e-publishing
- Knowledge of electronic manuscript submission and peer review process

#### 4.2.2. Managing Editor

- a. College degree in English, journalism, or related field
- b. Written and verbal communication skills
- c. Familiarity with medical terminology
- d. Familiarity with computer applications
- e. Knowledge of electronic publishing
- f. Experience with web tools and social media
- g. Demonstrated editorial skills
- h. Management experience

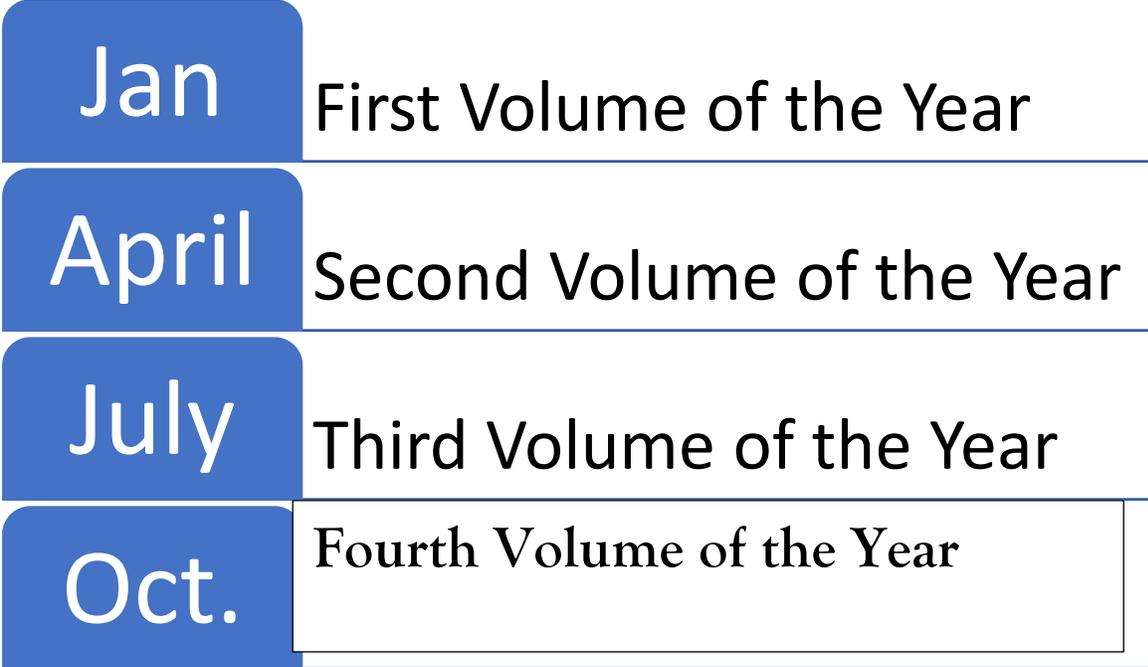
#### 4.2.3. Manuscript Editor

- a. At least 3 years of experience proofreading and copy editing (of medical, scientific, or technical publications).
- b. Familiarity with resources for medical nomenclature and terminology and style
- c. Experience in project management.
- d. Ability to work independently and interactively with authors, Editors, and staff.
- e. Bachelor's degree; preferred areas of concentration are English, communications, or the natural sciences.

Chapter Seven: Operational Strategies

6.1. Annual Publication Schedule

This document foresees the publication of four volumes of *EJRH* each year for the next five years. The following diagram show the specific month each volume is expected to be published each year.



## 6.2. Financial Requirements for Five Years

### 6.2.1. Annual Expenditure

Item	Price/Item	Qty	Frequency	Total
Managing Editor	23000	1	12	276000
Web Hosting	39000	1	1	39000
Layout Designing/ Printing	40000	1	4	160000
Office Supplies	10000	1	12	120000
Year Total				595,000

### 6.2.2. Five Years Expenditure

Item	2018	2019	2020	2021	2022	Total
Managing Editor	276000	276000	276000	276000	276000	1380000
Web Hosting	39000	39000	39000	39000	39000	195000
Layout Designing/ Printing	160000	160000	160000	160000	160000	800000
Office Supplies	120000	120000	120000	120000	120000	600000
Year Total	595000	595000	595000	595000	595000	2975000
Five Year Total						2,975,000

Note: *EJRH* incentivizes its editorial board members financially, through trainings, and other means whenever its financial capacity allows it.

### 6.2.3. Source of Financing for Five Years

It will be financed by ESOG and other partners.

## Reference/ Editorial Office Resources

- Editorial Office Resources
- *Professional Organizations*
- Committee on Publication Ethics (<http://publicationethics.org>)
- Council of Science Editors (<http://www.councilscienceeditors.org>)
- International Society of Managing and Technical Editors (<http://www.ismte.org>)
- Society for Scholarly Publishing (<http://www.sspnet.org>)
- International Committee of Medical Journal Editors (<http://www.icmje.org>)
- World Association of Medical Editors (<http://www.wame.org>)
- *Other Resources*
- INASP (<http://www.inasp.info/en/>)
- INASP in Ethiopia (<http://www.inasp.info/en/network/country/ET/>)
- AuthorAID (<http://www.authoraid.info/en/>)
- Journals Online (<http://www.inasp.info/en/work/journals-online/>)
- African Journals Online (<http://www.ajol.info/>)
- Resources for Journals (<http://www.ajol.info/index.php/ajol/pages/view/INLresources>)
- Public Knowledge Project (<http://pkp.sfu.ca/>)
- “Starting A New Scholarly Publishing Journal in Africa” (<http://pkp.sfu.ca/files/AfricaNewJournal.pdf>)
- CrossRef (<http://www.crossref.org/>)
- EQUATOR Network (<http://www.equator-network.org/>)
- Research4Life (<http://www.research4life.org/>)
- The Scholarly Kitchen (<http://scholarlykitchen.sspnet.org>)
- Retraction Watch (<http://retractionwatch.com/>)
- Editorial Office Functionality
- Setting up an Editorial office (<http://www.ismte.org/?page=EditorialOffice>)
- Checklist for Instructions to Authors (<http://www.councilscienceeditors.org/wp-content/uploads/InstructionstoAuthorsChecklist.pdf>)

- Sample Correspondence for an Editorial Office (<http://www.councilscienceeditors.org/resource-library/editorial-policies/sample-correspondence-for-an-editorial-office/>)
- The Editor – A Vital Role We Barely Talk About Anymore (<http://scholarlykitchen.sspnet.org/2014/09/23/the-editor-a-vital-role-we-barely-talk-about-anymore/>)
- Editor Roles and Responsibilities (<http://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/2-1-editor-roles-and-responsibilities/>)
- Code of Conduct and Best Practice Guidelines for Journal Editors (<http://publicationethics.org/files/Code%20of%20Conduct.pdf>)
- Syllabus for Prospective and Newly Appointed Editors (<http://www.wame.org/about/syllabus-for-prospective-and-newly-appointed>)
- Core competencies for scientific editors of biomedical journals: consensus statement (<https://bmcmmedicine.biomedcentral.com/articles/10.1186/s12916-017-0927-0>)
- Peer Review
- Durning SJ, Carline JD, eds. Review Criteria for Research Manuscripts, 2nd ed. Washington, DC: Association of American Medical Colleges; 2015. (<https://members.aamc.org/eweb/upload/Review%20Criteria%20For%20Research%20Manuscripts.pdf>)
- Ilen LA, Ho PM. Peer Review of a Manuscript Submission: A How-To Guide for Effective and Efficient Commentary. *Circ Heart Fail* 2017 Dec;10(12). pii: e004766. doi: 10.1161/CIRCHEARTFAILURE.117.004766. (<http://circheartfailure.ahajournals.org/content/10/12/e004766.long>)
- COPE Council. COPE Ethical Guidelines for Peer Reviewers. September 2017. ([https://publicationethics.org/files/Ethical Guidelines For Peer Reviewers 2.pdf](https://publicationethics.org/files/Ethical%20Guidelines%20For%20Peer%20Reviewers%202.pdf))
- Information for New Reviewers and Current Reviewers (*Obstetrics & Gynecology*) (<http://journals.lww.com/greenjournal/Pages/Information-for-Reviewers.aspx>)
- Ethics

- CSE's White Paper on Promoting Integrity in Scientific Journal Publications, 2012 Update (<http://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/>)
- Research ethics, publication ethics and good practice guidelines (<http://www.equator-network.org/library/research-ethics-publication-ethics-and-good-practice-guidelines/>)
- World Association of Medical Editors: Policy Statements (<http://www.wame.org/about/policy-statements>)
- ICMJE: Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals (<http://www.icmje.org/recommendations/>)
- A Short Guide to Ethical Editing for New Editors (<http://publicationethics.org/files/short%20guide%20to%20ethical%20editing%20for%20new%20editors.pdf>)
- Guidelines for Retracting Articles (<http://publicationethics.org/files/retraction%20guidelines.pdf>)
- Flowcharts, Committee on Publication Ethics (<http://publicationethics.org/resources/flowcharts>)
- "Fate of Articles That Warranted Retraction Due to Ethical Concerns: A Descriptive Cross-Sectional Study" (<http://dx.doi.org/10.1371/journal.pone.0085846>)
- Defining and responding to plagiarism (<http://dx.doi.org/10.1087/20140105>)
- Journal Metrics
- McVeigh ME, Mann SJ. The Journal Impact Factor Denominator: Defining Citable (Counted) Items. JAMA 2009;302(10):1107-9. Available at: <http://jama.jamanetwork.com/article.aspx?articleid=184527>.
- Citable Items: The Contested Impact Factor Denominator: <http://scholarlykitchen.sspnet.org/2016/02/10/citable-items-the-contested-impact-factor-denominator/>
- Altmetrics: An Introduction (<http://www.sspnet.org/community/news/altmetrics-an-introduction/>)

- Altmetric: enriching scholarly content with article-level discussion and metrics: <http://dx.doi.org/10.1087/20130103>
- Other Background Information or Thought-Provoking Materials
- The STM Report: An overview of scientific and scholarly journal publishing: [http://www.stm-assoc.org/2015\\_02\\_20\\_STM\\_Report\\_2015.pdf](http://www.stm-assoc.org/2015_02_20_STM_Report_2015.pdf)
- Ask the Chefs: How Can We Improve the Article Review and Submission Process? (from SSP) (<http://scholarlykitchen.sspnet.org/2015/03/26/ask-the-chefs-how-can-we-improve-the-article-review-and-submission-process/>)
- Your Question for the Day – What Is “Peer Review”? (<http://scholarlykitchen.sspnet.org/2014/07/24/your-question-for-the-day-what-is-peer-review/>)
- Powell K. The Waiting Game. [http://www.nature.com/polopoly\\_fs/1.19320!/menu/main/topColumns/topLeftColumn/pdf/530148a.pdf](http://www.nature.com/polopoly_fs/1.19320!/menu/main/topColumns/topLeftColumn/pdf/530148a.pdf)
- Ask the Chefs: What Are STM Publishers Doing Wrong? (<http://scholarlykitchen.sspnet.org/2013/01/16/ask-the-chefs-what-are-stm-publishers-doing-wrong/>)
- Ask the Chefs: What Are STM Publishers Doing Right? (<http://scholarlykitchen.sspnet.org/2013/01/17/ask-the-chefs-what-are-stm-publishers-doing-right/>)
- Ask The Chefs: How Do You Find Time To Stay Informed? (<http://scholarlykitchen.sspnet.org/2015/12/17/ask-the-chefs-how-do-you-find-time-to-stay-informed/>)
- Instruction Junction – The Ballooning Lists of Editorial Policies, and the Burdens They Create (<http://scholarlykitchen.sspnet.org/2014/08/27/instruction-junction-the-ballooning-lists-of-editorial-policies-and-the-burdens-they-create/>)
- Doug Altman: Author overboard—arbitrary limits at journals (<http://blogs.bmj.com/bmj/2015/01/22/doug-altman-author-overboard-arbitrary-limits-at-journals/>)

- Guest Post: Kent Anderson UPDATED – 96 Things Publishers Do (2016 Edition): <http://scholarlykitchen.sspnet.org/2016/02/01/guest-post-kent-anderson-updated-96-things-publishers-do-2016-edition>
- Is Publishing What We Do, or How We Do It? <http://blog.highwire.org/2016/02/01/is-publishing-what-we-do-or-how-we-do-it/>
- Hames, Irene. Peer Review and Manuscript Management in Scientific Journals: Guidelines for Good Practice. Wiley-Blackwell, April 2007. (*Available to purchase from Amazon.com.*)
- Morris, Sally; Barnas, Ed; LaFrenier, Douglas; Reich, Margaret. The Handbook of Journal Publishing. Cambridge, April 2013. (*Available to purchase from Amazon.com.*)

## Approval of the Editorial Board

- |     |                     |                               |             |
|-----|---------------------|-------------------------------|-------------|
| 1.  | Dr. Ahmed Abdela    | Editor-in-Chief               | Sign: _____ |
| 2.  | Dr. Delayehu Bekele | Ass. Editor-in-Chief (Ob-Gyn) | Sign: _____ |
| 3.  | Dr. Mitike Molla    | Ass. Editor-in-Chief (Ob-Gyn) | Sign: _____ |
| 4.  | Dr. Muhidin Abdo    | Member                        | Sign: _____ |
| 5.  | Dr. Mulu Muleta     | Member                        | Sign: _____ |
| 6.  | Dr. Mirgissa Kaba   | Member                        | Sign: _____ |
| 7.  | Dr. Frewoyni Tesfay | Member                        | Sign: _____ |
| 8.  | Dr. Mekdes Daba     | Member                        | Sign: _____ |
| 9.  | Dr. Birhanu Kebede  | Member                        | Sign: _____ |
| 10. | Addisu Deresse      | Managing Editor               | Sign: _____ |

This manual has been approved by the editorial members in March, 2018