

DMU Journal of Interdisciplinary Studies (DMU JIDS)

Publication guideline

DMU Research and Publication Directorate

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Debre Markos

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1. INTRODUCTION

Debre Markos University, as part of its mission, is responsible not only to assist its academic staff to conduct problem-solving research but also to disseminate research findings timely and appropriately. To this end, it has been publishing the research findings on annual symposium proceedings. However, the demand from the academic staff to have a scientific journal to publish their works initiates the launching of Debre Markos University Journal of Interdisciplinary Studies (hereafter referred to as DMUJIDS), the first journal in the history of the University.

Aims and Objectives

DMUJIDS is an interdisciplinary journal that aims to contribute knowledge to the academic world by publishing original research works from various disciplines. Our dedicated technical and editorial team members from different fields of studies ensure the quality and standard of the journal.

This journal is published bi-annually and is peer-reviewed, dedicated to issues in all disciplines. The journal publishes original research and review articles in areas of agriculture, technology, science, health, business, justice, and humanities. The journal addresses both theoretical and empirical problems related to the areas of study aforementioned.

2. Editorial Policies

DMUJIDS has the following editorial policy. This policy describes guidelines in the publication process of our journals.

2.1. Authorship

An author is an individual who has significantly contributed to the development of a manuscript.

DMUJIDS recommends that authorship be based on the following four criteria:

- I. Substantial contributions to the conception/design of the work
- II. Acquisition, analysis, or interpretation of data for the work
- II. Drafting the work or revising it critically for important intellectual content, and
- IV. Final approval of the version to be published.

2.2. Acknowledgement

Individuals who participate in the development of the manuscript but do not qualify as an author should be acknowledged. Organizations that provided support in terms of funding and/or other resources (if any) should also be acknowledged.

2.3 Submission of Manuscript

Authors should read the "Instruction for Authors" section of this guideline before submitting it. The manuscript should be prepared according to the style and specifications of the journal's policy. Submission should be electronic, provided that the text, tables, and figures are included in a single Microsoft Word file in Times New Roman font. A cover letter that contains the corresponding author's full address, i.e. telephone/fax numbers, and should be sent to the editor as an attachment with the file name that begins with the first author's surname. The author(s) may also suggest three to five reviewers for the manuscript, however, DMUJIDS may designate other reviewers.

The submitting (corresponding) author is responsible for ensuring that the article's publication has been approved by all the other coauthors. It is also the author's responsibility to ensure that the articles emanating from a particular institution resubmitted with the approval of the necessary institution. Authors listed on the manuscript should meet the requirements for Authorship specified above. The contribution of each of the authors shall be specified.

All authors should approve the final version of the manuscript before submission. Once a manuscript is submitted, it is therefore assumed that all authors have read and given their approval for its submission. Only an acknowledgment from the editorial office officially establishes the date of receipt. In this regard, a manuscript number will be mailed to the corresponding author within two days. Further correspondence and proofs will be sent to the corresponding author before publication unless indicated otherwise.

2.4. Conflict of interest

Authors should disclose all financial/relevant interests that may have influenced the development of the manuscript. Reviewers should disclose any conflict of interest and if necessary, decline the

review of any manuscript they perceive to have a conflict of interest. Editors should also decline from considering any manuscript that may have a conflict of interest. Such manuscripts will be re-assigned to other editors/reviewers.

2.5. Confidentiality

A submitted manuscript is confidential material. DMUJIDS management body will not disclose submitted manuscripts to anyone except for editorial staff, potential reviewers, actual reviewers, and editors (individuals who partake in the processing and preparation of the manuscript for publication). However, in suspected cases of misconduct, a manuscript may be revealed to members of the DMUJIDS ethics committee and institutions/organizations that may require it for the resolution of the misconduct.

2.6. Peer review

DMUJIDS operates a double-blind review process that is an important aspect of the publication of an article. It helps an editor in deciding on an article and also enables the author to improve the manuscript.

Author(s) identity is removed from the manuscript and is hidden from the reviewers during the review process. The reviewer is left with only the manuscript without any information that might enable him/her uncover the identity of the author(s). Information such as name, address/affiliation, country, phone/fax number, and email of the author(s) is removed. Any information in the acknowledgment and declaration of conflict of interest that may lead to the uncovering of the identity of the author is also removed from the manuscript before sending it to reviewers. Manuscripts are assigned to two or more qualified reviewers.

Reviewers make one of the following recommendations: Accept as is, requires minor corrections, requires moderate revision, requires major revision, or reject.

A Review Certificate is issued to reviewers after they review of the manuscript and the review reports will be sent to the author(s) without the identity of the reviewers' identity. A minimum of two review reports (one internal and one external) are required per manuscript.

On receipt of the author(s) revised manuscript, the original one is attached with the revised one and the review reports are sent to the editor. The editor makes one of the following decisions: accept, the manuscript requires improvement, or reject.

The editor has the authority to "Accept" or "Reject" a manuscript. If it is accepted, an Acceptance Certificate is issued to the author(s), and the manuscripts are processed for publication. If it is rejected, the author(s) are informed about the decision and no further processing is done on the manuscript. If it requires improvement, it is sent to the author(s) with the editor's recommendation for further revision. The editor makes a final decision on the revised one to "Accept" or "Reject" it.

2.7. Misconduct

Misconduct constitutes a violation of this editorial policy, journal policies, publication ethics, or any applicable guidelines/policies. Any other activities that threaten/compromise the integrity of the research/publication process are potential misconducts. Suspected cases of misconduct will be investigated according to Committee on Publication Ethics (COPE) guidelines.

2.8 Changes in authorship

Whenever there is a need to make changes in the authorship of the manuscript or a published article, it will be implemented according to COPE's specification. Only corresponding authors can request a change in authorship. The request should be made to the editor.

2.9. Correction and retraction of articles

Corrections may be made to a published article with the authorization of the editor of the journal. Editors will decide the magnitude of the corrections. Minor corrections are made directly to the original article. However, in cases of major corrections, the original article will remain unchanged, while the corrected version is published. Both of the two versions are published together with a statement indicating the reason for the major change to the article. When necessary, retraction of articles is done according to COPE retraction guidelines.

2.10 Copyright Notice

Submission of an article to **DMUJIDS** implies that the paper has not been published previously (except in the form of proceedings, an abstract, or as part of an academic thesis) or is not under review for publication elsewhere. Material that has been previously copyrighted, published, or accepted for publication will not be considered for publication in this journal. Submission of a

manuscript is interpreted as a statement of certification that no part of the manuscript is copyrighted by any other publisher nor is under review by any other formal publication.

Responsibility for opinions expressed rests solely with the author(s) and their organizations and is not the responsibility of the **DMUJIDS** or its Editorial Board. The corresponding author is responsible to obtain all necessary copyright release permissions for the use of any copyrighted materials in the manuscript before the submission. The Editors reserve the right to edit or otherwise alter all contributions, but authors will receive proofs for approval before publication. The journal is not responsible for subsequent uses of the work. It is the author's responsibility to bring an infringement action if so desired by the author.

2.11. Plagiarism Policy of DMUJIDS

Plagiarism refers to the presentation or submission of the work of another party without citation or credits as one's work. DMUJIDS does not allow any form of plagiarism, as it considers it a serious breach of scientific ethics. If the editorial board/author/readers/ find plagiarism in a manuscript already published in DMUJIDS, the journal's executive board will take appropriate action accordingly.

Such an action could include, disclosure of the report or conclusions of the evaluation committee in the journal, expelling the author from DMUJIDS, barring the author (blacklisting) not to publish in the journal again, or any other appropriate sanctions are made on the author. In addition, the published article is withdrawn from the website with a note of "Plagiarized" along with the published title. Authors are also be marked the same. On the web page, the link to the full-text article will be disabled.

3. Instructions to Authors

The DMUJIDS welcomes the submission of manuscripts that meet the general criteria of significance and scientific excellence. English is the official language of the journal. Before submitting articles to the journal, authors must confirm that the submitted manuscript is their original work and it is not published on or submitted for other journals concurrently. Conflict of interest should be clearly stated, the sources of data used in the development of the manuscript

should be properly acknowledged, and all errors discovered in the manuscript after submission must be swiftly communicated to the editor.

3.1. Manuscript preparation guidelines

Preparation of the manuscript to be published in DMUJIDS should be made as per the following guideline.

3.1.1. Manuscript preparation Checklist

All the articles should adopt the **APA** style (latest edition) and include the following items as per their order.

3.1.2. Manuscript preparation checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the requirements stated in this guideline. Submissions that do not adhere to this guideline will not be considered.

3.1.3. Types of articles considered for publication in DMUJIDS

Original research papers, review articles, correspondences (letter to the editor), short communications, case reports, and new perspectives are eligible for publication in this journal.

3.1.3.1. Original Research paper

Papers should be prepared in A4 (8.27X 11.69") page size, using standard fonts with the size of 12, double-spaced with at least 1" (2.5cm) margin all around. All pages should be numbered starting from the title page. Times New Roman fonts must be used and remain uniform throughout the text. The authors must strictly adhere to the proper format of the journal for all sections of the manuscript. Reference should be made to papers in recent issues for the general layout of the paper and also for details. For authors whose native language is not English, DMUJIS strongly recommends a serious edition of the language of their manuscripts before submission to avoid delays in receiving and processing its publication.

The manuscript should be organized in the following order:

A. Title

The title should be a brief phrase accurately describing and reflecting the contents of the paper. The title page should include the author's full names and affiliations, the name of the corresponding author along with phone, fax, and email information. Present addresses of authors should appear as a footnote.

B. Abstract and Keywords

The abstract should be informative and completely self-explanatory. It should briefly present the topic, state the scope of the study, indicate significant data, and point out major findings and conclusions. The abstract should not be more than 300 words. Complete sentences, active verbs, and the third person should be used. The tense should be in simple past. Standard nomenclature should be used and abbreviations should be avoided. No literature should be cited. Following the abstract, about 3 to 7 keywords that may provide indexing references should be listed.

C. Introduction

The introduction should provide a clear statement of the problem, the relevant literature on the subject, and the proposed approach or solution.

D. Methodology

Materials and methods should be complete enough to allow the study to be produced. However, only truly new procedures should be described in detail; previously published procedures should be cited and important modifications of published procedures should be mentioned briefly. Methods in general use need not be described in detail.

E. Results/Findings

Results should be presented with clarity and precision. They should be explained, but largely without referring to the literature. Discussion, speculation, and detailed interpretation of data should not be included in the results but should be put into the discussion section.

F. Discussion

The discussion should interpret the findings given the results obtained in this and the past studies on the topic. This section can include subheadings, and when appropriate, both sections can be combined.

E. Conclusion and Recommendations

State the conclusions in a few sentences at the end of the paper. Your recommendations should be related to your discussions throughout the paper.

F. Acknowledgement

The acknowledgments (if necessary) of people, grants, funds, etc. should be brief.

G. References

In-text citations and references should carefully follow the style shown in this manual which provides many samples.

In-text Citation Systems

American Psychological Association (APA)

In-text citations, the author-date method is used. There are two possible ways of text citation, namely, the subject-centered and author-centered citation. In the subject-centered citation, the author's last name followed by a comma, a space, and the year of publication is written in parenthesis usually at the end of the sentence. In the author-centered citation, only the year of publication is placed in parenthesis. Recognizing country tradition and culture, Ethiopian authors names should be presented as they appear in the publication.

Single Author

Subject-centered citation: (Armadeep, 2009)

Author-centered citation: Armadeep (2009)

Two Authors

Subject- centered citation: Smith and Brown, 2010

Author- centered citation: Smith and Brown (2010)

For Ethiopian Names:

Subject-centered citation: (AyaluA. Reda and Negga Baracki, 2010)

Author-centered citation: AyaluA. Reda and Negga Baracki, (2010)

Three or more Authors

Subject-centered citation: (Rashid *et al.*, 2008)

Author-centered citation: Rashid *et al.* (2008)

Citation of Two or More Works:

When citing two or more works, order them chronologically by the year of publication and separate them by a semi-colon.

Subject-centered citation: (Sophia, 2008; Towson, 2010; Williams, 2011) Authors-centered citation: Sophia (2008), Towson (2010), and Williams (2011)

Same Last Name Authors

When citing authors with the same last name, use the first initials with the last names again separated by a semi-colon.

Subject-centered citation: (B. Becker, 2010; T. Becker, 2011)

Author-centered citation: B. Becker (2010) and T Becker (2011)

Same Author and Same Year Published Works

When citing two or more works by the same author published in the same year, use lower case letters (a, b, c) to distinguish the different works.

Subject-centered citation: (Smith, 2011a), (Yabsira Wolde, 2010a) Author-centered citation:

Smith (2011a), Yabsira Wolde (2010a)

Personal Communications

When citing interviews, phone conversations, letters or email messages include the communicator's name, the fact that it was personal communication, and the date of the communication. Do not, however, include personal communications in the References chapter of the research proposal, thesis, or dissertation. Personal communications should be used sparingly if at all.

(K. Yared, personal communication, January 9, 2011)

K. Yared (January 9, 2011)

Organizational Author

When citing the work of an organization as an author, use the full name of the organization the first time when citing the source. When citing the work in subsequent citations, use the acronym.

Subject-centered citation: (World Health Organization, 2010) followed by (WHO, 2010)

Author-centered Citation: World Health Organization (2010) followed by WHO (2010)

Unknown Authors

When the work has no named author, cite it as –Anonymous as below.

Subject-centered citation: (Anonymous, 2011) Author-centered citation:

Anonymous (2011)

Undated Works

When the works are not dated, cite the year of publication as —n.d.‖

Subject-centered citation: (Anonymous, n.d.)

Author-center citation: Anonymous (n.d.)

Bibliographical Referencing Systems

The reference list should start on a new page following the single numbered REFERENCE page. Each listing should use the hanging indent method where all lines after the first one are indented twelve spaces or one tab. The list should be in alphabetical order by the last name of the author with first and middle names using initials.

Please note that for Ethiopian names, you are to write the full name of the author beginning with his or her first name first. For example, Yabsira B. Tesfaye would be placed in alphabetical order under the letter –Y‖ for the listing of Yabsira B. Tesfaye in the References chapter listing.

Care should be given to italicizing in the References chapter. The titles of books and journals should be italicized. No abbreviations for journals should be used in the listing of such publications.

Note the use of spacing, periods, semi-colons, colons, backstrokes (/), the parenthesis, and italicizing in the reference listings. These are all important to the proper presentation of the references. Care should be conducted with each.

Electronic Source Citations for Publications Identified on the Internet

The internet is a powerful tool in conducting literature reviews and identifying and selecting the most current citations and references. Authors should give attention to assure those internet citations are both complete and correct.

The author should make every effort to provide the required information to allow the reader to visit the web site cited should he or she wish to read the primary source of the information. URL addresses are always in parenthesis. The date that the student accessed

the publication should be stated. Included below are the major types of online citations.

Journal Article with DOI (with or without volume number):

Long, L. 2011. Treatment outcomes and cost-effectiveness of shifting management Of stable ART patients to nurses in South Africa: an observational cohort. *HIV/AIDS Research in Africa*, 21, 15-29. doi: 10.1371/journal.pmed.1001055. Accessed on July 22, 2011.

Michaels, H.W., Bultosa, G. and Pant, L.M. 2011. Nutritional contents of three edible oyster mushrooms grown on two substrates at Haramaya University, Ethiopia, and sensory properties of boiled mushroom and mushroom sauce. *International Journal of Food Science and Technology*.doi: 10.1111/j.1365- 2621.2010.02543.x. Accessed on March 31, 2011.

Zhao, Y. 2010. Auxin biosynthesis and its role in plant development. *Annual Review of Plant Biology*, 61, 4-64. doi: 10.1146/annurev-arplant-042808-112308. Accessed on September 13, 2011.

Journal Article without DOI:

If no doi has been assigned to the article, provide the homepage URL.

Ayalu A. Reda. 2011. Reliability and Validity of the Ethiopian version of the Hospital Anxiety and Depression Scale (HADS) in HIV-infected Patients. *PLoS One Journal*;n6 (1): e16049.IF 4.35. (URL: www.plos.com) Accessed on July 29, 2011.

DeRose, L.F., 2008. Does the discussion of family planning improve the partner's attitude towards contraceptives? *International Family Planning Perspectives*, 18, 159-175. (<http://www.agiusa.org/pubs/journal/3008704.html>.) Accessed On February 28, 2011.

Non- Periodical Web Document:

WHO. 2002. Adolescent-friendly health services: an agenda for change. (<http://www.who.int/child-adolescent-health>) Accessed on June 1, 2010.

Web Document with No Author's Name or Date of Publication:

Anonymous (n.d.) Census data revisited, Harvard Psychology of Population website,
(<http://harvard.edu/data/index.php>.) Accessed on March 9, 2009.

Electronic Book:

Biersteker, P.J., Spiro, P.J., Sprira M, and Raffo, V. 2007. International law and international relations.
(http://www.4shared.com/gate/OKYHLz/Interational_law_and_internat.html)
Accessed on June 15, 2011.

Hard Copy Source Citations

Journal Articles

Single Author:

- Mehta, G.S. 2011. Characteristics and implications of migration. Journal of Rural Development, 0(6):731-744.
- Shah, I. 2005. Aplastic Anemia in an HIV-infected child: a case report. Indian Journal of Pediatrics. 72:359-361.
- Kebede Yemane. 2008. Cigarette smoking and khat chewing among university instructors in Ethiopia. East African Medical Journal. 16(1):9-17.

Two or More Authors:

- Animut Asrat and Tadesse Gebre-Michael. 2008. Assessment of distribution, knowledge, and utilization of insecticide-treated nets in selected malaria-prone areas of Ethiopia. Ethiopian Journal of Health Development. 22(3):268-274.
- Strauss, H. M., Hughes, J., and Schmieder, P. 2005. Heteronuclear solution-state NMR studies of the chromophore in cyanobacterial phytochrome Cph1. Biochemistry, 44, 8244-8250.

Books

- Dyckman, T.R. and Pfeiffer, G.M. 2010. Financial Accounting 3rd Edition. Boston, MA, USA: Cambridge Business Press.

Robertson, J. 2008. Coaching Educational Leadership: Building Leadership Capacity through Partnership. London, England: Sage Publications.

Thrusfield, M.V. 2007. Veterinary Epidemiology 3rd Edition. Oxford, England: Blackwell Science, Ltd.

Chapter in Edited Book

Abu-Elteen, K. H. and Hamad, M. 2007. Determination of the virulence factors of *Candida albicans* and related yeast species. In K. Kavanagh (Ed.) Medical Mycology: Cellular and Molecular Techniques pp. 69-91. Chichester, West Sussex, England: John Wiley & Sons, Ltd.

AtelayAlem and DerejeKabede. 2005. Gender and health in Ethiopia. In Yemane Berhane, Damen Haile Mariam, Kloos, H. (Eds.) Epidemiology and Ecology of Health and Disease in Ethiopia. pp. 196-216. Addis Ababa, Ethiopia: Shama Books.

Paper in Conference Proceedings

Kenyon, T. 2011. Keynote Address. Proceedings of the 21st Annual Conference of Ethiopian Public Health Association. October 26-28, 2010 (pp.3-4) Addis Ababa, Ethiopia: Ethiopian Public Health Association.

Theses and Dissertations

Published:

Tamire Zewde, 2007. Garlic White Rot (*Sclerotium cepivorum* Berk.) in Shewa: significance, variability and management options (Published doctoral dissertation) Doctoral thesis no. 2007:03. Haramaya University, Haramaya, Ethiopia.

Unpublished:

Harrison, J. 2008. Results or process? Alternate approaches to the performance measure of New Zealand secondary schools, (Unpublished doctoral dissertation), University of

Auckland, Auckland, New Zealand.

Yemane Belay. 2007. Reproductive health needs and service utilization of Addis Ababa University students.(Unpublished MPH thesis), Addis Ababa University, Addis Ababa, Ethiopia.

Technical Reports

Costar W, Deeney T, Haltiwanger J, and Haley, S. 2008. School Function Assessment Technical Report. Pearson Education, Inc., Boston, MA, USA.

HIV/AIDS Prevention and Control Office (HAPCO). 2007. Accelerated access to HIV/AIDS prevention, care, and treatment in Ethiopia: a road map for 2007- 2008. Addis Ababa, Ethiopia: Ministry of Health.

United States Department of Agriculture (USDA). 2011. Technical Report on Food Insecurity in US Households with Children: Prevalence, Severity and Household Characteristics. Washington, DC: USDA.

3.1.3.2. Review Articles

It is expected that review articles would be written by individuals who have done substantial work on the subject. The following five types of reviews can be considered for publication in DMUJIDS.

1. Current Perspectives: These articles should provide insight into or comments on current directions of research on a topic, or they discuss potential new approaches to an area of investigation. It may include abstracts (not more than 300 words), Keywords (3-5), up to 20 typewritten pages for the main body of the text, and a minimum of 40 references.

2. Critical Reviews: These should cover a current topic of interest that has not been recently reviewed, emphasizing a critical discussion of noteworthy developments in the field; they should not be just a compendium of studies on the topic and should not be only autobiographical. Its components are: abstract (300 words), keywords 3-5, up to 40 typewritten pages for the main body of the text, and a maximum of 110 references.

3. Survey Reviews: This should be a comprehensive survey of the research on a topic that has not been recently reviewed. It includes: abstract (300 words), keywords 3-5, up to 70 typewritten pages for the main body of the text, and a maximum of 320 references.

4. Forum Mini-reviews: One set of reviews is put together by an organizer(s) on a particular topic; each set is composed of a maximum of 6 mini-review articles and a preface. It covers: abstract (200 words), keywords 3-5, up to 15 typewritten pages for the main body of the text, and a maximum of 30 references.

5. Recent Techniques (in any area): The purpose of these reviews is to introduce recently developed techniques worldwide. These articles should be written in sufficient scientific detail and format to explain the characteristics of the techniques. It contains abstract (250 words), keywords 3-5, up to 70 typewritten pages for the main body of the text, and a maximum of 300 references.

The journal expects the contributors to give post-publication updates on the subject of review. The update should advance in the field after the publication of the article and should be sent as a letter to the editor.

3.1.3.3. Correspondence (Letter to the Editor)

These should be short and decisive observations. The journal will occasionally consider publishing letters to the editor from readers and authors in the "Correspondence" section. Letters should be comments and clarifications on articles that have recently been published in this journal and be in a concise form. They should preferably be related to articles previously published in the journal or they should not be preliminary observations that need a later paper for validation. The letter could have up to 700 words, and it could be generally authored by not more than four authors.

3.1.3.4. Short communications

Short communications should present a complete study that is limited in scope than is found in full-length papers. The items of manuscript preparation listed above apply to short communications with the following differences: abstracts are limited to 100 words; main body of the text of these communications should be no more than 2,000 words that normally occupy four journal pages and without any subheadings; manuscripts should contain no more than two figures and/or tables; maximum of 15 references and 2-4 keywords or short phrases for indexing should be mentioned.

3.1.3.5. Case reports

A new, interesting and rare case can be reported. They should be unique, describing a great diagnostic or therapeutic challenge for the readers. Cases with clinical significance or implications will be given priority.

The manuscript could be up to 1000 words (excluding references and abstracts). These reports should have the following headings: abstract (150 words), key-words (3-5 words), introduction, case report, discussion, and reference (maximum 12).

3.1.3.6. New perspectives

The newly detected diagnostic method, new drug or indication, any new finding, or anything still under research that is going to be available can be discussed here. Word count should be a maximum of 800, with eight references, two tables/figures, and four authors.

3.2 Research Ethics

Studies involving human subjects should be conducted according to the World Medical Association (WMA) Declaration of Helsinki-Ethical Principles for Medical Research Involving Human Subjects. Studies involving animals should follow appropriate ethical guidelines such as the Animal Welfare Act, The Animals Act (Scientific Procedure) order 1993, the EU parliament directive on the protection of animals used for scientific purposes, ARRPs policies and guidelines, etc.

4. Review process

The review process is an important aspect of the publication process of an article. It helps an editor in deciding on an article and also enables the author to improve the manuscript. DMUJIDS operates a blind peer review system.

Before accepting to review a manuscript, reviewers should ensure that the manuscript is within their area of expertise, and they can dedicate the appropriate time for the work.

All manuscripts are reviewed by an editor and members of the Editorial Board or qualified outside reviewers. Decisions will be made within two weeks and reviewers' comments will be sent to the authors shortly after submission. The editorial board will re-review manuscripts that are accepted pending revision.

4.1. Proofs and Reprints

Electronic proofs will be sent to the corresponding author as a PDF file. Page proofs are considered to be the final version of the manuscript. Except for typographical or minor errors, no changes will be made in the manuscript at the proof stage. Alterations should be restricted to serious changes in interpretation or corrections of data. Extensive or important changes on page proofs, including changes to the list of authors or major changes to the title, are subject to editorial review. It is the responsibility of the corresponding author to ensure that all authors listed on the manuscript agree with the changes made on the proofs. Galley proofs should be returned within 48 hours of receipt to ensure timely publication of the manuscript. Only the corresponding author should submit one set of galley corrections to DMUJIDS.

5. Fees

DMUJIDS is an official journal of Debre Markos University. Hence, the management of the journal is financed by the University. DMUJIDS will have both printed and open access online versions. Fees are mandatory for printed versions whereas the electronic version will be for free. For printed versions, authors are required to pay a \$100.00 processing fee. Publication of the article in DMUJIDS is not contingent upon the author's ability to pay the charges. Neither is acceptance to pay the processing fee a guarantee that the paper will be accepted for publication. Authors may request (in advance) that the editorial office waive some of the processing fees under special circumstances. Corresponding authors requesting waivers must strongly demonstrate why their waiver applications should be granted. Authors who are eligible for waivers should apply immediately after the submission of their manuscripts.

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8. Fundamental Errors in Published Works

When an author discovers a significant error or inaccuracy in his/her published work, the author must promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

9. Roles and Responsibilities of Authors, Editors, and Reviewers

Different actors participate in the publication process of DMUJIDS. In this section the roles and responsibilities of these actors i.e. editors, reviewers, and authors are described.

9.1. Roles

9.1. 1. The Role of the Editor in Chief

- ✓ Receive submitted papers
- ✓ May reject (or accept, rare\0 a paper outright, or
- ✓ Select an associate editor with requisite expertise who will, along with reviewers she/he selects, will read in detail and provide written critique and recommendation on whether to publish
- ✓ make final decisions on which papers are published

- ✓ Set standards and conventions for the journal.

9.1.2. The Role of Editors

- ✓ Read individual papers in detail and decide whether they merit consideration by experts to gauge the contribution
- ✓ If yes, send the manuscript to reviewers and request critiques
- ✓ If capable, serve as an additional reviewer
- ✓ Remind referees of the need for timeliness

9.1.3. Role of Reviewers

- ✓ Provide an informed, expert judgment on the merits of a paper in the form of written comments suitable for transmission to the authors.
- ✓ Decide whether the paper represents a genuine, useful advance in methodology, understanding, and/or novel data analysis.
- ✓ send a separate letter or report for the Associate Editor (not to be seen by authors) recommending rejection or publication, either in its current form or after changes/revisions are made.

9.2. Responsibilities

9.2.1. Responsibilities of editors

Editors of DMUJIDS shall handle the following concerns to the standards and ethics of scientific publication:

9.2.1.1. Set Publication Decisions

The Management Team of DMUJIDS, consisting of the Editor-in-Chief and the Editorial Office is responsible for deciding which of the articles submitted to the journal should be published. The Management Team may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright breach, and plagiarism. The Management Team may confer with other editors or reviewers in making this decision.

9.2.1.2. Fair Play

An editor at any time evaluates manuscripts for their intellectual content without regard to the nature of the authors or the host institution including race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy.

9.2.1.3. Confidentiality

The editors and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate. Journal of Interdisciplinary Science operates a web-based submission system, which is run in a way that prevents unauthorized access. In the case of a misconduct investigation, DMUJIDS may disclose material to third parties (e.g., an institutional investigation committee or other editors).

DMUJIDS doesn't disclose reviewers' identities. However, if reviewers wish to disclose their names and that is permitted.

9.2.1.4. Disclosure and Conflicts of Interest

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's research unless expressed with the written consent of the author.

9.2.1.5. Corrections

When genuine errors in published work are pointed out by readers, authors, or editors, which do not render the work invalid, a correction (or erratum) will be published as soon as possible. The online version of the paper may be corrected with a date of correction and a link to the printed erratum. If the error renders the work or substantial parts of it invalid, the paper should be retracted with an explanation as to the reason for retraction (i.e., honest error).

9.2.1.6. Ensuring the Integrity of the Published Record

If serious concerns are raised by readers, reviewers, or others, about the conduct, validity, or reporting of academic work, the DMUJIDS Management Team will initially contact the authors and allow them to respond to the concerns. If that response is unsatisfactory, DMUJIDS will take this to the institutional level. In cases when concerns are very serious and the published work is likely to influence clinical practice or public health, DMUJIDS may consider informing readers about these concerns, by issuing an 'expression of concern', while the investigation is ongoing. Once an investigation is concluded the journal will publish a comment that explains the findings of the investigation. DMUJIDS may decide to retract a paper if the Editorial Board is convinced

that serious misconduct has happened even if an investigation by an institution or national body does not recommend it.

DMUJIDS will respond to all allegations or suspicions of research or publication misconduct raised by readers, reviewers, or other editors. Cases of possible plagiarism or duplicate/redundant publication will be assessed by the journal. In other cases, DMUJIDS may request an investigation by the institution or other appropriate bodies (after seeking an explanation from the authors first and if that explanation is unsatisfactory).

Retracted papers will be retained online, and they will be prominently marked as a retraction in all online versions, including the PDF, for the benefit of future readers.

9.2.2. Responsibilities of Reviewers

Reviewers of DMUJIDS must handle the following concerns to the standards and ethics of scientific publication.

9.2.2.1. Contribution to Editorial Decisions

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

9.2.2.2. Declaring Conflict of Interest

If a conflict of interest exists, reviewers should declare their conflicts of interest and resign themselves from the peer-review process. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

9.2.2.3. Ensuring Confidentiality

Manuscripts are confidential materials given to a reviewer in trust for the sole purpose of critical evaluation. Reviewers should ensure that the review process is confidential. Details of the manuscript and the review process should remain confidential during and after the review process. Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

9.2.2.4. Avoiding Plagiarism

It is the practice of taking someone else's work or ideas and passing them off as one's own. It is unethical for reviewers to use information obtained during the peer-review process for their own or any other person's or organization's advantage, or to disadvantage or discredit others.

9.2.2.5. Securing Fairness in Evaluation

Reviews should be honest and objective. Reviewers should not be influenced by the origin of the manuscript, the Religious, political, or cultural viewpoint of the author, and gender, race, ethnicity, or citizenry of the author.

9.2.2.6. Use of Standard formats to Review reports

In evaluating a manuscript, reviewers should focus on: originality, contribution to the field, technical quality, clarity of presentation, and depth of research. Reviewers should also: observe that the author(s) have followed the instruction for authors, editorial policies, and publication ethics, and observe that the appropriate journal's reporting guidelines are followed.

The report should be accurate, objective, constructive and unambiguous. Comments should be backed by facts and constructive arguments concerning the content of the manuscript. Reviewers should avoid using "hostile, derogatory and accusatory comments". Reviewers should not rewrite the manuscript; however necessary corrections and suggestions for improvements should be made.

9.2.2.7. Produce the Review in due Time

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process. Reviewers should only accept manuscripts that they are confident that they can dedicate appropriate time to reviewing. Thus, reviewers should review and return manuscripts on time.

9.2.2.8. Provide Concrete Recommendations

Reviewers' recommendation should be either: accept as it is, requires minor corrections, requires moderate revision, requires major revision, not suitable for the journal, submit to another publication such as (suggest a journal), or reject. The recommendation should be backed with constructive arguments and facts based on the content of the manuscript.

9.2.2.9. Ensure Standards of Objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

9.2.2.10. Give Feedback to Editor about Acknowledgement of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

9.2.3. Responsibilities of Authors

9.2.3.1. Reporting Standards

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

9.2.3.2. Ensuring Data Access and Retention

Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data and should, in any event, be prepared to retain such data for a reasonable time after publication.

9.2.3.3. Ensuring Originality and Avoidance of Plagiarism

Authors should ensure that submitted work is original and has not been published elsewhere in any language, and if the authors have used the work and/or words of others **that** this has been appropriately cited or quoted.

Applicable copyright laws and conventions should be followed. Copyright material (e.g. tables, figures, or extensive quotations) should be reproduced only with appropriate permission and acknowledgment.

9.2.3.4. Avoidance of Multiple, Redundant or Concurrent Publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

9.2.3.5. Proper Acknowledgement of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

9.2.3.6. Provide Proper Authors for the Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where others have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

9.2.3.7. Disclose and Hazards

If the work involves chemicals, procedures, or equipment that have any unusual hazards inherent in their use, the author must identify these in the manuscript.

9.2.3.8. Appropriate Approval for Researches Involving Humans or Animals

Appropriate approval, licensing, or registration should be obtained before the research begins and details should be provided in the report (e.g. Institutional Review Board, Research Ethics Committee approval, national licensing authorities for the use of animals).

If requested by editors, authors should supply evidence that reported research received the appropriate approval and was carried out ethically (e.g. copies of approvals, licenses, participant consent forms).

Researchers should not generally publish or share identifiable individual data collected in the course of research without specific consent from the individual (or their representative).

The appropriate statistical analyses should be determined at the start of the study and a data analysis plan for the pre-specified outcomes should be prepared and followed. Secondary or post hoc analyses should be distinguished from primary analyses and those set out in the data analysis plan. Researchers should publish all meaningful research results that might contribute to understanding.

Authors should supply research protocols to journal editors if requested (e.g. for clinical trials) so that reviewers and editors can compare the research report to the protocol to check that it was

carried out as planned and that no relevant details have been omitted. Researchers should follow relevant requirements for clinical trial registration and should include the trial registration number in all publications arising from the trial.

9.2.3.9. Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflicts of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.