

## **Editorial Policies**

### **Overview**

This policy describes guidelines in the publication process of our journals. Specifically, Tucker Publications adopts and strives to adhere to the following standards and requirements:

[COPE](#) - Committee on Publication Ethics

[ICMJE](#) - International Committee of Medical Journal Editors

[STM](#) - International Association of Scientific, Technical & Medical Publishers

[WAME](#) - World Association of Medical Editors

### **Authorship**

An author is an individual who has significantly contributed to the development of a manuscript. ICMJE recommends that authorship be based on the following four criteria:

- Substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of data for the work
- Drafting the work or critically revising it for important intellectual content
- Final approval of the version to be published
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

### **Acknowledgements**

Individuals who participated in the development of a manuscript but do not qualify as an author should be acknowledged. Organizations that provided support as funding and/or other resources should also be acknowledged.

### **Changes in Authorship**

Whenever changes are required to the authorship of a manuscript or a published article, the changes will be implemented according to [COPE](#) specifications. Only corresponding authors can request a change in authorship. Request should be made to the editor.

Further reading

[ICMJE](#) - Defining the Role of Authors and Contributors

[COPE](#) - Flowcharts on Changes in Authorship

### **Manuscript Submissions**

Authors should read the “Instructions for Authors” respective to each journal before making a submission. Manuscripts should be prepared according to the journal’s style and specifications.

- Authors listed on the manuscript should meet the requirements for Authorship specified above.
- Where possible, specify the contribution of each of the authors.
- Once a manuscript is submitted, it is assumed that all authors have read and given their approval for the submission of the manuscript.
- Contact information of all authors should be stated on the manuscript, ie, surname/other names, affiliation, emails, and phone numbers.
- A declaration of conflicts of interest should be stated in the manuscript.
- Submissions should be made electronically to [abnf.manuscripts@gmail.com](mailto:abnf.manuscripts@gmail.com).

### **Confidentiality**

A submitted manuscript is confidential material. Tucker Publications will not disclose a submitted manuscript to anyone except individuals who partake in the processing and preparation of the manuscript for publication. These individuals include editorial staff, corresponding authors, potential reviewers, actual reviewers, and editors. However, in suspected cases of misconduct, a manuscript may be revealed to members of Tucker Publications' ethics committee and institutions/organizations that may require it for the resolution of the misconduct. Tucker Publications shall follow the appropriate COPE flowcharts wherever necessary.

Further reading

[ICMJE](#) - Responsibilities in the Submission and Peer-Review Process

[STM](#) - International Ethical Principles for Scholarly Publication

### **Misconduct**

Misconduct constitutes the violation of editorial policies, journal policies, publication ethics, or any applicable guidelines/policies specified by COPE, WAME, ICMJE, and STM. Any other activities that threaten/compromise the integrity of the research/publication process are potential misconduct. Suspected cases of misconduct will be investigated according to COPE guidelines

### **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 will also be published. Both the original and corrected version will be linked to each other. A statement indicating the reason for the major change to the article will also be published. When necessary, retraction of articles will be done according to COPE retraction guidelines

Further reading

[ICMJE](#) - Scientific Misconduct, Expressions of Concern, and Retraction

[COPE](#) Guidelines

[COPE](#) Flowcharts

[COPE](#) retraction guidelines

[WAME](#) - Publication Ethics Policies for Medical Journals

[STM](#) - International Ethical Principles for Scholarly Publication