Werabe Journal of Science and Technology

Policy and Guidelines

Research and Publication Directorate

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1. INTRODUCTION

1.1 About the Journal

Werabe Journal of Science and Technology (WJST) is a peer-reviewed academic journal published by Werabe University. It is an open-access and publishes high-quality manuscripts twice a year (Articles will be released upon completing the production process). The journal mainly focuses on basic and applied aspects of agriculture, natural science, health sciences, technology and engineering, and other related fields.

1.2 Aims and Scope of the Journal

The journal aims to create a platform that disseminates research findings on science, technology, and engineering. This journal publishes original research articles, reviews, case studies, and short communications in agricultural, natural sciences, health sciences, technology, and engineering. The journal coverage extends to research articles that integrate sciences with technology and engineering.

1.3 Journal Work Flow

The journal will have an editorial and advisory board. The editorial board members include the editor-in-chief, managing editor, and associate editors. The advisory board members may include renowned professors from Ethiopia and abroad.

1.4 Authorities and Responsibilities of the Editorial Board

The editorial board members shall have a meeting twice a year or when it is required. The authorities and responsibilities of the editor-in-chief, managing editor, and associate editors follow: -

1.4.1 Authorities and Responsibilities of the Editor-in-chief

The Editor-in-Chief (EIC) should perform the following tasks: -

- Process the submitted manuscripts.
- Accept or reject the submitted manuscript in the initial stage based on journal policy/guidelines.
- Assign manuscripts to associate editors.

- Lead the Editorial Board (timeliness and review quality).
- When the editor/reviewer completed the given task, EIC shall give the certificate of recognition upon the request of the editor/reviewer.
- Refine acceptance or rejection of the manuscript in the case of suspected uncertainty by forwarding the case to the editorial board.
- Send the accepted articles for the publication section in consultation with the managing editor.
- Call the editorial board for a meeting when it is required.
- The editor-in-chief may request the payment of the editors to the research and publication directorate.
- The editor-in-chief may assign any associate editor when it is required.
- The editor-in-chief may assign two English language experts to check and correct the accepted articles in consultation with the research and publication director.

1.4.2 Authorities and Responsibilities of the managing editor

The managing editor's authorities and responsibilities are: -

- Call for manuscript submission.
- Document all the required documents.
- Announce the meetings and the events.
- Share the journal articles with the academic and research institutions.
- Prepare the journal templates.
- Follow the design, layout, and language of the accepted manuscript with associate editors.

1.4.3 Authorities and Responsibilities of the Associate Editors

The associate editors should perform the following tasks: -

- Find out, potential reviewers.
- Select and assign at least three reviewers to the submitted manuscript within five days.
- May suggest comments and ask questions to the author/s.
- Accept or reject the assigned manuscript based on the systematic evaluation of the reviewers' report.
- Ensure that all the assigned submitted manuscripts are considered for publication to undergo peer review by at least two reviewers who are experts in the field.

- Communicate the decision status of the manuscript to the author and editor-in-chief.
- Treat all authors with fairness, objectivity, and honesty.
- Shall be confidential and not disclose any information about a submitted manuscript to anyone other than the corresponding author and other editorial members as appropriate.
- Shall not use unpublished information disclosed in a submitted manuscript for their research purposes without the author's explicit written consent.
- May work on behalf of the editor-in-chief when it is required.

1.5 Appointments and Work Terms of the Editors.

The appointment of the editors should fulfill the following criteria: -

- The editor shall be a highly experienced scientist with multidisciplinary knowledge to steer the journal.
- The editor-in-chief will be appointed by the research and community services vice president with full consideration of the following points: -
    - ✓ Have an excellent record of scholarly journal publications with a minimum of five articles in Scopus/Web of Science/Pub med indexed
    - ✓ Highly committed and dedicated to his work.
    - ✓ Serve as an editor-in-chief/associate editor or as a reviewer in reputable journals.
    - ✓ Hold a Ph.D. degree.
- The duration of the Editor in Chief should not exceed five years with possible renewal for one term only.
- The editor-in-chief will have five credit hours as a workload.
- Managing editor and associate editors will be appointed by open competition with full consideration of the following points: -
    - ✓ Has an excellent record of scholarly journal publications with a minimum of two articles in Scopus/Web of Science/Pub med indexed?
    - ✓ Highly committed and dedicated to his work.
    - ✓ Work as an editor-in-chief/associate editor or as a reviewer in reputable journals.
    - ✓ Serve in the rank of lecturer or above with a minimum of three years in academic or research institutions.
- Managing editors and associate editors will have three credit hours as a workload.

- The duration of the managing and associate editors should not exceed three years with possible renewal for one term only.
- Editors shall be subjected to termination of their official position based on the evaluation of their efficiency by the vice president for research and community services on the recommendation of the assigned committee.
- Guest associate editors may be appointed by the vice president for research and community services without competition if the criteria set for the associate editor are met.
- The editors will receive a monthly payment as per the research and publication guidelines of the university.

2. AUTHORS GUIDELINE

2.1 General Manuscript Preparation

The author (s) shall prepare the manuscript according to the specifications set out in the authors' guidelines of the journal. The journal publishes original articles, reviews, case studies, and short communications. Authors must check that a manuscript is prepared according to the journal guideline and check the following points before submission: -

- The manuscript is original and not considered for publication in any other journal. The author's original manuscript or an earlier version of the article that was posted on a non-commercial preprint server may be submitted to the WJST; however, subsequent updates are required if the manuscript is published.
- Meet ethical standards of scientific writing.
- The manuscript should have a separate title page. The title page should contain the full title, name of the author/co-authors, their designation & institutions they are affiliated with an email address for future correspondence and digital object identifier (DOI).
- Font Type: Times New Roman, size -12, spacing -1.5 lines, margin-1 inch on all sides.
- Typed on paper: A4 size, single column typing, left side alignment for all the headings, and central alignment for the title of the manuscript.
- Tables and Figures: the author can use the entire page width for tables and figures with proper caption, where required. All tables and figures, etc. should be included in the text of the paper. Tables should be created using word's table format and consistent with the text and face the same direction. The detail artwork requirements are included in the Manuscript Preparation guideline.
- The numbering to the tables should be as Table 1: Table 2: …with left aligned and top of the table with proper source mentioned below. Other titles such as figures, maps, graphs etc.… should be numbered as Figure 1: Figure 2: etc. with left aligned and at the bottom of the figure.
- Papers should be saved in MS word type or LaTeX file only.
- *Quotations should appear in double quotes and started in an indented new line.*
- Dates should be written as 18 August 2023; in the twenty-first century; in the 1980s
- *Equations* should be submitted in Word or MathType. Please do not use Equation Editor

- Use APA reference style for providing the references. The reference style is available on the website.
- Contents of the paper should follow this sequence: the cover page, abstract, introduction, review of the literature (optional), methodology, results and discussion, conclusion, acknowledgment, declaration of competing interests, and references. The cover page is a letter of application for consideration of publication in the journal signed by the corresponding author(s).
- The submitted manuscript does not follow the journal guideline and will be returned to the author (s) for correction and resubmission.
- The abstract must be a single paragraph of no more than 250 words
- Copyright agreement should be approved by the corresponding author/co-authors by using an online journal platform.
- Disclosure regarding source of funding and conflict of interest if any.
- The individual authors contribution (CRediT).
- Abbreviations should be mentioned in the first use.
- All works of others are duly acknowledged and permission is received for copyrighted items included in the manuscript.
- The plagiarism and similarity index should not be more than 25%. The report should be enclosed with the application documents.

The detail manuscript preparation guideline is appended in the Journal Homepage under the "For Authors" menu.

2.2 Article Type

Original research articles: The author (s) expected to present important and new research results on the subject. Authors are encouraged to submit supplementary materials. The length of an original research article (main manuscript) shall not exceed 7500 words.

Review articles: The author (s) should describe a new development in a particular field of study and highlight unresolved questions and future research directions. The review article shall not exceed 7500 words.

Short Communications: The author (s) can report a short paper that presents original and significant material for rapid dissemination. The submitted short communication should be limited to 2500 words.

Case Studies: The author (s) can make an intensive study about a person, a group of people, or a unit, which is aimed to generalize over several units. The submitted case studies should be limited to 2500 words.

2.3 Article Structure

The submitted article should have two separate files namely the title page and main text.

A. Title Page

i) Title

A good title should contain the fewest possible words that adequately describe the contents of the research. The title should be.

- Informative, meaningful & specific (not vague).
- Neither too short nor too long.
- Words like 'studies on', 'investigation on' etc. better be avoided.
- Don't use unnecessary jargon, uncommon, abbreviations, ambiguous terms, or unnecessary detail, focus on part of the content only.

ii) Author(s) name: Should provide the full name of all authors. Where the name may be a double name, please indicate this clearly in the author's affiliation.

iii) Authors affiliations: Should provide institutional full address for all authors of the research e.g. *Department/College, Institution/University, P.O. BOX, City, Country*. If the author changed affiliation since completing the research, the new affiliation can be indicated and acknowledged. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address.

*iv) *Corresponding author(S):* The name and email address of the corresponding author should also be included, and mentioned on the corresponding author by marking star (*). The corresponding author is fully responsible for any disputes arising due to the publication of his/her manuscript.

Abstract: - The abstract must be a single paragraph of no more than 250 words describing the background of the study, purpose, methodology, and results highlighting unique academic and/or policy/practical contributions of the study. Having similar contents, an abstract of short

communications should be limited to 150 words. The abstract and keywords should be included at the beginning of the main text file.

Keywords: - Keywords are important for indexing: they enable your manuscript to be more easily identified and cited. Avoid uncommon abbreviations and plural terms and multiple concepts. After the abstract section, about 4 - 6 keywords should be provided. Keywords should be separated by commas and arranged alphabetically.

B. Main Text

- **a)** Introduction (not more than 2 pages)
- **b)** Methods and Materials
- **c)** Results and Discussions
- **d)** Conclusions
- **e)** Acknowledgment (Optional)
- **f)** Declaration of Interests
- **g)** References
- **h)** Supplementary Material (Optional)

2.4 Submission Process

Manuscripts should be submitted to the Werabe Journal of Science and Technology (WJST) through online registration. The corresponding author is responsible for the manuscript submission and must respond to the reviewers' comments and questions. The corresponding author must ensure that all eligible co-authors have been included in the author list and they all read and approve the submitted version of the manuscript.

As part of the submission process, the corresponding author is requested to register and log in to the journal website. Once registered, click on manuscript submission, and follow the subsequent steps. All co-authors can track the manuscript details and status in the online submission system.

2.5 Checklist

- Cover letter*
- Title page
- Main manuscript*
- Highlights*
- Graphical abstract (optional)

- Author contributions*
- Funding source(s)
- Data availability statement*
- The use of Generative AI
- Permission statement
- Supplementary materials
- Figures
- Tables
- Raw data
- Response to reviewers (at revision stage)

* refers Required

2.6 Peer Review Process

Peer review is used for the inspection of the quality of the manuscript submitted for publication both by journal editors and independent reviewers. It is an important component of publishing the best quality research. Its main purpose is to filter out studies that have been poorly conceived, designed, or executed. This journal follows the double-blind review process.

In this journal, up on the author's submission of the manuscript, Editor in Chief will briefly check the format, length, similarity, and overall fitness of the submitted manuscript with the journal scope and aim to summarily reject a manuscript upon submission or proceed for the peer review process.

Once a manuscript is submitted through the online system, automatic receipt of manuscript acknowledgment will be sent to the authors. Upon receiving the manuscript, editor in chief evaluates the credibility and scientific values of the submitted manuscript according to the editorial policy, aims, and scope of the journal. Based on desk review, only those papers that meet the standards of the journal, and fit within its aims and scope will be sent to the associate editor for peer review or returned to the author and request to make adjustments and resubmit it to the online system.

When the editorial members submit and publish an article, a minute explaining the transparency of the review process should be appended at the end of the article.

Article Review Process

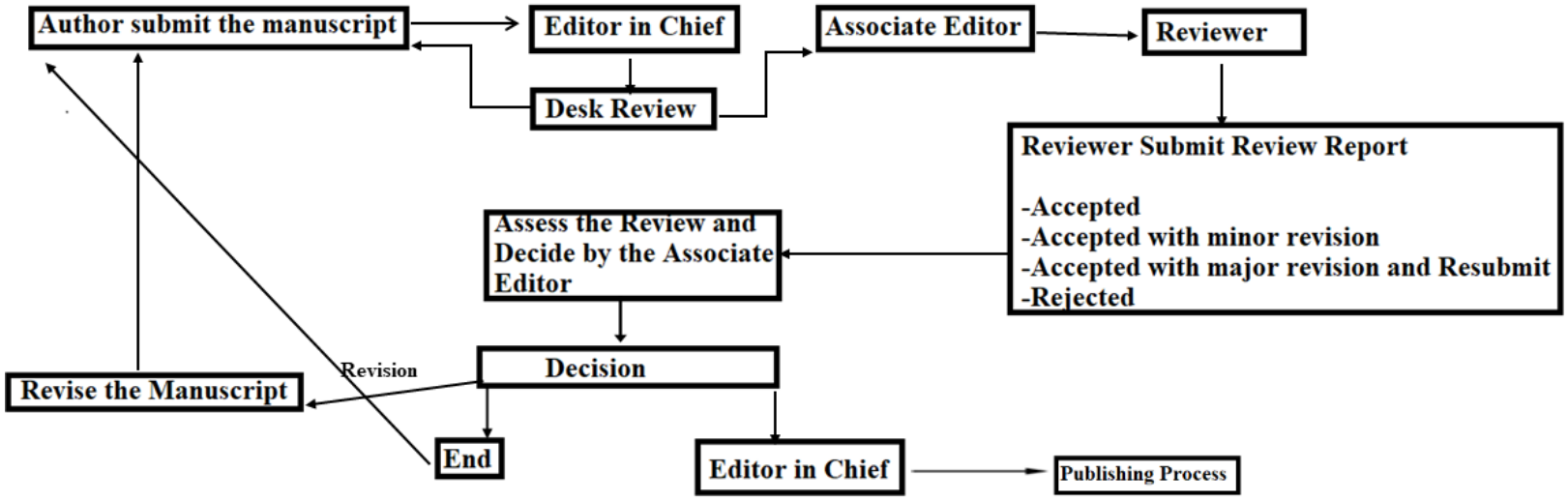

Figure 1: Article Review Process

2.7 Peer Review Policy

In case the editors are members of the submitted manuscript, the case should be communicated to the journal before the review process. If not the submitted manuscript would be declined and removed from the system. But under the circumstance of prior notification, the editorial board shall consider other editors to handle the submitted manuscript. Editors are also expected to contact the Werabe Journal of Science and Technology (WJST) if they recognize any potentially competing interests with a received manuscript that should be declared.

Furthermore, editors should aware of the author's list and affiliations when they invite reviewers to review a manuscript to minimize the probability of selecting reviewers who have a relationship with the authors.

As this journal implements a double-blind review type, the reviewers would not distinguish the author's identity, as any identifying information will be stripped from the document before review. Reviewers' comments to the editors are confidential and before passing on to the author will be made anonymous. Based on the reviewers' comments, the associate editor handling manuscripts can make a final decision to accept, and communicate the decisions to the authors, along with reviewers' reports. If major revisions are proposed, acceptance will be made depending on whether the author can deal with that revision adequately.

2.8 The Review Reports

In this journal, a review report that can be generated from the assessment of independent reviewers shall be structured under four sections. Accept, minor revision, major revision and resubmit, and rejection. The reviewers should send the review reports within 21 days. In case the reviewers fail to send the report within the due date, the associate editor should send the manuscript to another reviewer.

1. **Accept without revision**:

   A situation in which an article is accepted for publication in its current form without no revision.

2. **Minor revision:**

A minor revision often implies that the article is mostly sound, but needs small changes that are required to improve the article's argument, interpretation of the results, or references for publication.

3. **Major revisions needed:**

   Situations in which major revisions may be requested include:

   - If the article has major structural problems.
   - If existing analysis of the data/evidence is flawed and needs to be re-worked
   - If the results of the study need additional supporting data from the previous studies.

Review can help to guide the major revisions needed, so do include suggestions for major revisions if you feel that they are essential for the success of the article.

4. **Rejection**:

   The rejection decision criteria may include: -

   - If the conclusion or results of the study is not in line with the objectives.
   - If the methodology is not scientific.
   - If the interpretation of the results is wrong.
   - Any major ethical violation.

2.9 Proofreading

Proofreading focuses on correcting superficial errors in spelling, grammar, syntax, punctuation, and formatting the final draft of an article before publication. When an article is accepted, the journal shall provide free proofreading services by assigning language experts for the accepted articles and critically examining them before publication. The publisher will pay 100 Birr per page without considering tables and figures for proofreaders.

When language experts provide a proofreading service, they are looking at two key elements:

Coherence and clarity: The focus is generally at the paragraph and section level. This is about confirming that the structure of the manuscript is logical and that the meaning of the statement is clear and sound.

Accuracy: Here the language experts are carefully checking each sentence for:

- Incorrect grammar, spelling, and punctuation
- Typing errors
- Style consistencies, for example, are you using the same spelling of a word that has variations? Have you written each date the same way?

2.10 Article Processing Charges

The publisher believes that lack of funds should not be a barrier to publication. To encourage scholars to scientific publication, the Werabe Journal of Science and Technology (WJST) implements free article processing charges (APC). All APC will be covered by Werabe University.

2.11 Reviewers' Recognition

A reviewer's input to the editorial process of Werabe Journal of Science and Technology (WJST) is valuable. The journal will offer a certificate of recognition for completed reviews.

3. POLICY AND ETHICS IN PUBLISHING

3.1 Informed Consent Details

Informed consent should be obtained for sensitive information or clinical trial from the individuals targeted for the research activity. In the case of children under the age of 18 or unconscious participants, consent should be obtained from their parents or legal guardian. If requested, the consent form must be made available to the editor and will be treated confidentially. The editor has the ultimate decision maker on whether consent for publication is required. Medical research involving human subjects must acknowledge the following link (https://www.wma.net/what-we-do/medicalethics/declaration-of-helsinki/). The corresponding author should bring ethical clearance regarding plants and the environment and follow national and international rules and regulations. The editors will require that the benefits derived from any research that causes animal harm and the procedures used are unlikely to offend many readers. Authors should especially ensure that their research adheres to the widely accepted '3Rs' guideline available at https://nc3rs.org.uk/who-we-are/3rs.

3.2 Borders and Territories

Potential borders and territory disputes may be relevant for authors in describing their research or in an author or editor matter and correspondence address and should be respected. WJST maintains its neutrality about jurisdictional claims in published maps and institutional affiliations.

3.3 Declaration of Competing Interest

A conflict of interest is also referred to as a 'competing interest.' WJST requires the authors to declare any competing interests that may have an impact on their research work. All submitted articles should include a separate section before the reference section of the manuscript that describes competing interests, both financial and non-financial. If there is no competing interest to declare, the authors should include a statement in the article to confirm that there are no relevant financial or non-financial competing interests to report.

The statement should read "The author (s) declare (s) that they have no competing interests".

3.4 Submission Declaration and Verification

Submission of a manuscript implies that the work described has not been published before, and it is not being considered for publication elsewhere. The declaration should be approved by all authors and responsible bodies where the research work was done. Once the manuscript is accepted, it should not be published elsewhere in English or any other language, including electronically without the written consent of the copyright holder. The submission declaration and verification should be stated in the cover letter.

3.5 Authorship

Each author should have contributed significantly to the work's conception, design of the work, acquisitions, analysis, and interpretation of data, development of new software, and drafting and revising. The authors should confirm their authorship through the journal's online system.

Changing the author list after submissions necessitates approval from all authors and this includes additions, deletions, and rearranging the authors' order. If the change is deemed to be appropriate, the corresponding author must complete the change of authorship form and submit it for approval including the new, deleted, or rearranged author. Only in exceptional circumstances will the Editor consider new addition, deletion, or rearrangements after an article has been accepted. Any requests approved by the editor will result in a corrigendum if the manuscript has already been published in an online version.

3.6 Confidentiality

Manuscripts received by WJST for review must be treated as a confidential document. The peer review process is strictly confidential; reviewers must not share review information with anyone without the permission of the editors and authors.

Authorship Issues Disputes

The Journal will be unable to investigate or adjudicate an authorship dispute during peer review or after acceptance and publication; authors will be asked to settle the dispute themselves. If they are unable, the journal reserves the right to withdraw a manuscript from the editorial process, or in the case of a published paper, the journal should take the issue with the authors' institution (s) and abide by its guidelines. The institution must write a decision to the journal quoting its internal guidelines, and the editor-in-chief will make the final decision.

3.7 Funding Source

The role of the funding body should be properly acknowledged in the manuscript. If this subsection does not apply to your manuscript, it shall be stated as "Not applicable," written in the acknowledgment section.

3.8 Citation Policy

- Authors must properly cite the original sources, rather than the reviewed article.
- Authors should not copy references from other publications if they have not read the cited work.
- Authors should not preferentially cite their own or their friends, peers, or institution's publications.

3.9 Copyright and License

- The authors grant Werabe University permission to publish the article and identify itself as the original publisher.
- All articles published by the WJST are licensed under the Creative Commons Attribution 4.0 International License. This permits anyone to copy, redistribute, remix, transmit, and adapt the work provided the original work and source are appropriately cited.

3.10 Data Availability Statement

If you are submitting your paper to WJST with a data-sharing policy, you may be asked to include a data availability statement with your submission. Data should not be shared when there are ethical, legal, or privacy concerns. When submitting Data Availability Statement, the authors should make any available limitations clear. Authors should ensure that the data shared adheres to the participant's consent for the use of confidential data.

3.11 Computer Code and Software

Authors should release novel computer code in their work by depositing it in a recognized public repository such as GitHub or uploading it as supplementary information. All software used should be identified by its name, version, corporation, and location. The name, version, corporation, and location information for all software used should be indicated.

3.12 Data Falsification and Fabrication

- Data falsification is the intentional manipulation of research data to create a false impression. This includes image manipulation, removing outliers or "inconvenient" results, changing, adding, or omitting data points, and so on. Data fabrication means the making up of research findings.
- Any concerns about data integrity that arise during or after the peer review process will be directed to the editor.
- The editor may ask the authors (s) for (anonymized) underlying study data from inspection or verification. If the original data cannot be obtained, the manuscript may be rejected or, in the case of the previously published article, the manuscript might be retracted.

3.13 Complaints and Appeals

The desk rejection decisions are not eligible for a formal appeal. The associate editors will review the peer review process undertaken for the submission. If the decision was made in line with editorial criteria, the editor's decision to reject is final. Anybody wishing to raise a concern or make a complaint about any aspect of being published in the journal may email the publisher through the contact available at the homepage. The Editor in Chief has the power to remove or pend any article that has a complaint regarding authorship after submitting the evidence from the journal websites.