



## **Journal for New Generation Sciences**

### **Editorial Practice**

(1 October 2015 for implementation in 2016)

1. The Journal for New Generation Sciences Editorial Board comprises of an Editor-in-Chief, Subeditors, Editorial Board Members and Editorial Administrative Staff.
2. The Editorial Board will consist of a maximum of fifteen (15) members of which the majority of the members must be from outside the University.
3. The duties of the Editor include:
  - i. Managing the JNGS.
  - ii. Strategically positioning the JNGS with the assistance of the Editorial Board.
  - iii. Drafting policy for the JNGS in compliance with DHET guidelines, national and international best practice and guidelines.
  - iv. Making the decision on the publication of a paper in association with the Subeditors.
4. The duties of the Subeditors include:
  - i. Identifying the suitability of papers for peer review.
  - ii. Managing the peer review.
  - iii. Making a recommendation as to the suitability of the paper for publication to the Editor.
5. The duties of the Editorial Members are to:
  - i. Advise the Editor and Subeditors on policy and strategic positioning of the JNGS.
  - ii. Oversee governance and compliance of the JNGS.

6. The duty of the Administrative Staff is to deal with all administrative duties associated with the JNGS.
7. Members of the Editorial Board will be selected for a five-year period with the possibility of one additional five-year term. The Editor can serve for a five-year period, likewise with the possibility of one additional five-year term. The Editor in consultation with the relevant University executive invites a member to serve on the Editorial Board. The relevant University executive in consultation with the Editorial Board identifies an Editor. To secure continuity of its processes during the absence of an editor, a Vice-Editor is selected from the Editorial Board Membership.
8. The Subeditors and Editorial Members can assist with the peer review of a paper on condition that there is no conflict of interest with the authorship of the paper. The review is then undertaken in their capacity as experts and not in their capacity as members of the Editorial Board.
9. Members of the Editorial Board can submit papers for review in which case the management of the review will be performed by a Subeditor in association with the Editor.
10. In cases where the Editor submits a paper for review, the review process will be managed by a Subeditor. It is advisable that a paper submitted by the Editor should be relevant to the management and/or positioning of the JNGS only.
11. Ideally the Editor should not deal with the management of a review process and the review itself. The rationale behind this is that the Editor should distance him- or herself from any paper to secure objectivity and neutrality of opinion.
12. Subeditors are appointed for the following STEAM fields:
  - i. Engineering
  - ii. Science and Technology
  - iii. Clinical and health sciences
  - iv. Environmental sciences and environmental health
  - v. Humanities and Social Sciences
  - vi. Management and Economic Sciences
13. On submission of a paper, each paper must be accompanied by the following information:
  - i. Title of paper
  - ii. Corresponding author
  - iii. Full details of author(s)

- iv. Full details of authors' addresses (institution, physical address and e-mail address)
- v. Ethical approval of research project (for clinical and animal research)
- vi. Ethical clearance by authors' home research committee if human subjects are involved in the research
- vii. Research problem/focus of the research paper (maximum: 100 words)
- viii. What new knowledge is created: List three major findings (maximum: 100 words per finding)
- ix. Indication how the paper meets the scope of the JNGS (maximum: 100 words)
- x. Each author's percentage of participation in writing the paper should be indicated

Note: The purpose of this submission is to act as self-assessment by the author(s) and to involve the author(s) in the quality assurance of a paper.

14. The editorial process entails the following:

- i. Stage 1: Technical screening – Does a paper meet the publication requirements of the JNGS (word count, referencing, abstract, etc.)? Task performed by JNGS Administrative Assistant.
- ii. Stage 2: Copyright and plagiarism assessment of papers.
- iii. Stage 3: Review by Subeditors – Is the content suitable for publication? Selection of evaluators for review.
- iv. Stage 4: Review process.
- v. Stage 5: Recommendation from Subeditors to Editor. Finalisation of review report.
- vi. Stage 6: Final submission of paper to JNGS for final approval.

Note: This is the standard review process. Where a paper does not meet the requirements of any particular stage, then the paper is referred back to the author and/or declined on the basis of the outcome of the assessment and/or review of a particular process.

15. The decision regarding a paper is based on the following recommendation:

- i. Accepted unconditionally
- ii. Accepted with minor/technical revisions

- iii. Accepted subject to amendments based on peer-review comments and recommendations. Evidence must be provided how the author dealt with said comments and recommendations.

Note: Editor and Subeditor finalise outcome of assessment.

- iv. Rejected but encouraged to rework and resubmit for peer review. (Stage 3 of the process.)
- v. Rejected

16. The administrative process to publication is:

- i. Stage 1: Submission for layout
- ii. Stage 2: Quality assurance of technical process
- iii. Stage 3: Copy for approval to author
- iv. Stage 4: Finalisation of edition
- v. Stage 5: Publication of e-edition
- vi. Stage 6: Printing of hard copy

17. Ethical research, integrity of the research process and conflict of interest are dealt with according to the following ethical guidelines:

- i. All research must be original and must make a contribution to new knowledge generation and/or interpretation.
- ii. All research must subscribe to the Ethics and Integrity Statement of the JNGS.
- iii. The final decision to publish a paper should not be biased, but should be based on evidence only.
- iv. Authors can be listed as authors if they have actively contributed to the conceptualisation of a paper, and/or the writing of a paper, and/or the data interpretation of a paper.
- v. The JNGS subscribes to the Singapore Statement on Research Integrity, the Montreal Statement on Research Integrity in Cross-Boundary Research Collaborations, the Vancouver Statement and the ASSAf guidelines for Editorial Practice.

18. Dedicated editions: Such editions can be considered under the following conditions:

- i. The edition must represent a critical mass of between eight (8) to ten (10) publishable papers.
- ii. In the case of a dedicated edition, the process is managed (Stages 2-4) by the Guest Editor.
- iii. In Stage 5 of the process, the Guest Editor makes a recommendation to the Editor. Stage 6 is finalised by the Editor in consultation with the Guest Editor.

- iv. A written submission of the scope of the edition must be submitted to the Editorial Board for consideration.
  - v. The cost of the edition will be borne by the requester. The dedicated edition can either be part of a normal edition (No. 1 or 2 of n) or an additional published number during the year of publication.
  - vi. A potential author of a paper cannot serve as a reviewer of a paper.
19. All papers are captured in an electronic database.
20. Editorial Board Committee meetings will be convened twice a year via electronic platforms