REVIEW POLICY OF **NJMS**

PEER-REVIEW POLICIES

Initial submission

Once submitted, your manuscript will be assigned to a member of our Editorial Board, who will read the paper and decide whether it is appropriate for the journal. Manuscripts that are within scope and seem, on initial assessment, to be technically sound and scientifically valid, will be sent to reviewers.

Copies of any papers containing similar or related work under consideration or in press at other journals must be included with the submission.

Peer review

During peer review, reviewers will be able to access your manuscript securely using our online system, whilst maintaining referee anonymity.

By policy, referees are not identified to the authors and vice versa, to maintain DOUBLE BLINDED review Policy.

Decision after review

After considering the reviewer reports the Editorial Board will make one of the following decisions:

- Accept outright
- Request a minor revision, where authors revise their manuscript to address specific concerns
- Request a major revision, where authors revise their manuscript to address significant concerns and perhaps undertake additional work
- Reject outright

    This decision will be notified to the author within 12 weeks from submission date.

Revisions

In cases where the referees or Editorial Board Member has requested changes to the manuscript, you will be invited to prepare a revision. The decision letter will specify a deadline for submission of a revised manuscript. Once resubmitted, the manuscript may then be sent back to the original referees or to new referees, at the Editorial Board Member's discretion.

A revised manuscript should be submitted via the revision link provided in the decision letter, and not as a new manuscript.

<u>The revision should also be accompanied by a point-by-point response to referees explaining how the manuscript has been changed.</u>

Final submission and acceptance
When all editorial issues are resolved, your paper will be formally accepted for publication. The received date stated on the paper will be the date on which the original submission passed our standard quality control checks, which are based on the journal's submission criteria. The accepted date stated on the paper will be the date on which the Editorial Board Member sent the acceptance letter.

After acceptance, authors are sent proofs of their manuscript but only changes to the title, author list or scientific errors will be permitted. All corrections must be approved by the publishing team.

Review system:

1. Reviewers are e-mailed the article to be reviewed as attachment with a request to review the article within ten days.
2. A 'Check List for Reviewers' is also attached to be filled in by the reviewer (copy attached).
3. Reviewer is requested to use the proforma or the 'Review' option of the MS Word.
4. The comments of the reviewer are forwarded to the corresponding author for necessary amendments/corrections.
5. The corrected paper is checked for amendments/corrections by the first reviewer.
6. The corrected paper is sent to the second reviewer.
7. Final decision is taken in the light of both reviewers comments.
8. The acceptance letter is issued to the corresponding author, if the paper is accepted for publication.
9. The whole of the article is checked, edited, language and grammar mistakes are corrected and formatting done. Tables and diagrams are edited and formatted.
10. **Statistical review:** Every original article is sent to the statistician for statistical review, either just after receiving the article or after reviewing by peer review.
11. **Check List for Reviewers:** A specially designed proforma covering all aspects of reviewing process, including title, abstract, adequacy of the need and validity of the study, statistical analysis, presentation, language etc. is sent to the reviewers along with the article to be filled. The reviewers are requested to offer their comments and suggestions for improvement of the article.
12. **Bibliography:** The references are checked by one of the editorial members for relevance, correctness and formatting.