

## Electronic Journal of Medical and Educational Technologies

### Publication Policies and Guidelines

#### ABOUT THE JOURNAL

**Electronic Journal of Medical and Educational Technologies** is an open access, double-blind peer-reviewed, top-quality, high impact scholarly journal publishing articles written in English language that publishes scientific articles on general medicine, medical technology and medical education. All articles are rigorously peer-reviewed, assigned unique Digital Object Identifier (DOI) number, and published under permissive [Creative Commons Attribution License](#). The journal publishes original research articles and review articles. The journal strictly follows policies and guidelines described in this document.

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Authors must ensure that the submission is free of linguistic errors and conforms to the journal's requirements for manuscript preparation. Manuscripts that are not written in compliance with author guidelines or do not demonstrate a proficient use of the English language will *not* be eligible for full external peer-review process and for publication.

Non-native speakers of English are advised to employ language editing services to have their manuscripts examined and edited by native language professionals for grammar, content clarity, formatting, punctuation, and spelling before submission.

The authors confirm that the submission is appropriate for the journal's scope, has not been published before, even partially, and is not being considered for publication elsewhere, is prepared in conformity with the journal's publishing ethics, is approved by all co-authors, corresponding author is authorized to handle any communication regarding the manuscript on other co-authors' behalf, complies with the journal's author guidelines regarding stylistic, bibliographic, and linguistic standards.

Incoming submissions undergo an **initial screening** by the editors before they are sent out for peer review. At this point, editors can send the article back to the authors for adjustments or reject it without further evaluation. Manuscripts that pass the initial screening is reviewed by two or more external reviewers. Editors may appoint additional reviewers, request minor or

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The journal operates a double-blind peer-review procedure. To ensure this, authors should anonymize elements within the manuscripts that can reveal their identities, such as authors' names, institutional affiliations, contact information, and references to authors' own works.

Peer review is a critical assessment procedure for maintaining a high standard of intellectual work. The process is designed to provide constructive critical evaluation to submissions to ensure that work achieves high academic standards. Review reports assist editors in determining the eligibility of a manuscript for publication. Manuscripts that pass the initial screening of the editors are sent out for external expert evaluation by two or more reviewers. Editors may decide to seek assistance from additional editors or reviewers before reaching a final decision.

Peer-review reports should provide valuable information and suggestions to authors on how to improve article quality so that readers can benefit more from the article. Review reports should be presented in a professional manner and constructive manner. Not only criticism of the content, but also positive aspects of the work should be included. To this end, we advise the reviewers to include answers to the following items in their evaluation reports: a) summary of the contributions of the work to the literature, its potential impact and intended audience; b) strengths and weaknesses of the work, assessment of whether objectives of the study were achieved and whether the evidence presented supports the conclusions; c) recommendations to authors regarding methodology, findings and discussions, references, language and presentation, etc., along with suggested corrections; d) recommendations to editors on whether to request additional minor/major revisions or whether to reject the article or whether to accept the article as is, and the basis for these recommendations. A review certificate is awarded in

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appreciation of the reviewer's vital contribution, which may be downloaded and validated through the online submission portal when the editorial process of the manuscript is completed.

Review process is expected to be completed within **10-14 weeks after submission**. In some cases, longer times may be unavoidable depending on feedback from reviewers, author response times to revisions, and the number of revisions.

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If reviewers realize a competing interest that might influence the review report, they should immediately alert the editors and refrain from continuing the review. Competing interests occur when a professional decision might be affected by another interest, such as a monetary connection, an intellectual trust, or an individual relationship or competition. To maintain high levels of objectivity and credibility, we ask the reviewers to disclose any possible competing interests.

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published or presented before, the editors should be notified during submission. The submission should comply with the journal's ethical policies. Authors should disclose any potential competing interests openly and transparently. Works that involve living subjects should be carried out in accordance with institutional, national, and international rules and regulations by obtaining appropriate ethical approval documents and participant consents. All works of others should be correctly referenced. All funding information should be clearly stated, and all non-author contributions should be acknowledged. The editor should be notified promptly if substantial mistakes or inconsistencies are discovered in a submitted manuscript or in an article that is already published.

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Authors must avoid any unethical and improper actions such as plagiarism, simultaneous submission, fabrication, fraud authorship, copyright breaches,

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Åstedt-Kurki P, Kaunonen, M. Ethics in nursing research and research publications. *Scand J Caring Sci*, 2018; 32(2): 449-50. <https://doi.org/10.1111/scs.12593>

Committee on Publication Ethics (COPE). Core practices. 2017. <https://publicationethics.org/core-practices>

Graf C, Wager E, Bowman A, Fiack S, Scott-Lichter D, Robinson A. Best practice guidelines on publication ethics: A publisher's perspective. *Int J Clin Pract*. 2007; Supplement, 61(152): 1-26. <https://doi.org/10.1111/j.1742-1241.2006.01230.x>

International Committee of Medical Journal Editors (ICMJE). Recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals. <https://www.icmje.org/icmje-recommendations.pdf>

Singhal S, Kalra BS. Publication ethics: Role and responsibility of authors. *Indian J Gastroenterol*, 2021; 40: 65-71. <https://doi.org/10.1007/s12664-020-01129-5>

WAME Publication Ethics Committee. Recommendations on publication ethics policies for medical journals. World Association of Medical Editors (WAME). <http://wame.org/recommendations-on-publication-ethics-policies-for-medical-journals>

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Manuscripts should be prepared using a word processing software, such as Microsoft Word, and saved as one of the following acceptable file formats: .docx, .doc, or .rtf. Authors are encouraged to use the following layout options: A4 size, normal margins, portrait orientation, single columns, 1.5 line spacing, justified text alignment with 11-pt or 12-pt sized common fonts, such as Calibri or Times New Roman. First-, second-, and third-order headings should be clearly distinguishable.

Although there is no limit on the length of the research articles, authors are recommended to keep the main text of the body below 10,000 words. Review articles should integrate current knowledge with a novel methodology or present important suggestions to shape the area of study, rather than merely summarizing existing literature.

Authors should provide three separate documents during submission: title page, disclosure of interest form, and blinded text.

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Blinded text should include the following sections:

- **Title and Running head:** The manuscript should include a title of no more than 15 words which presenting a brief description of the work. Title should not include any abbreviations or acronyms.
- **Abstract and keywords:** In this section, the work should be summarized in a clear and concise manner. The abstract should be no more than 150 words long and should not include any undefined abbreviations or references. Authors should provide three to six keywords. In selecting key words, authors should refer to the Medical Subject Headings (MeSH) list of the Index Medicus.
- **Structured text:** Authors are recommended to structure their manuscript as follows: *Introduction* should introduce readers to some background information required to understand the rest of the article, and clearly define the purpose of the research. *Materials and Methods* should describe how the research was carried out, and provide information such as the study's design, timeline, context, participant profiles, and interventions. *Results* should present the data collected and statistical analysis

performed during the study. *Discussions* should explain the significance of the results by comparing them with those of earlier studies. *Conclusions* should state main conclusions, limitations of the study, and possible future studies.

- **References:** Vancouver-NIH method formatting and style guidelines should be followed in references. Unique Digital Object Identified (DOI) numbers, PMids, and PMCids should be included whenever possible. More information on references and citations will be provided below.

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Vancouver-NIH style should be used as the referencing style. Authors should maintain consistency across the references.

- Each citation inside the text must be included in the list of references. Alternatively, each reference should be cited inside the text.
- References should be numbered sequentially within square brackets, such as [1], [2], [3], and so on, in the order in which they are mentioned in the text.
- Full references should be included at the end of the manuscript with matching numbers.
- Up to 6 authors should be listed, and et al. should be used afterwards.
- If there are multiple references, comma should be used to separate each number, and hyphen should be used to indicate a series of inclusive numbers (e.g., [1, 2, 4], [1-4]).
- Journal titles should be abbreviated according to [NLM Title Abbreviation](#) or List of Title Word Abbreviations ([LTWA](#)).
- A paper published online but not (yet) in print can be cited using the Digital Object Identifier (DOI).

The following are some examples:

### Journal articles

1. Alam F, Abidi SH, Farooqi N, Jehan F, Rehman R. Oxidative stress and metformin: An in-vitro study on serum and primary human granulosa cell cultures. *Electron J Gen Med.* 2022;19(4):em381. <https://doi.org/10.29333/ejgm/12037>
2. Tovani-Palone MR, Garoli F, Shah PA, Kamal MA, Nawaz FA. Underreporting of cases during the COVID-19 pandemic: A worrying warning for Africa. *J Contemp Stud Epidemiol Public Health.* 2022;3(1):ep22001. <https://doi.org/10.30935/jconsep/11467>
3. Gondauri D, Mikautadze E, Batiashvili M. Research on COVID-19 virus spreading statistics based on the examples of the cases from different countries. *Electron J Gen Med.* 2020;17(4):em209. <https://doi.org/10.29333/ejgm/7869>

4. Cioni G, Zuccotti M, Daviddi F, Buffini G. Headache and atypical presentation of motor disorders in a paraneoplastic myasthenic syndrome secondary to thymoma: A case report. *J Clin Exp Invest.* 2022;13(2):em00794.

<https://doi.org/10.29333/jcei/11704>

5. Prapty CNBS, Reshad RAI, Mim SK, Araf Y, Miah MF. COVID-19 second bloom and comfortable lockdown in Bangladesh. *Electron J Med Ed Te.* 2022;15(2):em2203.

<https://doi.org/10.29333/ejmets/11537>

### Books

6. Field AP. *Discovering statistics using SPSS: (and sex, drugs and rock 'n' roll)*. 3rd ed. Los Angeles: SAGE Publications; 2009.

7. Hatch DJ, Sumner E, Hellman J. *The Surgical Neonate: Anaesthesia and Intensive Care*, 3rd edn. London: Edward Arnold; 1994.

### Chapter in book

8. Griffiths M. Internet addiction: does it really exist? In: Gackenbach J, editor. *Psychology and the Internet: intrapersonal, interpersonal, and transpersonal implications*. San Diego, California: Academic Press; 1998. p. 61-75.

9. Motoyama EK. Respiratory physiology in infants and children. In: Motoyama EK, Davis PJ, editors. *Smith's anesthesia for infants and children*, 5th edn. St. Louis: C.V. Mosby; 1990. P. 11-76.

## Tables and Figures

Tables should be self-descriptive and easily understandable. The information in the table should present new information and should not merely a repetition of the text. Tables should include clear and concise captions placed above the table. They should be provided as editable raw data and not as images. Authors should ensure that the tables fit on a single page. If too large, data should be split across multiple datasets.

Figures are visual representations of information, such as photos, maps, charts, drawings, or graphs. Figure captions should be placed below the figure. Original digital files in a major file format (e.g., jpeg, tiff, png, and bmp) for each figure must be supplied separately through the submission portal. They must be of high quality and resolution (300 dpi or better). Lowercase letters (a, b, etc.) should be used to denote multi-part figures. Figure sizes can be adjusted during the production stage to fit inside the journal's columns.

Tables and figures should be numbered in order of appearance, have their positions clearly marked within square brackets (e.g., [Table 1], [Table 2], [Table 3], [Figure 1], [Figure 2]), and be provided on separate sheets after the References in the main text.

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Authors should take the following points into consideration before submission:

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- Manuscript is free from any repetitions, irrelevant information, or unjustified generalizations.
- Theoretical framework is explicitly stated.
- All claims are backed up with evidence and references.
- Research problems' position and significance in existing literature is emphasized.
- Chosen methodology is suitable for the problem.
- Study's findings are well presented with sufficient discussions and comparisons to existing literature.
- Objective and convincing measures exist to support the validity and reliability of the methodology and results.
- Relevant literature is properly cited.
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