



# **Harla Journals**

## **Policies and Guidelines**

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**Dire Dawa University, Dire Dawa  
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## **HARLA**

Harla refers to the historical society that occupied the present-day inhabitants of the parts of Djibouti, Ethiopia, Somaliland and Somalia with having constructed various historical sites, but now a days who seemed to be extinct or changed to other society. As evidence of their existence, the present-day ruin structures like stone necropoleis, store pits, mosques and houses that have found at cultural heritage cite named Harla Village of Dire Dawa Administration. The Harla Village was serving as medieval trading centre. The Harla people assumed to have great contribution in trade with many international countries and domestic communities. In addition to this, the prehistorical cave drawing in Laga Oda is also believed to be linked to Harla community. Beside this, one Ethiopian endemic plant species called *Aloe harlana*, is named in recognition of Harla.

## **LIST OF JOURNALS**

Harla Journal of Applied Science and Materials (HJASM)

Harla Journal of Engineering and Technology (HJET)

Harla Journal of Health and Medical Science (HJHMS)

Harla Journal of Law and Governance (HJLG)

Harla Journal of Social and Behavioral Studies (HJSBS)

Harla Journal of Sustainable Development in Business and Economics (HJSDBE)

Harla Journals Policies and Guidelines

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## **1. About the Journal**

### **1.1. Aim and Scope of the Journal**

The aim of the Harla Journals is to advance in research and publications of both fundamental and applied researches. Harla Journals publish high-quality research work results that have been rigorously peer reviewed by experts. Our academic editors are working scientists and researchers drawn from respective departments, colleges, and institutes excelling in their area of expertise. Aiming for the quality, rigor, and fairness of the review process, Harla Journals will be the beacon of continuing light in providing current and influential coverage of basic and applied researches.

Articles published in the Harla Journals are not limited to Ethiopia but it is open to all contributors from around the world. It is intended to publish original researches from the most recent trends in Science, Law, Business and Economics, Social Science and Humanities, Health and Medical Science, Engineering and Technology in the academics or research institutes. The Harla Journals publish article types of original researches, reviews, short communications, books, book chapters and reviews. These journals are written and reviewed by national and international authors and editors.

The Journals are published on a continual basis with a volume per year with two regular issues in the volume. Every year first issue in June and the second issue in December.

The Harla Journals provide an open access to its content on the principle that making research freely available to the public supports. Publications are licensed under the Creative Commons Attribution-Non Commercial 4.0.

### **1.2. Background**

A strong higher education system is essential for any developing country. The innovative application of knowledge supported by quality researches has become a fundamental driver of social progress and economic development. The scientific research and its results emanated from universities need to be accessible to wider community and concerned policy makers and practitioners.

One of the core duties of the public universities including Dire Dawa University is to solve socioeconomic problem of the local community, the country as the whole, and international community in general through researches, generating new ideas and knowledge, and transfer of produced technology that will contribute to the economic and cultural development of the community, country, region and world.

Since its establishment, the university has grown with staffs' research experiences, research outputs, record of scholarly activities, and scholarly recognition of the university. And hence reaching out to society and scientific community with such potential, one of the most important means of exchanging and sharing of the results of research activities with the wider community is the academic journal.

Thus, there is a need of establishing journal for the institutional, local, regional and global stakeholders' accessibility and development and for being competitive in the higher education sector. In addition to being public institution, it is a main tenet of the university to share and communicate the university output using its own platform for both local and international audience.

There are several important reasons for establishing an academic journal such as providing crucial contribution to the academic community, brings recognition to the university, enhancing staffs' career development through participation in the creation and sharing of new ideas and knowledge. Not only does developing a journal benefit our research area, but it can also support the goals of our institution, or research center. A new journal can bring the recognition, both national and international, to the university's research outputs.

Harla Journals can also demonstrate the ability of the university to compete with other research agencies in the production of knowledge, while also forming the basis of new collaborations, between local, regional, or international researchers, research departments, and institutions.

## 2. Organizational Structure of Harla Journals

The Harla Journals have the following organizational structure which is led by its Executive Editor-in-chief and advised by Executive Editorial board and International Advisory board. There are 6 (six) individual journals with their own Editor-in-chief and Editorial boards as shown below.

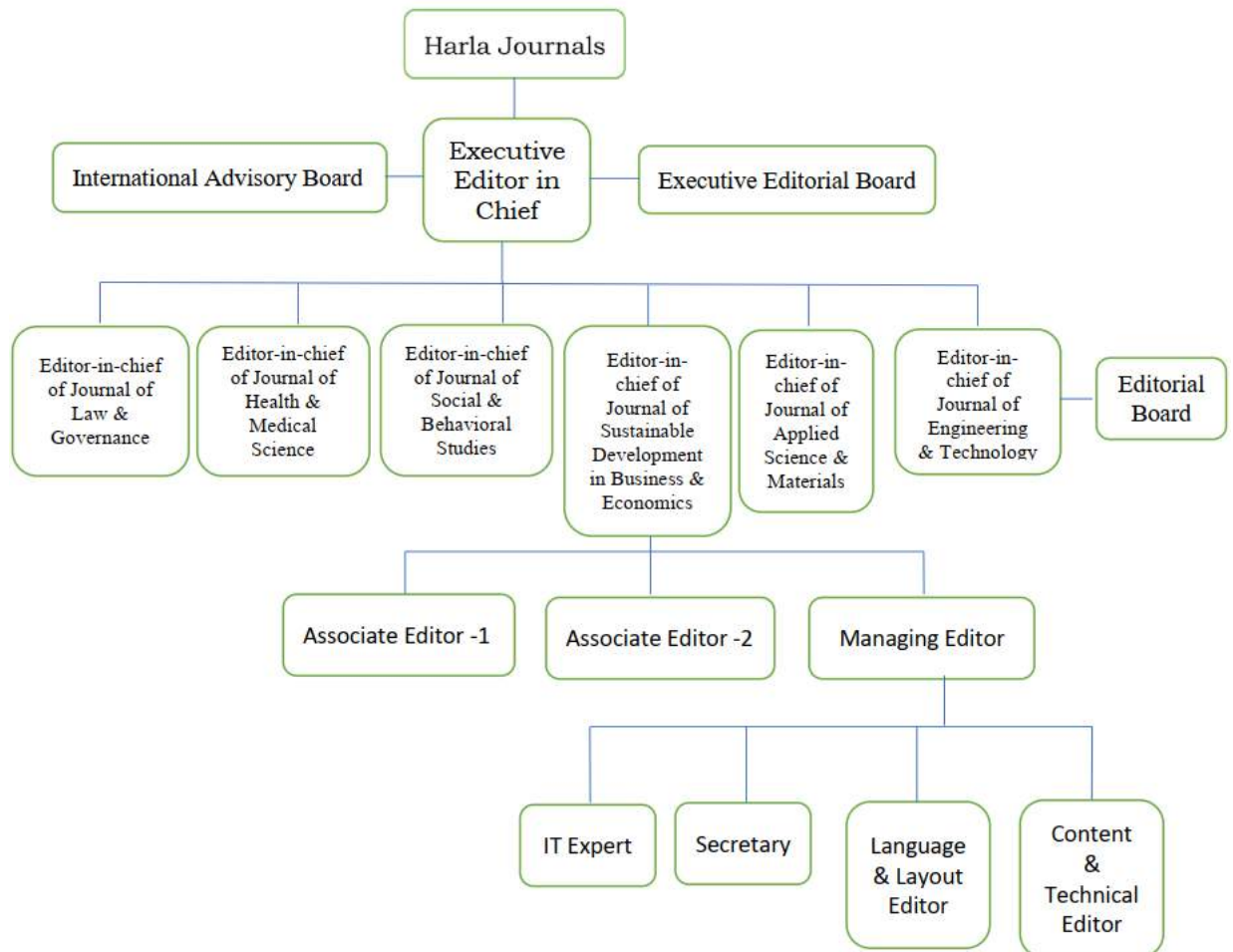


Figure 1. The organizational structure of Harla Journals

## 3. Executive Editor-in-Chief

The executive editor-in-chief is the highest body of the Harla Journals and accountable to the RCSVP and Chairs the Executive Editorial Board.

### 3.1. Roles and Responsibilities of Executive Editor-in-Chief

- Responsible for the overall quality of the intellectual content of the academic journals,



- Oversees the mission and scope of the Harla Journals in consultation with the executive board,
- Ultimately decides what to publish or not to publish in consultation with its executive board,
- Follow up the accreditation, registration in databases/indexing, and represents the Harla Journals in many social and business events,
- Coordinates and supervises all the activities of preparation and distribution of Harla Journals in behalf of Executive Editorial Board,
- Systematizes and facilitates all the editorial activities of the Harla Journals,
- Prepares annual reports of the Harla Editorial Office in collaboration with the Chief-editors and Managing Editor of Harla Journals,
- Writes proposals to solicit fund from donor agencies,
- Advises the Editor-in-Chiefs on matters related to the publication of the Journal,
- Ensure that editors strive to ensure the peer review at their journal is fair, unbiased and timely,
- Presents annual report to the RCSVP in consultation with the Executive Editorial Board.
- The Executive Editor-in-Chief will have four years term.

### **3.2. Roles and Responsibilities of Executive Editorial Board**

The Executive Editorial Board is chaired by Executive Editor-in-Chief and it is the overall managing body of the Harla Journals. It is primarily in charge of overseeing the planning, execution, evaluating and directing the activities of the Harla Journals. The Executive Editorial Board consists of the following seven/eight members: Executive Editors-in-chief (Chairperson) and All the Editor-in-chiefs of the six journals and Director of Publication, Documentation and Dissemination invited.

The Executive Editorial Board paly the following roles;

- Oversees, supervises, and provides support and facility to all journals,
- Promotes quality, accreditation, and reputability of the Harla Journals and also represents the Harla Journals in many social and business events,
- Coordinates and supervises all the activities of preparation, registration in local/regional/global databases, indexing and distribution of Harla Journals,

- Regulates, and monitors the quality and standard of the publications and facilitates all the editorial activities of the Harla Journals,
- Reviews and recommends budget proposals required for the publications, personnel, and other related expenses of Harla Journals,
- Prepares or sets guidelines to facilitate the full function of the Harla Journals,
- Recommends the merging/modification of existing journals or emerging of new journals based on the quality and progress of the journals and research output of the university to the RCSVP,
- Suggests the appointment or the release of personnel required for the Harla Journals to RCSVP,
- Manage and supervise all the solicit fund from donor agencies,
- Supervise the Editorial board of the journal for their better function,
- Handle appeals escalated to it and to university level,
- Plan and reports the progress of the achievement of the Journal to RCSVP.

Members of the executive editorial board meet periodically to evaluate the journal's quality, standard or health and to discuss overall goals. All decisions are made on the basis of a simple majority vote of those present.

#### **4. International Advisory Board**

The Harla Journals advisory board members are distinguished and respected academicians working in the academia or experts working in research institutes both in national and international arena and whose willingness has been formally requested and are willing to support and advise the executive editor-in-chief to develop and strengthen the Harla Journals in the national and international research community. The number of the members grows as interested academics show willingness to serve in the Board.

The International Advisory Board may have the following roles and responsibilities;

- Supports and advices the Harla Journals and the Executive Editorial Board by guiding and sharing the best practices, experiences and ideas,
- Act as an active advisory body to the Executive Editor and Editorial Board regarding issues related to strategic planning and direction of Harla Journals,
- Acting as ambassadors of Harla Journals and advise on policy and scope of the journal,

- Consolidating Harla Journals international reputation, recognized for their excellence and helps suggest methods towards ever-increasing readership,
- Encouraging and promoting the submission of high-quality manuscripts to Harla Journals,
- Suggesting theme for special issue of Harla Journals (if any international conferences or similar activities occur – if needed).

## **5. Editorial Board**

### **5.1. Duties and Responsibilities of Editorial Board**

The Editorial Board manages and assists the peer review process and makes final decision whether papers should be accepted. It also suggests ideas for special issues. The editorial board is a group of respected scholars in the field of the journal and may consist of Editor-in-Chief, Associate Editor(s) and Managing Editors. The number of associate editors may depend on representation of relevant faculties, colleges, institutes and organizations, is authorized for processing and deciding about manuscripts to be published in the Journal. The Editorial Board is advised by the Executive editorial Board.

The Editorial Board of each journal shall meet on regular basis. The frequency of this editorial board meeting varies depending on the specific needs of a journal. Attendee of the meeting is mandatory. All meetings are chaired by Editor-in-Chief and all decisions are made on the basis of a simple majority vote of those present. The managing editor can serve as the secretary of the editorial board of each journal.

### **5.2. Duties and Responsibilities of Editorial Board Members**

#### **5.2.1. Editor-in-Chief**

- Represents the Editorial Board on all matters relating to a journal,
- Will have full authority to determine the editorial content of the journal and will be responsible for the accuracy of the journal,
- Reviews the work of the Editorial Board closely and regularly, and makes recommendations arising from the review,
- Oversees the timely publication of the journal,
- Chairs all the meeting of editorial board,

- Suggest appointees, in consultation with the Editorial Board, members who are capable of maintaining the highest editorial standards in accordance with the terms of reference,
- Provides a forum for members of the Editorial Board to supply and discuss ideas for the development of the Journal,
- Will also liaise with the publisher of the Journals,
- Searches for fund for publication, dissemination and related activities in collaboration with the editor. Also involves in budgeting and strategic planning,
- Solicit articles/manuscripts for every issue of the journal
- Ultimately responsible for the final publication product of the journal and sets the tone, editorial direction and policies of the publication and making sure every issue is in line with the journal policies.
- The Editor-in-Chief will have three years term.

#### **5.2.2. Associate Editors**

- Expected to develop content of the journal each year,
- Comment and advise on the journal policies, in consultation with the editor-in-chief,
- Establish, maintain and interpret author and reviewer guidelines,
- Must regularly interact and co-ordinate the entire process of reviewing of articles with the peer reviewers,
- Ensure that the dummy copy of every issue must be submitted in hard format to the assistant editor and the editor before final printing,
- Expected to further copy edit the content and language of the articles in the dummy copy,
- Expected to proof read every article before submitting the final copy to the editor,
- Will also liaise with the publisher of the Journal in case of non-availability of the editor-in-chief,
- Review, edit, and approve the technical content of the journal,
- Check for plagiarism,
- Identify and suggest key topics to include in the journal and invite key authors on these topics to submit an article,
- Identify key contributed research, workshops, or panel topics from meetings/conferences suitable for publication and invite presenters to submit an article,
- Facilitate the publication of the journal,

- Plan and work out ways and means to increase the number of article contributions and to ensure the regular publication and issuance of the Journal,
- Prepare and periodically update list of referees,
- Carry out the preliminary assessment of manuscripts,
- Nominate new members of the Board at the end of members' term of office in the absence of editor-in-chief,
- Provide guidelines for the effective and proper functioning of the editorial office,
- Handle issues that rise at periodic sessions,
- Handle confidential matters related to individual contributors of manuscripts and any other issue that may be considered secret or require confidential treatment,
- Responsible for the modification and actualization of the Journal's layout,
- Accountable for overall quality of the intellectual content of the Journal,
- Decide on procedures for manuscript submission, review and referee criteria, acceptance, release, and publication,
- Search, select and invite potential reviewers,
- Assess all manuscripts anonymously on academic merit without discrimination against any person with reference to age, color, creed, origin, belief, gender, seniority, etc.,
- Indicates, point out, and decides any breach of publication guidelines to the board,
- Checking concerning word limit or page limit words, references, figures, or tables, manuscript type and written format including margin shall be considered based on guideline,
- Ensuring all evidence-based statements within the article must be supported with proper citations,
- Ensuring and checking whether authors include all in-text citations have a corresponding reference entry and that each reference entry is cited in the text.
- Associate Editors will have two years term.

### **5.2.3. Managing Editor**

The Managing Editor who is accountable to the Editor-in-chief has the following duties and responsibilities;

- Follows up and directly supervise the day-to-day activities of the Journal and reports to the Editor-in-chief,

- Holds and manages the publication office,
- Maintains any correspondences with contributors of manuscripts, assessors and Board members,
- Collects manuscripts from contributors, acknowledges the receipt of them, and codes any manuscript for evaluation and edition,
- Makes preliminary screening of manuscripts and presents suggestions for the Editorial Board,
- Distributes manuscripts selected, when allowed by the Editorial Board for assessment to the designated assessors, and, in turn collects comments from assessors both in hand and electronic copies,
- Dispatches comments received from assessors back to manuscript contributors and collects final improved versions of manuscripts from contributors with explanation notes how the issues raised by assessors have been treated by the author(s),
- Sends finally selected manuscripts for typesetting, checks that those manuscripts are properly typeset, and submits them to the selected publisher,
- Systematizes the processing, scheduling, and dissemination of the Journal,
- Prepares agenda for the meetings of the Editorial Board in consultation with the Editor-in-chief and Associate Editor,
- Records minutes of the Editorial Board,
- Keeps confidential information related to manuscripts to be published in the Journal,
- Works closely with the Editor-in-chief and the Associate Editor,
- Supervises the activities of the office secretary,
- Perform, and manages all the Ads, communication, social media and media,
- Supervises, follows up and collaboratively works with content and technical editors, layout and language editors, secretary and reviewers.
- The managing editor is expected to be of relevant field of study, which is an academic member of the college, and is expected to be computer friendly. He/she is expected to handle each and every communication between the Editor-in-chief, reviewers and authors through the Harla Journals web and has two years term.

***Content and Technical Editor:*** The content and technical editor(s) performs the following functions;

- Edits the content of manuscripts in consultation with specialized experts of various disciplines, if necessary, to ensure that an article is of the desired standard by the Harla Journal,
- Observes that manuscript contributors have incorporated carefully all the relevant comments they were given by the designated assessors,
- Ensures that manuscripts are readable in terms of clear content organization,
- Checks that all the manuscripts have been organized as per styles and formats of Harla Journals,
- Consults contributors, if necessary, for further clarification of content,
- Checks that all the necessary information to understand a given manuscript is properly appended at the end of each paper and keeps all information related to the manuscript of the journals strictly confidential.

***Language and Layout Editor:*** The language and layout editors perform the following activities;

- Edits the discourse of a manuscript whether it is up to the standard of a research discourse,
- Edits the overall language of an article, corrects or improves so that it maintains the standard language in similar article of similar reputable journals,
- Ensures that the language style and the overall organization of a manuscript are readable to the major target readership of the Harla Journals.
- Monitors the edition, mechanics and syntax of a manuscript in such a way that it is readily comprehended by the target readership,
- Checks that the overall layout of a manuscript including spacing and layout of the Harla Journal are properly maintained and keeps all information related to the manuscript of the journals strictly confidential.

***Secretary (Typist):*** The secretary/typist/ performs the following duties and responsibilities;

- Collects manuscripts from contributors and comments from assessors and presents the same to the Managing Editor,
- Keeps information related to manuscripts of the Journal confidential,
- Handles the secretarial activities of the publication office, such as organizing and keeping files, typing letters and reports, and dispatching outgoing letters,

- Maintains routine correspondences with contributors of manuscripts, assessors and Board Members,
- Typesets the selected manuscripts for publication and make them camera-ready for publication,
- Follow up-to-date formats for typesetting and selecting the most appropriate design for the Journal,
- Performs other duties being accountable to the Managing Editor.

**Manuscript reviewers:** The manuscript reviewers have the following duties and responsibilities; Assess articles using the manuscript assessment format or checklist given in this publication guide. (See Appendix 6)

- Review the given manuscript within the time set for assessment and submit to the Managing Editor or the Editor.
- Treat the manuscript as confidential document,
- Return the manuscript without review to Managing Editor or the Editor if the manuscript is not the area of their academic specialization, or if they think the manuscript is not anonymously sent to them, or if they lack time to review, without undue delay,
- Will not retain or copy the submitted manuscript in any form; to comply with data protection regulations, as appropriate,
- Respect the intellectual independence of authors,
- Make known any conflicts of interest that might arise,
- Provide professional supports for the quality of the Journal.

## 6. Selection and Appointment of Editorial Board Members

The following issues can be considered when selecting members for the Editorial Board:

- The members need to represent the various journals issued by the institution.
- Board Members' expertise should represent the subject area (s) covered by the journal's aim and scope (Policy).
- It is important that Board members are active in their specialist field and are therefore up to date with what is happening in research and developments in that field.
- The Editor should already be familiar with many of specialists in their field and who are up-to-date in research and development in their field and can invite new members from these specialist colleagues and peers.



- They shall be authors who have already published in the journal and/or written books on related topics.

#### ***Executive Editor-in-Chief and Editors-in-Chief Appointment***

The DDU RCSVP appoints Executive Editor-in-Chief and all Editors-in-Chief of the Journal in competition base. Editors-in-Chiefs are appointed for three-year terms, with the possibility of one term renewal. At the end of the term, the Executive Board evaluates the performance of the journal and may consider reappointment of Executive Editor-in-Chief and all Editors-in-Chief. At that time, the Board asks for a statement from the Editors-in-Chief summarizing the achievement and accomplishments of publication process in the preceding three years, and plans for the next term. This document outlines the criteria and metrics that the Board uses when evaluating the performance of its Editors-in-Chiefs. Such evaluations occur formally when Editors-in-Chiefs are being considered for reappointment. However, the underlying principles also drive consideration of new Editors-in-Chief candidates.

#### ***Other editorial board members selection criteria***

Overall, the selection criteria for editorial board members are:

- Expertise and experience in the specialist field related to the journal
- Publication record of articles and /or books (usually in / related to the specialist field)
- Experience in peer reviewer or editor for an international and national reputable journal
- Shall have a PhD qualification or a senior research position with equivalent experience in research and scholarship
- Enthusiasm to undertake the Editor role, but ensuring recognition of all aspects of the reality of the role and the work involved.
- Outstanding records of service in various editorial activities,
- Experience and active participation in national and international professional workshops, conferences, symposium, panel discussion and workshops,
- Ability or interest of Executive Editors-in-Chief and Editors-in-Chief maintaining and setting high standards of quality for the journals (Ability of building to a publication to attract and select the best content,
- Ability to sustain and develop appropriate and well-defined procedures for refereeing and review, which are fair, unbiased, and faithfully executed,
- Ability to ensure delivery of editorial content in accordance with this schedule,
- Ability to ensure that manuscripts are given a timely review, and which produces understandable and (whenever possible) actionable feedback. Harla Journal has set a goal

that each review cycle for its publications (i.e., the time from submission to each accept/revise/reject decision),

- Readiness to learn the system used for their journal and create link to train,
- Ability to work to ensure that authors and referees have a satisfactory experience in their interactions with the publication,
- Ability to handle unusual cases, such as violations of Harla Journal policy during submission and review in a timely, effective, and fair manner,
- Innovativeness in generating content and reaching out to new constituencies, such as special issues.

## **7. Policies**

### **7.1. Editorial Policy**

The executive and Editorial Board of Harla Journals has its own editorial policy with regard to issues like publication ethics, review, subscription, frequency of issues, language of articles, etc. The policy stipulates the responsibilities and rights of authors, editors, and peer reviewers among other salient issues covered in it. It also sets forth conditions of misconduct, manuscript deadlines, and the amount of honorarium for the editorial purposes. The publication of Harla Journals is governed by the following editorial policy.

#### **7.1.1. Authorship**

An author is an individual who has significantly contributed to the development of a manuscript. The Harla Journal 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; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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.

### **7.1.2. Submission of Manuscript**

- Authors should read the “Instruction for Authors” on the journal’s page before making a submission. Manuscript should be prepared according to the style and specifications of the journal’s policy.
- Authors listed on the manuscript should have met the requirements for Authorship specified above. Where possible, specify the contribution of each of the authors.
- All authors should approve the final version of the manuscript prior to submission. Once a manuscript is submitted, it is therefore 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. Surname/Other names, affiliation, emails, and phone/fax numbers. Declaration of Conflicts of Interest should be stated in the manuscript.
- Submission can be made either online submission system or using e-mail.

The Harla Journals require any or all authors of a manuscript to sign the letter of submission, or to sign or agree with a submission form which is prepared for this purpose (letter of manuscript submission form). Submission to Harla Journals is taken by the Journal to mean that all the listed authors have agreed at all of the contents. The corresponding (submitting) author is solely responsible for having ensured that this agreement has been reached, and for managing all communications between the Journal and all co-authors, before and after publication. Before submission, the corresponding author ensures that all authors’ names are included in the author list, its order has been agreed by all authors, and that all authors are aware that the paper was submitted. Any changes to the authors list after submission, such as a change in the order of the authors, or the deletion or addition of authors, needs to be approved by a signed letter from every author.

After acceptance, the proof is sent to the corresponding author, who circulates it to all co-authors and deals with the Journal on their behalf; the Journal will not necessarily correct errors after publication if they result from errors that were presented on a proof that was not shown to co-authors before publication. The corresponding author is responsible for the accuracy of all contents in the proof, in particular that names of co-authors are present and correctly spelled, and that addresses and affiliations are current.

After publication, the Journal regards the corresponding author as the point of contact for queries about the published manuscript. It is this author's responsibility to inform all co-authors of matters arising and to ensure such matters are dealt with promptly. This author's role is to ensure enquiries are answered promptly on behalf of all the co-authors. The name and e-mail address of this author (on large collaborations there may be two) will be published in the paper.

Authors of published material have a responsibility to inform the Journal promptly if they become aware of any part that requires correcting. Any published correction requires the consent of all co-authors, so time is saved if requests for corrections are accompanied by signed agreement by all authors (in the form of a scanned attachment to an e-mail). With prior permission of the Editorial Board, authors have a right to retract submitted manuscripts in cases they need. For Harla Journals, one Corresponding Author is allowed under normal condition. However, a maximum of two corresponding author will be allowed up on request.

### **7.1.3. Acknowledgement**

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

### **7.1.4. Changes in authorship**

Whenever there is a need to make changes in the authorship name, a manuscript or a published article, the changes will be implemented according to the guideline specification. Only corresponding authors can make request for a change in authorship. Request should be made to the Journal Editorial Office using the Changes in Authorship Form.

### **7.1.5. Timeliness**

Editors should do all they can to ensure timely processing of manuscripts with the resources available to them. If editors intend to publish a manuscript, they should attempt to do so in a timely manner and any planned delays should be negotiated with the authors. If a journal has no intention of proceeding with a manuscript, editors should endeavor to reject the manuscript as soon as possible to allow authors to submit to a different journal.

**Table 1: Estimated Timeline for Each Editorial Process**

| <b>Activities</b>             | <b>Estimated Time</b> | <b>Implementing Agents</b> |
|-------------------------------|-----------------------|----------------------------|
| Plagiarism checking           | <b>One week</b>       | <b>Managing editor</b>     |
| Preliminary assessment        |                       | Board Members              |
| Reorganization                | One weeks             | Author(s)                  |
| Peer review                   | Two to three weeks    | Reviewers                  |
| Revision                      | One week              | Author(s)                  |
| Verification                  | One week              | Board Members              |
| Reincorporation               | One week              | Author(s)                  |
| Language & layout edition     | Two to three weeks    | Language Editor(s)         |
| Content and technical edition | One to two weeks      | Technical editor(s)        |

The submission throughput time is expected to be thirteen weeks. That is, an average, of course. Some articles take longer, some take less time.

#### **7.1.6. Integrity**

Editorial decisions should be based on the relevance of a manuscript to the journal and on the manuscript's originality, quality, and contribution to evidence about important questions. Those decisions should not be influenced by commercial interests, personal relationships or agendas, or findings that are negative or that credibly challenge accepted wisdom. In addition, authors should submit for publication or otherwise make publicly available, and editors should not exclude from consideration for publication, studies with findings that are not statistically significant or that have inconclusive findings. Such studies may provide evidence that combined with that from other studies through meta-analysis might still help answer important questions, and a public record of such negative or inconclusive findings may prevent unwarranted replication of effort or otherwise be valuable for other researchers considering similar work.

Harla Journals should clearly state their appeals process and should have a system for responding to appeals and complaints.

### **7.1.7. Diversity and Inclusion**

To improve academic culture, editors should seek to engage a broad and diverse array of authors, reviewers, editorial staff, editorial board members, and readers.

### **7.1.8. Confidentiality**

Editors, authors and reviewers are required to keep confidential all details of the editorial and peer review process on submitted manuscripts. Unless otherwise declared as a part of open peer review, the peer review process is confidential and conducted anonymously; identities of reviewers are not released. Reviewers must maintain confidentiality of manuscripts. If a reviewer wishes to seek advice from colleagues while assessing a manuscript, the reviewer must consult with the editor and should ensure that confidentiality is maintained and that the names of any such colleagues are provided to the journal with the final report. Regardless of whether a submitted manuscript is eventually published, correspondence with the journal, referees' reports and other confidential material must not be published, disclosed or otherwise publicized without prior written consent. Reviewers should be aware that it is Harla Journals' policy to keep their names confidential and that we do our utmost to ensure this confidentiality. Our journal cannot, however, guarantee to maintain this confidentiality in the face of a successful legal action to disclose identity.

### **7.1.9. Privileges**

The Harla Journals provide the following privileges to the authors, advisory board, editorial board and support staff;

- The Journal shall be published bearing the names of the Advisory Board members, Editorial Board members, and support staffs.
- The Journal shall provide letter of acknowledgement and/or certification for the service provided to Harla Journals.
- A copy of every issue of the Journal will be distributed to the Advisory Board members, Editorial Board members, support staff, and the assessors of the articles which appeared in the issue.
- Soft copies of the issue of the Journal will be given to the authors in which their articles appeared.

## **7.2. Review Policy**

### **7.2.1. Peer Review**

Peer review is the critical assessment of manuscripts submitted to journals by experts who are usually not part of the editorial staff. This is because unbiased, independent, and critical assessment is an intrinsic part of all scholarly work. It is an important extension of the scientific process. It is believed that peer review facilitates a fair hearing for a manuscript among members of the scientific communities. More specifically, it helps editors decide which manuscripts are suitable for the journals and also helps the author(s) and editors improve the quality of the manuscript.

The peer review process will be a double-blind review. A double-blind peer review system is an anonymous review system whereby the identity of the author(s) of a manuscript is concealed from the selected reviewers. All details that may enable a reviewer to identify the author(s) of a manuscript are removed from the manuscript before the manuscript is sent to the reviewer. Similarly, the reviewers' identities are also concealed from the author(s) when sending the reviewers' comments to the author(s).

Reviewer selection is critical to the publication process, and Editorial Board members base their choice on many factors, including expertise, reputation, specific recommendations, professional conduct, willingness and their own previous experience of a reviewer's characteristics. The editor of a journal is ultimately responsible for the selection of all its content and editorial decisions may be informed by issues unrelated to the quality of a manuscript, such as suitability for the journal. An editor can reject any article at any time before publication, including after acceptance if concerns arise about the integrity of the work.

Journals may differ in the number and kinds of manuscripts they send for review, the number and types of reviewers they seek for each manuscript, and other aspects of the review process. For this reason and as a service to authors, journals should publish a description of their peer-review process (Appendix 8).

Journal's editor should notify reviewers of the ultimate decision to accept or reject a manuscript, and should acknowledge the contribution of peer reviewers to their journal. Editors are encouraged to share reviewers' comments with co-reviewers of the same paper, so reviewers can learn from each other in the review process. As part of peer review, editors are encouraged to review research

protocols, plans for statistical analysis if separate from the protocol, and/or contracts associated with project-specific studies. Editors should encourage author(s) to make such documents publicly available at the time of or after publication, before accepting such studies for publication.

Journal requirements for independent data analysis and for public data availability are in flux at the time of this revision, reflecting evolving views of the importance of data availability for pre- and post-publication peer review. Author(s) may be requested whether the study data are available to third parties to view and/or use/reanalyze, while still others encourage or require authors to share their data with others for review or reanalysis. Each journal should establish and publish its specific requirements for data analysis and posting in a place which potential authors can easily access.

The peer-review is performed by, at least, two reviewers whose academic specialization research areas of interest are closest to the type, nature, and scope of the article. The editorial board will engage third reviewer when there is difference in the reviewers' decision about the manuscript's status. All reviewers are recognized as specialists in the scope of reviewed materials and have publications related to the reviewed manuscript in the last three years. Reviewers can be suggested by editor handling the manuscript or authors on submission process.

### **7.2.2. The Review Process**

All submitted manuscripts pass through plagiarism and preliminary assessment procedures by the editorial staff. Only manuscripts that passed the preliminary assessment are sent to formal external review. Those papers judged by the editors to be of insufficient general interest or otherwise inappropriate are rejected promptly without external review. These decisions are based on the preliminary assessors' reports and acceptance of the Editorial Board. Moreover, the editor(s) shall decide the status of the manuscript as "reject and resubmit".

The meaning of 'reject & resubmit' is to indicate that in principle the editor likes the topic for their journal, but it is not publishable in its current form. Usually, it would require extensive revision, in most cases, adding new experiments or redoing the data analysis. The revision that needs to be done is so extensive that it will require a lot of time. Therefore, the editor does not want to rush authors by giving a specific deadline for submitting the revised manuscript. Moreover, some authors might not want to make such extensive changes, in which case, the 'Reject and



resubmit' decision makes it clear that the paper is no longer under consideration by the journal and leaves the author free to resubmit it to another journal. It is definitely an encouragement to resubmit, and it is clear that the editor likes the topic of your paper and is willing to give it another chance. However, that does not mean that the paper will be accepted.

Upon acceptance of the manuscript for publication, the proof is sent to the corresponding author, who circulates it to all co-authors and deals with the Journal on their behalf; the Journal will not necessarily correct errors after publication if they result from errors that were presented on a proof that was not shown to co-authors before publication. The corresponding author is responsible for the accuracy of all contents in the proof, in particular that names of co-authors are present and correctly spelled, and that addresses and affiliations are correct.

### **7.2.3. Summary of Review Process**

**Step 1-** Receipt / Acknowledgement send via email address of correspondent author

**Step 2:** checking for plagiarism and similarity

**Step 3:-** sending notification of the plagiarism and similarity report to authors./updating authors regarding manuscript status

**Step 3 A:** If the manuscript similarity indexes greater than 20%, the manuscript will be automatically rejected and author will be notified the result of the plagiarism report both via email and online tracking system through updating.

**Step 3 B:** If the manuscript passes this step the manuscript will be sent to editorial board members for preliminary assessment.

**Step 4-** Preliminary Reading/Assessment. A manuscript is read by member of the Editorial Board to assess whether the manuscript is compatible with the journal scope, format and content.

**Step 4 A:** If the manuscript is recommended by the editorial board for further steps, manuscript will be sent for two or three Reviewers and status update will be sent to the authors via email or/ and online tracking system

**Step 4 B:** If the manuscript is not recommended by the editorial board, the reason for not accepted and possible recommendation/suggestion will be sent to the author with acknowledgement.

**Step 5-** Notifying reviewers' decisions and results of the reviews to the author via email and online tracking system.

**Step 5 A: Acceptance.** If Reviewers consistently recommend the manuscript is publishable as is or with very minor corrections, the author receives a formal letter of acceptance via his/ her email address with the comment provided by the reviewers in case of minor edition.

**Step 5 B: Request for Revision/ modification.** If Reviewers' Comments are positive but require major or minor modifications, the comments along with the actions necessary be taken by the author will be sent to Author;

**Step 5 C: Rejections.** If Reviewers' comments are negative, or the manuscript is rejected by majority, the author is informed of this decision using appropriate formal letter and possible suggestion will be attached accordingly to the author.

**Step 5 D: Reject and Resubmit.** If it is clear that the editor likes the topic of your paper and is willing to give it another chance for resubmission after major change the journal will consider further steps as a new submission.

**Step 6 – Post-Modification Reading (subsequent to 5B)** after an author has submitted the revised version of the paper, it is given to a validating reader (one of the reviewers/an editorial member/ another reader) to go through the paper taking into account all the suggested modifications. The validating reader is provided with the comments of the reviewers for this purpose.

**Step 6A** – If revised paper is acceptable, author is informed by a formal letter.

**Step 6B**– If further modification/verification is necessary that will be pursued until paper is acceptable, whereby author is informed in the appropriate manner.

**Step 7** – Editorial Board is informed of developments on its regular or extraordinary meeting.

**Step 8** – Final proofs of the manuscript sent to the author to check for errors. Authors are alerted not to make any other change except for minor suggestions by authors.

**Step 9** - Authors requested to fill copy right form.

**Step 10**– Publication.

#### **7.2.4. The Review Report**

The primary purpose of the review is to provide the editors with the information needed to reach a decision. The review should also instruct the authors on how they can strengthen their manuscript to the point where it may be acceptable. As far as possible, a negative review should explain to the authors the weaknesses of their manuscript, so that rejected authors can understand the basis for the decision and see in broad terms what needs to be done to improve the manuscript for

publication elsewhere. This is secondary to the other functions; however, referees should not feel obliged to provide detailed, constructive advice to authors of papers that do not meet the criteria for the journal (as outlined in the letter from the editor when asking for the review). If the reviewer believes that a manuscript would not be suitable for publication, his/her report to the author should be brief and consistent to enable the author to understand the reason for the decision.

Confidential comments to the editor are welcomed, but it is helpful if the main points are stated in the comments for transmission to the authors. The ideal review should be done in accordance with the criteria outlined in the letter from the editor. Editors realize that reviewers are busy, and they are very grateful if reviewers can answer the questions in Appendix 7. However, if time is available, it is extremely helpful to the editors if reviewers can include any constructive comments.

As a matter of policy, editors do not suppress reviewers' reports; any comments that are intended for the authors are transmitted, regardless of what the Board may think of the content. On rare occasions, the Board may edit a report to remove offensive language or comments that reveal confidential information about other matters. Editors ask reviewers to avoid statements that may cause needless offence; conversely, reviewers are strongly encouraged to state plainly their opinion of the manuscript. Authors should recognize that criticisms are not necessarily unfair simply because they are expressed in robust language

### **7.3. Ethical Policy**

#### **7.3.1. Publication Ethics**

##### ***Policy on Publication Ethics***

The author, editor, peer reviewer and publisher are the four essential parties involved in the act of publishing. Peer-reviewed articles support and embody new and interesting works through scholars, referees and reviewers. It is therefore important to agree upon standard ethical behavior from all the parties. Hence, to maintain the standard of publications, Harla Journal expects all parties to comply with the following standards of publication ethics:

##### ***Authors' Contribution:***

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the manuscript. All those who have made significant

contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication. Such agreement of submission should be indicated by the signature of a letter of submission (see Appendix 2/5) prepared to ensure their consent of submission to Harla Journals.

This submission is a proof that all authors agreed at all the contents of the manuscript. In cases of more than one authors, the corresponding (submitting) author is responsible to handle all communications between the journal and co-authors. Including the names of all authors, notifying any change, and communicating important notices to co-authors is the ethical duty of the corresponding (submitting) author. The corresponding author shall ensure the accuracy of all contents in the proof, in particular that names of co-authors are present and correctly spelled, and that addresses and affiliations are current.

After publication, the corresponding author shall serve as a point of contact for any queries about the published manuscript and shall inform co-authors to ensure such queries are dealt properly and promptly. All authors are responsible to inform the journal of any corrections and any correction request after the publication of the manuscript require the consent of all authors (In the form of scanned attachment to an e-mail).

***Confidentiality:***

No information shall be disclosed about any submitted manuscript to anyone other than the corresponding author, potential reviewers, actual reviewers, other editorial advisers, and the publisher, as appropriate. Manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

The editors of Harla Journals treat the submitted manuscript and all communication with authors and referees as confidential. Authors must also treat communication with the journal as confidential. Correspondence with the journal, reviewers' reports and other confidential material

must not be posted on any website or otherwise publicized without prior permission from the editors, whether or not the submission is eventually published.

The editors themselves are not allowed to discuss manuscripts with third parties or to reveal information about correspondences and other interactions with authors and referees. In other words, editors of Harla Journals do not release reviewers' identities to authors or to other reviewers, except when reviewers specifically asked to be identified. Unless they feel strongly, however, editors may prefer that reviewers should remain anonymous throughout the review process and beyond.

Referees of manuscripts submitted to Harla Journals should maintain confidentiality of manuscripts and any associated supplementary data. Before revealing their identities, reviewers should consider the possibility that they may be asked to comment on the criticisms of other reviewers and on further revisions of the manuscript, identified reviewers may find it more difficult to be objective in such circumstances.

Reviewers are requested not to identify themselves to authors without the editors' knowledge. If they wish to reveal their identities while the manuscript is under consideration, this should be done via the editors.

***Conflict of interest:***

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Conflict of interests resulting from competitive, collaborative, or other relationships or connections with any institutions connected to the papers of the authors, companies, or conflicts among authors; issues linked with employment, honorarium, patent applications or registrations, and grants or other funding that comes under conflicts of interest should be disclosed at the earliest stage possible.

Editors should recuse themselves from considering manuscripts (i.e. should ask a co-editor, associate editor or other member of the editorial board to review and consider) in which they have

conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers.

Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, funders, or institutions connected to the paper or any relevant interests in organizations that might benefit or suffer from publication of the work. If a conflict exists, reviewers should declare their relationships and activities that might bias their evaluation of a manuscript and recuse themselves from the peer-review process.

***Plagiarism:***

All manuscripts submitted to Harla Journals will be checked for plagiarism. The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words/images/tables of others, they should make sure that this has been appropriately cited or quoted and permission obtained. Plagiarism takes many forms, from passing off another paper as the author own paper, to copying or paraphrasing substantial parts of another paper (without attribution), to claiming results from research conducted by others.

Duplicate publication, sometimes called self-plagiarism, occurs when an author reuses substantial parts of his or her own published work without providing the appropriate references. This can range from getting an identical paper published in multiple publications, where authors add small amounts of new data to a previous paper. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable. Such manuscripts would not be considered for publication in Harla Journals. Depending on the extent of plagiarism, the paper may also be formally retracted.

If a case of plagiarism comes to light after a paper is published in Harla Journals, the editorial board of Harla Journals will conduct a preliminary investigation. If plagiarism is found, the board will contact the authors' institute and funding agencies. A determination of misconduct will lead the board to run a statement to note the plagiarism and to provide a reference to the plagiarized material.

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***Availability of materials and Data:***

Harla Journals may reasonably request authors, where ethically possible, to publicly release free of charge all or part of their data, codes, computer programs or software's, experimental sequences or resources, or any other materials or information's used for the analysis, assessment or verification of findings or interpretations presented in the article. By publishing on Harla Journals, the authors agree that, availability of data is subjected to requirements or limitations imposed by

related governing laws and regulations and international principles. Any materials and data that are reasonably requested by others are available from a publicly accessible collection or will be made available in a timely fashion, at reasonable cost, and in limited quantities to members of the scientific community for non-commercial purposes.

***Citation and References:***

Citation and reference to appropriate and relevant literature is an essential part of scholarly publishing and is a shared responsibility among all parties involved (authors, editors, and peer reviewers) in the process of publishing. Authors should not engage in excessive self-citation of their own work. Editors and peer reviewers should not ask authors to add citations to their papers when there is no strong scholarly rationale for doing so.

***Fabrication and Falsification of Data and Image Manipulation:***

Data fabrication is the intentional misrepresentation of research data by making-up findings, recording, or reporting of results that never occurred in the gathering of data or running of experiments. It can occur when “filling out” the rest of experiment runs, for example. Part of complete or partial data set may be requested by the editorial office, when there are quests or doubts on the originality of results or falsification or fabrication of results are assumed.

Data falsification is the manipulation of research materials, equipment, or processes, including omitting and changing data, with the intention of giving a false impression. It is the changing or omission of research results (data) to support claims, hypotheses, other data, etc.

Manipulation of images or representations in a manner that distorts the data or “reads too much between the lines” can also be considered falsification. Changes to images can also create misleading results when research data are collected as images. Inappropriate image manipulation is one form of fabrication or falsification that journals can identify.

In cases where falsification and fabrication of data is identified, then it will be considered as misconduct and the paper will be retracted from publication.



### ***Ethical Approvals:***

For investigation on human subjects or on animals, it is a prerequisite to provide a formal approval by a proper institutional review board or ethics committee, which should be documented in the paper. For investigations carried out with human subjects, the process of obtaining written informed consent from the study participants needs to be mentioned in the Methods section. Authors are encouraged to obtain consent from human subjects in all clinical studies in case of studies involving human subjects, the author(s) should discuss the purpose(s) of investigation, and the study's associated risks and benefits to the human subjects and the patient's right to withhold or withdraw the study. In case of minor/vulnerable/minorities/ human subjects, consent should be obtained from the respective parent(s) or guardian(s). Conducting of any clinical investigations should follow the Declaration of Helsinki principles and Good Clinical Practices. They should also attach the ethical clearance form that is gathered from Institutional Review Board (IRBs) or recognized body.

### **7.3.2. Duplicate publication/Submission**

***Duplicate Submission / Publication:*** This refers to the practice of submitting the same study to two or more journals or publishing more or less the same study in more than one journal. These submissions/publications can be nearly simultaneous or in another period.

Duplicate publication occurs when an author reuses substantial parts of his or her own published work without providing the appropriate references. This can range from publishing an identical paper in multiple journals, to only adding a small amount of new data to a previously published paper.

We do not recommend submission containing material that has been previously formed as part of a PhD dissertation, Master's or any other academic thesis which has been published according to the requirements of the institution awarding the qualification. However, we can allow abstracts publication refereeing to the original publication accompanying cover letter and the manuscript.

### ***Redundant Publication***

This refers to:

- The situation that one study is split into several parts and submitted to two or more journals.

- The findings have previously been published elsewhere without proper cross-referencing, permission or justification.
- Translations of articles without proper permission or notification and resubmission of previously published Open Access articles are considered duplications.
- “Self-plagiarism” is considered a form of redundant publication.
- It concerns recycling or borrowing content from previous work without citation.

This practice is widespread and might be unintentional. Transparency by the author on the use of previously published work usually provides the necessary information to make an assessment on whether it is deliberate or unintentional.

In the event that the authors' previously published figures and/or data are included in a submitted manuscript, it is mandatory upon the corresponding author to

- Identify the duplicated material and acknowledge the source on the submission form,
- Obtain permission from the original publisher (i.e., copyright owner),
- Acknowledge the duplication in the figure legend, and
- Cite the original article.

The following do not prevent submission to, or publication by, the journal:

- Posting of a method/protocol on a public website
- Posting a manuscript in a recognized preprint archive
- Posting of a limited amount of original data on a personal/university/corporate website or websites of small collaborative groups working on a problem
- Deposit of unpublished sequence data in a public database
- Preliminary disclosures of research findings as meeting posters, webcast as meeting presentations, or published in abstract form as adjuncts to a meeting, e.g., part of a program
- Posting of theses and dissertations on a personal/university-hosted website.

***Procedures to Handle:***

According to Committee on Publication Ethics (COPE) guidelines, the procedures for handling duplicate or redundant publications:

regarding duplicate publications:

Suspected redundant publication in a submitted manuscript,

Suspected redundant publication in a published paper.

***Measures:***

If a submitted manuscript is found duplicate, or the author has announced there is a duplicate submission or publication for the first time, the Editor-in-chief will communicate the author with a letter of “Denouncement” to the author and author’s employer. If the author has found to commit such act more than once, the Editor-in-chief will send letter of “Denouncement and Suspension” for the author and the author’s employer indicating that the author has found committing duplicate submission or publication for more than once and the author is suspended from publishing on this journal for life time or on discretion of editorial board.

In case of any doubt, authors can request the Editor-in-chief of the journal for clarification, verification or advice on handling the manuscript.

**7.3.3. Image Manipulation**

Digital images submitted with a manuscript for review should be minimally processed. A certain degree of image processing is acceptable for publication (and for some experiments, fields and techniques is unavoidable), but the final image must correctly represent the original data and conform to community standards.

Editors may request the unprocessed data files to help in manuscript evaluation during the peer review process; if these data are unavailable upon request, we may need to halt the peer review process until the issues are satisfactorily resolved.

Editors may also request unprocessed data when responding to post-publication issues that may arise with published papers. Lack of availability of unprocessed data can make resolution of post-publication issues challenging. These unprocessed images are published in the Supplementary Information. We recommend retaining unprocessed data and metadata files after publication, ideally archiving data in permanency.

The guidelines below are intended to help in accurate presentation of image data. Authors must also take care to avoid misrepresentation during data acquisition.

Authors need to list all image acquisition tools and image processing software packages used and document key image-gathering settings and processing manipulations in the Methods.

- Images gathered at different times or from different locations should not be combined into a single image, unless it is stated that the resultant image is a product of time-averaged data or a time-lapse sequence. If comparing images is essential, the borders should be clearly demarcated in the figure and described in the legend.
- The use of touch-up tools, such as cloning and healing tools in Photoshop, or any feature that deliberately obscures manipulations, is unacceptable.
- Processing (such as changing brightness and contrast) is appropriate only when it is applied equally across the entire image and is applied equally to controls.
- Contrast should not be adjusted to the extent that the original data may be obscured, mislead or disappear.

Excessive manipulations, such as processing to emphasize one region in the image at the expense of others (for example, through the use of a biased choice of threshold settings), is inappropriate, as is emphasizing experimental data relative to the control.

#### **7.4. Correction and Retraction Policies**

Harla Journals may issue corrections, retraction statements and other post publication updates including editor's notes and editorial expression of concern (EEoC) on published contents.

##### **7.4.1. Corrections**

Substantial errors to supplementary information and extended data are corrected in the same manner as amendments to the main article. We expect authors to inform the journal's Editor-in-chief of any errors of fact they have noticed (or have been informed of) in their article once published, where corrections are made at the journal's decision.

As publishers, we have a duty to maintain the integrity of the scientific record. For this reason, minor corrections that do not affect the scientific understanding of the paper (like formatting or typographical errors or word preference) may be rejected if submitted post-publication in order to prevent discrepancies among users.

***Source of Correction:***

The correction procedure depends on the publication stage of the article, the one who brought expression of concern, but in all circumstances a correction notice is published as soon as possible. Corrections or amendments can be made from.

**Author Correction:**

An author Correction may be published to correct an important error(s) made by the author(s) that affects the scientific integrity of published article, the publication record, or the reputation the authors or journal.

**Publisher Correction:**

A Publisher Correction may be published to correct an important error(s) made by the journal that affects the scientific integrity of the published article, the publication record, or the reputation of the authors or of the journal.

**Addendum:**

An addendum is generally published when significant additional to the reader's understanding of the article has come to light following publication of the article.

**Editor's Note:**

An Editor's Note is a notification alerting readers if the journal has initiated an inquiry in response to concerns raised about a published article. It is an online-only update, made only to the online version of record of the published article.

**Editorial Expression of Concern:**

An Editorial Expression of Concern is a statement from the editors alerting readers to serious concerns affecting the integrity of the published paper. EEOCs are published online and are bidirectional linked to the published paper.

***Handling Corrections:***

While processing a correction, articles will be sent to the same referees who reviewed the original paper. A copy of the correction will also be sent to the corresponding authors for approval.

Likewise, for the sake of transparency, when changes made to the original article affect data in figures, graphs, tables or texts, the amendment notice will reproduce the original data. When it is not possible to correct the original article in the published versions (for example, articles published many years before the error is raised) the article will remain unchanged but will contain bi-directional links to and from the published amendment notice.

Any other complaints, disagreements, over or under interpretations, misinterpretations, and other matters arising should be addressed to the Editor in chief of the journal for further investigation.

#### **7.4.2. Retractions**

An article may be retracted when the integrity of the published work is substantially undermined owing to errors in the conduct, analysis and/or reporting of the study. Violation of publication or research ethics may also result in a study's retraction. The original article is marked as retracted but a PDF version remains available to readers, and the retraction statement is bi-directionally linked to the original published paper. Retraction statements will typically include a statement of assent or dissent from the authors.

Retractions are considered when;

- It constitutes plagiarism.
- There is a clear evidence that the findings are unreliable, either as a result of major error (e.g., miscalculation or experimental error), or as a result of fabrication (e.g., of data) or falsification (e.g., image manipulation).
- The findings have previously been published elsewhere without proper attribution to previous sources or disclosure to the editor, permission to republish, or justification (i.e., cases of redundant publication).
- It contains material or data without authorization for use.
- Copyright has been overstepped or there is some other serious legal issue (e.g., offense, privacy).
- It reports unethical research.
- It has been published solely on the basis of a compromised or manipulated peer review process.

- The author(s) failed to disclose a major competing interest (conflict of interest) that, in the view of the editor, would have unduly affected interpretations of the work or recommendations by editors and peer reviewers.

*Noticing Retraction:*

We consider an expression of concern and send a notice of retraction if an article is under investigation. The editor in chief will explain and notify to the authors the reasons why the article is retracted. The retraction procedure depends on the publication stage of the article.

While noticing retraction;

- It will be linked to the retracted article, in an online version.
- Clearly identify the retracted article (e.g., by including the title and authors in the retraction heading or citing the retracted article).
- Be clearly identified as a retraction (i.e., distinct from other types of correction or comment).
- Be published promptly to minimize harmful effects.
- Be freely available to all readers (i.e., not behind access barriers or available only to subscribers).
- State who is retracting the article.
- Clearly state the reason(s) for retraction.
- Be objective, factual and avoid inflammatory language.

Retractions may not be applicable if:

- The authorship is uncertain but there is no reason to doubt the validity of the findings.
- The main findings of the work are still reliable and correction could sufficiently address errors or concerns.
- An editor has unconvincing or unsatisfying evidence to support retraction, or is awaiting additional information such as from an institutional investigation.
- Author conflicts of interest have been reported to the journal after publication, but in the editor's view these are not likely to have influenced interpretations or recommendations or the conclusions of the article.

### **7.4.3. Publishing a Retracted Article**

A retracted article will be published and made visible to the public on the online version of the journal. A new version of the article will be posted containing just the metadata (Authors name and title of the article), with a retraction note replacing the original text.

A retraction notice will also be published in the next available print issue. The original text will remain accessible.

### **7.4.4. Publication in an Issue or a Continuous Publication Journal**

A replacement version of the article will be posted containing just the metadata, with a retraction note replacing the original text. The PDF will be replaced with a version watermarked with “Retracted” but the original text will remain accessible. A retraction notice will also be published in the next available print issue.

In rare cases, we may have to remove the original content for legal reasons. In such cases we will leave the metadata (title and authors) and replace the text with a note saying “article has been removed for legal reasons”. A retraction notice will also be published online and/or in print.

Retraction notices will be linked to the original records of the article.

## **7.5. Appeal Handling Policy**

### **7.5.1. Appeal Handling Process**

Complaints related to submitted manuscript and its editorial process will be handled by editorial office. An appeal can be presented to the editor-in-chief or editorial manager of the journal, where they will communicate the complaint to the editorial board and back to the author with justified explanation in the shortest time possible.

In case where the initial response is felt to be insufficient, the complainant can request that their complaint should be seen by higher concerned office. In this process if the complainant remains unhappy, complaints maybe further forwarded to Executive editorial Board of Harla Journals whose decision is assumed to be the final. If a complainant remains unhappy after what the Harla Journals Executive Editorial Board considers a definitive reply, the complainant may complain to RCSVP of DDU.



All the complaints sent to the Harla Journals' Editorial Office through the online submission system or mail, the responses given and the decisions will be registered and archived.

Time frames and response to compliant;

- All complaints will be formally acknowledged within three working days.
- If possible, a full response will be made within two weeks. If this is not possible, a provisional response will be given within two weeks. Further interim responses will be provided until the complaint is resolved.
- Where a complaint is considered to be annoying or as a result of a coordinated campaign, the right to delay or to reject a response at all will be reserved.

### **7.5.2. Types of Appeal and its Entertainment**

- The appeals on editorial decisions, long delays in handling papers, publication ethics will be handled by the editorial office. The complaint should in first instance be handled by the Editor-in-Chief(s) responsible for the journal and/or the Editor who handled the paper. In addition, complaint about scientific content like appeal against rejection, the Editor-in-Chief or Handling Editor considers the authors' argument, the reviewer reports and decides whether
  - The decision to reject should stand;
  - Another independent opinion is required;
  - The appeal should be considered.

Then, the complainant will be informed of the decision with proper explanation and short time. Decisions on such appeals are final and new submissions take priority over appeals.

Complaint about processes, e.g. time taken to review: The Editor-in-Chief together with the Handling Editor (where appropriate) and/or in-house contact (where appropriate) will investigate the matter. The complainant will be given appropriate feedback. Feedback is provided to relevant stakeholders to improve processes and procedures.

Complaint about publication ethics, the Editor-in-chief or Handling Editor will present the issue to Editorial office and handle according to Harla Journals guideline of publication Ethics and provide decision or feedback to the complainant. If the complainant remains dissatisfied with the handling of their complaint, he or she can submit the complaint to RCSVP of DDU.

Harla Journals encourage readers and authors to notify the editorial office if they find errors, especially errors that could affect the interpretation of data or information presented in an article. When any errors are noticed on published manuscripts, authors should appeal to Journal Editorial Office so that corrections will be made at the journal's discretion.

The appeal related to article correction, retraction, author change will be entertained by editorial office and provide decision and feedback based on the Harla Journals' Editorial Policy

- Any change in authors after initial submission must be approved by all authors. This applies to additions, deletions, a change of order to the authors' names or a change to the attribution of contributions. Thus, any alterations including the deceased must be explained to the Editor. The Editor may contact any of the authors and/or contributors to ascertain whether they have agreed to any alteration.
- The appeal for change of author affiliation is entertained before the article is placed in article in press.
- Authors may request retraction when authorship is disputed after publication. If there is no reason to doubt the validity of the findings or the reliability of the data, it is not appropriate to retract a publication solely on the grounds of an authorship dispute. In such cases, the editor will inform those involved in the dispute that they cannot adjudicate in such cases but will be willing to publish a correction to the author/contributor list if the authors/contributors (or their institutions) provide appropriate proof that such a change is justified

#### **7.6. Embargo Policy**

All articles accepted for publication by Harla Journals will first appear online as **Articles in Press** in three phases. These are:

##### ***Pre-Proof Article in Press:***

It refers articles that are accepted for publication by editorial board. At this stage the article has not yet been copy edited and/or formatted in the journal's style but it has been rigorously peer reviewed and all the comments of peer reviewers are incorporated by authors. In this stage only the title of article, authors and abstract and key words will be released online on the journal website

***Uncorrected Proofs Article in Press:***

These articles are copy edited and formatted articles that are not yet finalized and that will be corrected by the authors. Therefore, the text could change before final publication.

***Corrected Proofs Article in Press:***

These are articles containing the authors' corrections and may, or may not yet have specific issue and page numbers assigned. When the final article is assigned to an issue of the journal, the "Article in Press" version will be removed from this section and will appear with the table of contents of the accompanying journal issue. For Harla Journals with mode of on print article in press refers to article that are accepted for publication and all of its comments are incorporated ready for copy edit and for lay out edition for publication.

All articles or manuscripts accepted for publication in Harla Journals will be under embargo until it is published online as 'Pre-Proof Article in Press' on the journal website. The embargo time will be less than 2 weeks (15 days) starting from the day of author notification of article acceptance for publication to the day of the publication of article as 'Pre-Proof Article in Press'. In the same way, all articles or manuscripts accepted for publication in Harla Journal that published only in print will be under embargo for a maximum of three months from the notification of corresponding author until it is published in print.

Authors or funding organization that are notified immediately upon manuscript acceptance can also request embargo for their online release for a maximum of one week. If they request for more time and the request is accepted, it can be under embargo until the next issue articles ready to be released online. However, for the journals that are published only in print the authors or funding organization can request for embargo within 24 hours from the time of notification of acceptance of article for publication. For the accepted request for embargo by the Journal Editorial Office the manuscript will be embargoed for maximum of five consecutive days and if they request for more time of embargo, it can be embargoed until the next issue article in press.

Articles or manuscripts during embargo are considered as Uncorrected Manuscript and is subject to change that may undergo minor revision or may be totally removed if its publication may result

in negative impact. The removal of embargoed manuscript from its publication can be requested by the author or funding organization, reviewers and member of editorial board and international advisory board and it can be implemented up on the approval of the editorial board.

The Harla Journals embargo operates under the following conditions:

- Embargo dates and times must accompany all advanced materials.
- Embargoed information must not to be made public in any format, including print, television, radio or via the Internet, before the embargo.
- Embargoed materials must be clearly labeled with the embargo date and time.

The eligibility to access the Harla Journals embargoed material is limited to members of editorial board, international advisory board, corresponding author or funding organization under the condition of all recipients must agree to follow the terms of the embargo policy. The peer reviewers, editors, advisory board members, authors, and/or study sponsors are also responsible for ensuring their media outreach efforts do not result in an embargo policy violation related to embargoed article.

## **7.7. Subscription and Dissemination Policy**

### **7.7.1. Subscription Policy**

Publishing and processing publication in this journal will not have any subscription fee to individual authors. And accessing the journal articles online, downloading and making use of the published articles will have no subscription fee.

However, individuals, Institutes, libraries, Universities and Organizations who are interested to access, publicize and make use of the print version of articles published in this journal are requested for subscription.

While the online link/DOI of the published article will be sent to the authors of an article soon after the article is published online.

### **7.7.2. Dissemination Policy**

The journal will have a right to disseminate published manuscripts by any means to the public. We will make our published articles openly accessed to all of its contents on the principle that making

research freely available to the public to support exchange of knowledge and experience. Furthermore, it will increase access to wider community and readership, citation of authors work and impact factor of the journal.

Online access will be activated soon after the reviewers and editorial board has agreed on the final proof of the manuscript.

The article will be posted online to the public access shortly after editorial board approval.

- Online access will be blocked in cases of violation of the copyright by the author, and
- Due to technical issues.

### **7.8. Creative Commons and License Policy**

- All contents published by Harla Journals in an online version are Open Access and distributed under CC-BY-NC (Creative Commons Attribution Non-Commercial 4.0 license) for online mode of publication and publications are available **immediately** upon publication freely. Thus, accordingly proper acknowledgment and citation must be made for all materials used.
- The corresponding author is responsible for completing and returning the signed Open Access Agreement to the Editorial Office or the Publisher.
- The corresponding author can get the Open Access Agreement form in online submission system once the article is accepted.
- For authors that have chosen not to use online submission system, the agreement is available from the journal's editorial office or can requested from the editorial office via email. The corresponding author is responsible for completing and returning the signed Open Access Agreement to the editorial office.
- All of the Harla Journals with online publication mode are open access under a Creative Commons license, while the print versions may be subscription based. With this Creative Commons licenses, the public is allowed to reuse the content provided that due attribution is given. The corresponding author grant Harla Journals a license to publish the article and to identify as the original publisher and up on the acceptance of the article the corresponding author will sign copyright transfer form and submit the scan copy to editorial office.

## **8. Guidelines**

### **8.1. Authors Guideline for Manuscript Preparation**

The article submitted to Harla Journal is screened by Managing Editor and must conform to the following guidelines.

#### **8.1.1. Standard English Writing**

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Papers written in poor English will immediately be returned to the authors. For Ethiopia authors, submission in local languages are acceptable provided that the abstract should be written both in English and the local language.

#### **8.1.2. Type of Manuscript**

##### ***Full research paper/Featured article***

Full Research Papers/ Featured Article refers all paper that are original and unpublished primary research which gives complete and detail study and provides new results or interpretation of the subject thorough and systematic evaluation of available evidence and also can be the extensions of work that has been published previously in short form such as a Communication are usually acceptable. The submitted manuscript should not exceed 25 pages including tittle, abstract, main body, figures, tables and references.

##### ***Review papers***

Review papers must give an updated overview of a field, a comprehensive literature reviews which can provides future perspectives, or tutorial-style reference materials. The length of paper may be longer than Full Research Papers in consultation with Editor's agreement.

##### ***Short Communications***

It refers short communication papers that present the original and significant material for rapid dissemination. It focuses on a particular aspect of a problem or a new finding including case comments and reflections that are expected to have a significant impact. The page should not exceed 6 pages including figures, tables and references. Depending on the nature of the disciplines the number of pages maybe exceed this limit.

### ***Book and book chapters***

Books and book chapters are accepted for publication in consent with editors as special issue or regular issue. Harla Journals may also invite for book and book chapters publication.

#### **8.1.3. Manuscript Text Format and Layout**

- The article should be A4 or letter size, 1.25 cm on the left, 0.75 cm on the right, 0.75 cm bottom side of each paper.
- The title of article is written in Times New Roman letter with bold, font size 14, spacing of 20 before and 8 after.
- Author names are in Times New Roman letter with bold, font size 12, spacing of 0 before and 12 after.
- Author affiliations written in Times New Roman letter; font size 10; italic and single spacing.
- Main headers (numbered as 1, 2 ,3 etc.; abstract will not be numbered) like Abstract, Introduction, Methods and Materials, Results and discussion, conclusion and recommendation/implication, Acknowledgment and Reference are all in Times New Roman with font size of 12 points with bold; spacing before 12 points and after 6 points.
- Sub headers (numbered 1.1, 1.2, 1.3 etc.) in Introduction, Methods and Materials, Results and discussion, conclusion and recommendation/implication are all in regular Times New Roman with font size of 12 points with spacing of before 6 points.
- The third level headers are acceptable and numbered as 1.1.1., 1.1.2, 1.1.3, don't add any spacing before and after; Times New Roman with font size of 12 points and *italicized*.
- All headers text is aligned left.
- Abstracts paragraph will be written in Times New Roman letter; font size 11; single spacing.
- The main body of a paper should be in single column pages, with 12 points and 1.5 line spacing.
- Text format of reference is Times New Roman style with font size of 10 points; single spacing
- Figure captions, schemes tittle, chart tittle and Table tittles are all Times New Romans style with font size of 10 points and single spacing with indentation of 0.5 cm.
- The font size of text in table is 10 points with single spacing.
- Use Times New Roman styles and Non-English words are italicized in the text.

- Use tab stops or other commands for indents, not the space bar.
- For first (initial) submissions, a single file manuscript in either (Word or PDF) with maximum of 25 pages. While full source files for LaTeX submissions are encouraged.
- For revised submissions the upload of editable source files (either Word or LaTeX) together with a PDF of the revised (LaTeX) manuscript is strongly recommend.
- For initial process a PDF-only submission, but upon acceptance source files are mandatory and providing source files after acceptance may delay production.

### ***Figures***

- Please ensure that figures embedded in the single manuscript file are placed next to the relevant text in the article.
- Each figure must have a brief (one phrase or sentence) captions that describes its contents.
- The caption should follow the format "**Fig. 1.** Figure caption"
- The figure placed in text as "**Fig. 1**".
- The title/caption of the figure should be clear and precise.
- To add lettering, it is best to use times new roman fonts "(a)" and in text "**Fig. 1(a)**".
- Keep lettering consistently sized throughout your final manuscript.
- The file format of the figure should be .TIF and high quality.
- Figure captions must be placed below the figure; Times New Romans style with font size of 10 points.

### ***Schemes***

- They will be used to represent groups of reactions, interactions, process/relationships that show action.
- Schemes must have a brief title describing their contents.
- The title should follow the format "Scheme 1. Scheme Title" in the main text Scheme 1.
- Schemes tittle is placed below the scheme; Times New Romans style with font size of 10 points.

### ***Charts***

- Use to represent groups of structures that do not show action.
- Charts may have brief titles describing their contents.
- The title should follow the format "Chart 1. Chart Title" in main text Chart 1.



- Chart title is placed below the chart; Times New Romans style with font size of 10 points and 1point line spacing.

### ***Tables***

- Please ensure that the tables are placed next to the relevant text in the article as “Table 1”.
- Use the table function of Microsoft word, not spreadsheets to make tables.
- Each table must have a brief (one phrase or sentence) title that describes its contents.
- The title should follow the format "Table 1. Table Title"
- The title should be understandable and descriptive.
- Vertical lines should not be used to separate columns.
- Table title is placed above the table; Times New Romans style with font size of 10 points and 1point line spacing.

Source of the table is placed below the table; it is optional to place source of table based on the nature of discipline.

### ***Equations/mathematical model/formula***

- Use the equation editor or Math Type for equations.
- The word style should be "Normal".
- Align the text equation to the right.
- Display equations are numbered consecutively using “eq. 1”.
- Please ensure that equations are placed next to the relevant text in the article as “eq. 1”.

#### **8.1.4. Article Structure**

The structure of the manuscripts should be easy to follow for the readers of the article. Sections should be clearly defined and numbered, with headings on separate lines. Manuscripts for full length research articles should be divided into the following sections (in this order): Title page; Abstract, key words; Introduction, Methods, Results and Discussion (separate or combined as deemed), Conclusion and recommendation/implication, Acknowledgements, Conflict of Interest, References. However, Short Communication and Letter to editors’ articles main body of the text may not follow the Introduction-Method-Results-Discussion format. The detail of the different article sections preparation guideline is presented in the following section.

#### ***Article Title and Subtitle***

Here are key requirements for article title and subtitle;

- A concise and informative title.
- Article titles are set in sentence case but proper nouns should be capitalized.
- There is no end period.
- Avoid the use of abbreviations in a title unless they include the name of a group that is best known by its acronym.

### ***Author Names***

- Full Names (Family Name Given Name), ranged left,
- Comma separator needed between different authors,
- Do not use “and” or “&” between last two authors.

### ***Author Affiliation***

- Affiliations should be linked to author names with superscripted Arabic numerals.
- Times New Roman, Italic letters.
- Address: department, institution/university, city/state, email and country.
- The affiliation should be the institution where the work was conducted. If the present address of an author differs from that at which the work was done, indicate with a symbol and give the present address. If more than one address, use symbols to match author names to address.

### ***Corresponding author***

- Give contact information for the author(s) to whom correspondence should be addressed.
- Short address with email ID would suffice. Street/city names, post/ZIP codes, or PO boxes, phone number are optional to add.
- The order of the address details in the correspondence address should be as used in the respective country (refer to Universal Postal Union website).
- Corresponding author is represented with \* symbol in the authors list.

### ***Abstract***

- The heading should be “Abstract”.
- Only one paragraph with maximum of 250 words is allowed. It should contain objectives, methods and key findings of the study.
- Reference citations are not required in an abstract.

- Abbreviations in the abstract text are allowed if they are defined on their first occurrence.
- Non-research articles such as editorials commentaries do not have abstracts.
- Brief reports/short communications may exclude abstracts at the decision of the journal editor.
- Graphical Abstract: it is optional to add graphical abstracts. We encourage authors to add graphical abstracts to make their work more visible.

### ***Keywords/phrases***

- Heading: **Keywords/Phrases** in sentence case and bold and followed by semi colon (:)
- Placement: below the Abstract in the abstract box.
- Maximum of six keywords/phrases placed in alphabetical order; separated by commas; with no end period are allowed.
- Articles without abstract will not need keyword.

### ***Main Body***

Manuscripts describing original research will typically include the following sections:

#### ***Introduction***

It must present a concise up-to-date background and current status of the research area to provide general information with enough contexts to understand the research being presented and its significance as well as providing a clear statement of the research question or any hypotheses or objective being explored.

#### ***Methods and materials***

- Materials, equipment, techniques, designs and procedures used in the research
- It should be described in sufficient detail for another researcher to reproduce the work reported.
- Methods that are identical to the already published works should still be summarized in brief and included with a citation to the original work.

### *Result and discussions*

- In submissions that have a significant theoretical or mathematical component, a description of the analytical procedures may be required.
- Results: a description of the analyses and measurements related to answering the central research questions.
- Discussion: the interpretation of the results, considering their significance and putting them into a wider context through comparison to previously published research.
- Depending on the nature of manuscript both separate and combined Results and Discussion are acceptable.

### *Conclusion and recommendation/implication*

It presents a concise statement of the main findings drawn from the research reported in the manuscript and also point out the future research needs or research implication.

### *Acknowledgment:*

- A list of people, organizations, institutions etc. who contributed to the work in the manuscript but who are not named in the author list may be acknowledged \
- Funding sources that supported the research presented if required. The names of funding organizations should be written as “Name of granter (Grant No. xxxxx)” Eg. National Science Foundation (Grant No xxxxxxxx).

### *Conflict- of-interest*

- Statement that declares all relationships or interests of the manuscript’s authors that could potentially influence or bias the submitted work.
- For email-based submission: if there is no conflict of interest the author has to declare as there is no conflicts; the authors must include a statement stating “There is no conflict-of-interest” or sign and send scanned copy of conflict of interest form (Appendix 2). For manuscript submitted through Harla Journals online submission system the author should agree on the system as there is no conflict of interest and is optional for the manuscript submitted online.
- For Manuscripts that are submitted through email and do not incorporate a conflict-of-interest statement or sign and send scanned copy of conflict-of-interest form will be returned to the authors for amendment before any editorial consideration.

### *Electronic Supplementary Materials*

- If your article contains any videos or other supplementary materials, these should be included in your initial submission for peer review purposes.
- Please upload/attach supplementary materials as separate files. Note that they will be available in the online version only.

### **8.1.5. Reference Format**

#### ***Reference citation format***

The editorial board of each specific Harla Journals will be in charge of choosing the best citation format; however, the following format is presented as an option to all Harla Journals.

#### a. Citations in text:

- It should only include credible sources.
- Number style: indicate a reference by superscripted numbers in square brackets in line with the text. For example:
  1. This is citation style used when only one reference is cited <sup>[1]</sup>.
  2. This is citation style used when consecutive numbers are cited <sup>[1-3]</sup>
  3. This is citation style when none consecutive numbers are cited <sup>[1,5]</sup>

#### b. Reference list

The way of referencing in reference list section

- The entries in the list should be numbered consecutively in square brackets. For example:
  - [1] Paivio, A., Jansen B., Becker L.J., Comparisons through the mind's eye, *Cognition* 1975, 37 (2) 635–647.
  - [2] Lara-Fanego V. et al., Evaluation of the WRF model solar irradiance forecasts in Andalusia (southern Spain), *Sol. Energy* 2012, 86 2200e2217.
- For references having authors name greater than four use only first author followed by et al.
- For references containing authors less than or equal to four use a comma between author names.
- Given name/first name should come before family/sure name; during writing the reference Given name followed by the first letter of family name with dot is used. For example, Allan Paivio will be written as A. Paivio.
- For Ethiopian authors if the article didn't include grandfather's name the father names of the author is considered as family name (e.g., Aron Girma will be written as Aron G.). If an author

writes his/her name including grandfather's name the grandfather name is considered as his/her surname or family name (Aron Girma Beka will be written as Girma B. A.).

- The detail reference style for different reference sources is given below;
  - a) Book  
Authors, Book Title, Place published, publisher, year, edition number, pages
  - b) Book chapter  
Author Name, title Name, country published, publisher, year, pages.
  - c) Thesis/dissertation  
Author, thesis/dissertation title, University, year.
  - d) Journal article  
Authors, Title of article, Journal Name, Year, Volume/issue, pages.
  - e) Conference proceeding  
Authors, Title of the conference, country/city conference hosted, year-month-date.
  - f) News letter  
Authors, Title of News, Journal Name, Year-Month-Date.
  - g) Publication (report) of organizations  
Organization name, title of report, report number, year.
  - h) Interview  
Interview with Ato Abraham Dagne, President of Dorebafano Woreda, Sidama Zone, 22-01-2014.
  - i) Footnotes
    - ✓ If used Footnotes should be consecutively numbered and be set out at the foot of each page and contain sufficient information about the source material.

***Reference format and Requirements for Harla Journal of law and Governance***

***Italicization:***

When the manuscript is presented in English language, all non-English words must be italicized. Similarly, when the manuscript is presented in Amharic language, all non-Amharic words must be italicized.

***Emphasis:***

To indicate emphasis, use only italics.

***References:***

- Reference should be made through footnote.

- All contributions should duly acknowledge any reference or quotations from the work of other authors or the previous work of the author.
- Reference shall be made in the original language of the source document referred to.

The format of Footnote reference shall be in font size 10, single space, Times New Roman

*Quotations:*

Quotations of more than three lines should be indented left and right without any quotation marks. Quotation marks in the block should appear as they normally do. Quotations of less than three lines should be in quotation marks and not indented from the text.

Regarding alterations in a quotation, use:

- Square bracket “[ ]” to note any change in the quoted material,
- Ellipsis “...” to indicate omitted material,
- “[sic]” to indicate mistake in the original quote

***Footnotes:***

Footnotes should be consecutively numbered and be set out at the foot of each page. Footnote numbers are placed outside of punctuation marks. Avoid the use of ‘Latin gadgets’ such as *supra*, *infra*, *ante*, *id*, *op cit*, *loc cit*, and *contra*, which are not widely understood. The abbreviation ‘ibid’, which is short for *ibidem*, meaning ‘in the same place’, can be used to repeat a citation in the immediately preceding footnote. Standing alone, ‘ibid’ means strictly ‘in the very same place’ while ‘ibid 345’ means ‘in the same work, but this time at page 345’. It is equally acceptable to repeat the immediately preceding citation without using ‘ibid’: ‘Ashworth (n 27) 635–37’ thus does the trick even in n 28. Do not switch back and forth from one to the other. If there is more than one citation in the preceding footnote, use ‘ibid’ only if you are referring again to all the citations in that footnote. Note that the abbreviation ‘cf’ is short for *confer*, meaning ‘compare’; it does not mean the same thing as ‘see’. Never italicize or capitalize ‘ibid’ or ‘cf’.

For example:

28 Joseph Raz, *The Authority of Law: Essays on Law and Morality* (2nd edn, OUP 2009)

29 *ibid* 6

...

32 *cf* Raz (n 28) 233–36

***References in footnote (OSCOLA adapted)***

References in footnotes should generally contain sufficient information about the source material.

In general, references should have the content and style outlined hereafter:

### 1. Books

Use italics for the title, and put the publication information in roman within parentheses. Use commas to prevent words running together, as may happen with author and titles, multiple authors, and publisher and place of publication. Where there are series titles or edition numbers, give the publication information in the order shown in the example.

Author, *Title in Italics* (series title, edition, publisher, place, date) page.

John Baker, *An Introduction to English Legal History* (4th ed., Butterworths, London, 2002) pp. 419–21.s

Names of Ethiopian authors should appear as follows: author's given (first) name and his/her father's name without changing the order. Subsequent, references should be limited to given names.

Assefa Fiseha, *Federalism and the Accommodation of Diversity in Ethiopia: A Comparative Study*, (2nd ed., Wolf Legal Publishers, Nijmegen, 2007), p. 235.

#### 1. Contribution in edited books

Cite essays and chapters in edited books as in the example below:

Ian Brownlie, 'The Relation of Law and Power' in Bin Cheng and ED Brown (eds.), *Contemporary Problems in International Law: Essays in Honour of Georg Schwarzenberger on his Eightieth Birthday* (Stevens and Sons, London, 1988).

Francis Rose, 'The Evolution of the Species' in Andrew Burrows and Alan Rodger (eds), *Mapping the Law: Essays in Memory of Peter Birks* (OUP 2006)

#### 2. Journal Articles(print)

Give the title in roman, within inverted commas. The style for authors of articles is the same as for authors of books. The journal title is in roman.

Author, | 'title' | [year] | journal name or abbreviation | first page of article

Paul Craig, 'Thory, "Pure Thory" and Values in Public Law' [2005] PL 440

Author, | 'title' | (year) | volume | journal name or abbreviation | first page of article

Alison L Young, 'In Defence of Due Deference' (2009) 72 MLR 554

#### 3. Online Journal Articles

For journals that are only published electronically, give publication details as for print journals, but also provide the website address and most recent date of access within angled brackets:



Author, | 'title' | [year] OR (year) | volume/issue | journal name or abbreviation | <web address> | date accessed

- Graham Greenleaf, 'The Global Development of Free Access to Legal Information' (2010) 1(1) EJLT <<http://ejlt.rg/article/view/17>> accessed 27 July 2010

Where the author is not identified, cite the body that produced the document; if no such body can be identified, insert two joined em-dashes (like this: —).

#### 4. *Websites and blogs*

Sarah Cole, 'Virtual Friend Fires Employee', (Naked Law, 1 May 2009), <[www.nakedlaw.com/2009/05/index.html](http://www.nakedlaw.com/2009/05/index.html)> accessed on 19 November 2009

#### 5. *Legislations*

Cite a proclamation by its full title when it is used for the first time and short title subsequently, in roman number.

Labor Proclamation, 2003, Art. 8(1) & (2), Proc. No.377/2003, Fed. Neg. Gaz., Year 10, No. 12.

Labor Proclamation No. 377/2003, Art. 3.

#### 6. *Codes*

Cite coded legislations in the following form.

Civil Code of Ethiopia, 1960, Art. 1678 (1), Proc. No. 165/1960, Fed. Neg. Gaz. (Extraordinary issue), Year 19, No. 2.

Cite legal instruments from other jurisdictions as they are cited in their own jurisdiction *Treaties*  
Universal Declaration of Human Rights (adopted 10 December 1948 UNGA Res 217 A(III) (UDHR) Art. 5.

International Covenant on Civil and Political Rights (adopted 16 December 1966, entered into force 23 March 1976) 999 UNTS 171 (ICCPR), Art. 10.

#### 7. *Resolutions*

Security Council Resolution 1368(2001), at

<<http://daccessdds.un.org/doc/UNDOC/GEN/N01/533/82.pdf?OpenElement>> (accessed on 10 August 2008)

#### 8. *Working paper*

John M Finnis, 'On Public Reason' (2006) Oxford Legal Studies Research Paper 1/2007, 8 <<http://ssrn.com/abstract=955815>> accessed 18 November 2009

#### 9. *Cases*

Corfu Channel Case (UK v Albania) 1949 ICJ rep 14 at 35

Nicaragua case (US v Nicaragua) (1986) ICJ rep 14 at 106

የኢትዮጵያ መድን ድርጅት vs. ጊታሁን ሀይሉ፤ ጠቅላይ ፍርድ ቤት ሰበር ሰሚ ችሎት፤ ሙ.ቁ.14057፤1998 ዓ.ም.

*10. Periodicals/Newspapers*

Mehari Taddele, 'Brain Drain and its Adverse Impact on the Achievement of MDGs and Poverty Reduction', *The Reporter*, (Addis Ababa, 16 Feb 2008), p.5.

*11. Theses/Dissertation*

Give the author, title, type of thesis, university and date of completion and pinpoint:

Helen Toner, 'Modernising Partnership Rights in EC Family Reunification Law' (PhD thesis, University of Oxford, 2003).

*12. Interview*

Interview with Ato Abraham Dagne, President of Dorebafano Woreda, Sidama Zone, on 22 January 2014.

*13. Conference papers*

Ben McFarlane and Donal Nolan, Remediating Reliance: The Future Development of Promissory and Proprietary Estoppel in English Law, Obligations III conference, Brisbane, (2006), p. 25

*14. Press release*

The White House, Office of the Press Secretary, 'Secure the Border by Deterring and Swiftly Removing Illegal Entrants', (October 08, 2017)

**8.2. Change of Authorship Guideline**

- i. Corresponding author can also request addition of extra author before manuscripts publication by:
  - Clarify reason for change in authorship: Major changes in response to reviewer comments, e.g. adding new data might justify the inclusion of a new author.
  - Check that all authors consent to addition of extra author.
  - All authors agree:- Get new author to complete journal's authorship declaration (if used).
  - If not Suspend review/publication of paper until authorship has been agreed by all authors, if necessary, via institution(s).
  - Amend contributor details (role of each contributor/author) if included Proceed with review/publication.
- ii. Corresponding author also can request removal of author before publication:
  - Clarify reason for change in authorship.

- Check that all authors consent to removal of author.
  - All authors agree: Amend author list and contributor details (role of each author/contributor/ acknowledgments as required) proceed with review/publication.
  - Authors do not agree: Suspend review/publication of paper until authorship has been agreed Inform excluded author(s) that if they wish to pursue the matter, they should do this with their co-authors or institutions rather than the editor. And communicate with the removed author.
- iii. Request for addition of extra author after publication:
- Clarify reason for change in authorship: - ask why author was omitted from original list ideally refers to journal guideline or authorship declaration which should states that all authors meet appropriate criteria and that deserving authors have been omitted.
  - Check that all authors consent to addition of extra author:
    - If all authors agree, publish correction.
    - If authors do not agree, explain that you will not change the authorship until you have written agreement from all authors provide authorship guidelines but do not enter into dispute.

***Request for removal of author after publication***

- Clarify reason for change in authorship: ask why author wish to be removed form list – refer the journal guideline or authorship declaration which should states that all authors meet appropriate criteria; ask if author suspects fraud / misconduct.
- If authors give acceptable reason for change, check that all authors agree to the change (including excluded author) and publish correct.
- If author(s) alleges fraud/misconduct, see flowchart for fabricated data.
- If authors have difference in interpretation of data, suggest author(s) to put views in a letter and explain the reason to give other authors a chance to respond and will publish both letters if suitable (i.e. correct length, not libelous).
- Based on letter form of the author publication will be made.
- If authors insist on removal of name and others authors agree then consider publication of the correction.

***Change of author's name***

If author need to change the sure name, it is not unethical to request a change in authors name but the editor must be certain that the author requesting the change is in fact the author of the paper,

and the editor should insist on proof of identification. Unless the author has very valid reasons, Harla Journals shall not allow for any changes.

***Procedure for change of name***

- The editor shall receive formal letter from the corresponding author(s).
- Editor will ask the reason for change of the name. (Possible reason would be Marriage, divorce, spelling problem or first name change).
- The editor shall receive proof of the identity of the author and ensure the agreement of the rest of the authors.
- If the reason is accepted by the editorial board, the editor publishes a corrigendum based on provided document.
- Authors should be allowed to have change of their names, and if they wish to change it, then the editor should accommodate this request by publishing a simple erratum or corrigendum.
- If it is linked electronically to the publication, the online version of the paper shall be changed depending on the policy of the journal.

***Change of author's order***

Competition for first author place is increasing in some geographic areas and some disciplines. Changing authorship order or removing an author without adequate institutional investigation is not advisable. Besides, Harla Journals set clear policies and guideline (that allow for transparency around who contributed to the work and in what capacity). Hence, it will be in place for requirements for authorship and contributorship as well as processes for managing potential disputes. However, if this happens,

- Harla Journals Editor shall inform the authors about the authorship dispute.
- Shall pend the review process (This may encourage the authors to come to an agreement).
- If authors agree, the process of peer review will be continued.
- If the authors failed to reach an agreement, their institution (funding agency) will be communicated and support to reach an agreement.
- If it is published document, request for authors order raised,
- Authors will be communicated.
- Guideline will be checked and will accept according to the decision made by editorial board.

### **8.3.Ethical Guidelines for Peer reviewers**

#### **8.3.1. Basic principles to be Followed by Peer-reviewer**

Peer review in all its form plays an important role in ensuring the integrity of the scholarly record. The process depends to a large extent on trust, and requires that everyone involved responsibly and ethically. Peer reviewers play a central and critical part in the peer-review process, but too often come to the role without any guidance and may be unaware of their ethical obligations. The Harla Journals Ethical Guidelines for Peer Reviewers set out the basic principles and standards to which all peer reviewers should adhere during the peer-review process.

*Basic principles to which peer reviewers should adhere during peer reviewers process should:*

- Only agree to review manuscripts for which they have the subject expertise required to carry out a proper assessment and which they can assess in a timely manner.
- Respect the confidentiality of peer review and not reveal any details of a manuscript or its review, during or after the peer-review process, beyond those that are released by the journal.
- Not use information obtained during the peer-review process for their own or any other person's or organization's advantage, or to disadvantage or discredit others.
- Declare all potential conflicting interests, seeking advice from the journal if they are unsure whether something constitutes a relevant interest.
- Not allow their reviews to be influenced by the origins of a manuscript, by the nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations.
- Be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making libelous or derogatory personal comments.
- Acknowledge that peer review is largely a reciprocal endeavor and undertake to carry out their fair share of reviewing and in a timely manner.
- Provide journals with personal and professional information that is accurate and a true representation of their expertise.
- Recognize that impersonation of another individual during the review process is considered serious misconduct.

#### **8.3.2. Expectations During the Peer-review Process**

Peer reviewers should:

- Respond in a reasonable time-frame, especially if they cannot do the review, and without intentional delay.
- Declare if they do not have the subject expertise required to carry out the review or if they are able to assess only part of the manuscript, outlining clearly the areas for which they have the relevant expertise.
- Only agree to review a manuscript if they are fairly confident, they can return a review within the proposed or mutually agreed time-frame, informing the journal promptly if they require an extension.
- Declare any potentially conflicting or competing interests (which may, for example, be personal, financial, intellectual, professional, political or religious), seeking advice from the journal if they are unsure whether something constitutes a relevant interest.
- Follow journals' policies on situations they consider to represent a conflict to reviewing. If no guidance is provided, they should inform the journal if they work at the same institution as any of the authors (or will be joining that institution or are applying for a job there); they are or have been recent (e.g. within the past 3 years) mentors, mentees, close collaborators or joint grant holders; they have a close personal relationship with any of the authors.
- Review again any manuscript they have previously reviewed for another journal as it may have changed between the two submissions and the journals' criteria for evaluation and acceptance may be different.
- Ensure suggestions for alternative reviewers are based on suitability and not influenced by personal considerations or made with the intention of the manuscript receiving a specific outcome (either positive or negative).
- Not agree to review a manuscript just to gain sight of it with no intention of submitting a review.
- Decline to review if they feel unable to provide a fair and unbiased review.
- Decline to review if they have been involved with any of the work in the manuscript or its reporting.
- Decline to review if asked to review a manuscript that is very similar to one, they have in preparation or under consideration at another journal.
- Decline to review if they have issues with the peer-review model used by a journal (e.g. if it uses open review and releases the reviewers' names to the authors) that would either affect their review or cause it to be invalidated because of their inability to comply with the journal's review policies.

### 8.3.3. Review Process

During review process Peer reviewers should:

- Notify the journal immediately and seek advice if they discover either a conflicting interest that wasn't apparent when they agreed to the review or anything that might prevent them providing a fair and unbiased review.
- Refrain from looking at the manuscript and associated material while awaiting instructions from a journal on issues that might cause the request to review to be rescinded.
- Read the manuscript, ancillary material (e.g. reviewer instructions, required ethics and policy statements, supplemental data files) and journal instructions thoroughly, getting back to the journal if anything is not clear and requesting any missing or incomplete items they need to carry out a full review.
- Notify the journal as soon as possible if they find they do not have the expertise to assess all aspects of the manuscript; they shouldn't wait until submitting their review as this will unduly delay the review process.
- not involve anyone else in the review of a manuscript, including junior researchers they are mentoring, without first obtaining permission from the journal; the names of any individuals who have helped them with the review should be included with the returned review so that they are associated with the manuscript in the journal's records and can also receive due credit for their efforts.
- Keep all manuscript and review details confidential.
- Contact the journal if circumstances arise that will prevent them from submitting a timely review, providing an accurate estimate of the time they will need to do a review if still asked to do so.
- In the case of double-blind review, if they suspect the identity of the author(s) notify the journal if this knowledge raises any potential conflict of interest.
- Notify the journal immediately if they come across any irregularities, have concerns about ethical aspects of the work, are aware of substantial similarity between the manuscript and a concurrent submission to another journal or a published article, or suspect that misconduct may have occurred during either the research or the writing and submission of the manuscript; reviewers should, however, keep their concerns confidential and not personally investigate further unless the journal asks for further information or advice.

- Not intentionally prolong the review process, either by delaying the submission of their review or by requesting unnecessary additional information from the journal or author.
- Ensure their review is based on the merits of the work and not influenced, either positively or negatively, by any personal, financial, or other conflicting considerations or by intellectual biases.
- Not contact the authors directly without the permission of the journal.

#### **8.3.4. Peer Review Reporting Process**

When preparing the report Peer reviewers should:

- Bear in mind that the editor is looking to them for subject knowledge, good judgment, and an honest and fair assessment of the strengths and weaknesses of the work and the manuscript.
- Make clear at the start of their review if they have been asked to address only specific parts or aspects of a manuscript and indicate which these are.
- Follow journals' instructions on the specific feedback that is required of them and, unless there are good reasons not to, the way this should be organized.
- Be objective and constructive in their reviews and provide feedback that will help the authors to improve their manuscript.
- Not make derogatory personal comments or unfounded accusations.
- Be specific in their criticisms, and provide evidence with appropriate references to substantiate general statements such as, 'this work has been done before', to help editors in their evaluation and decision and in fairness to the authors.
- Remember it is the authors' paper and not attempt to rewrite it to their own preferred style if it is basically sound and clear; suggestions for changes that improve clarity are, however, important.
- Be aware of the sensitivities surrounding language issues that are due to the authors writing in a language that is not their own, and phrase the feedback appropriately and with due respect.
- Make clear which suggested additional investigations are essential to support claims made in the manuscript under consideration and which will just strengthen or extend the work.
- Not prepare their report in such a way or include comments that suggest the review has been done by another person.
- Not prepare their report in a way that reflects badly or unfairly on another person.



- Not make unfair negative comments or include unjustified criticisms of any competitors' work that is mentioned in the manuscript.
- Ensure their comments and recommendations for the editor are consistent with their report for the authors; most feedback should be put in the report for the authors.
- Confidential comments to the editor should not be a place for denigration or false accusation, done in the knowledge that the authors will not see these comments.
- Not suggest that authors include citations to the reviewer's (or their associates') work merely to increase the reviewer's (or their associates') citation count or to enhance the visibility of their or their associates' work; suggestions must be based on valid academic or technological reasons.
- Determine whether the journal allows them to sign their reviews and, if it does, decide as they feel comfortable doing.
- if they are the editor handling a manuscript and decide themselves to provide a review of that manuscript, do this transparently and not under the guise of an anonymous review if the journal operates blind review; providing a review for a manuscript being handled by another editor at the journal can be treated as any other review.

### **8.3.5. Expectations Post Review**

Peer reviewers should:

- Continue to keep details of the manuscript and its review confidential.
- Respond promptly if contacted by a journal about matters related to their review of a manuscript and provide the information required.
- Contact the journal if anything relevant comes to light after they have submitted their review that might affect their original feedback and recommendations.
- Read the reviews from the other reviewers, if these are provided by the journal, to improve their own understanding of the topic or the decision reached.
- Try to accommodate requests from journals to review revisions or resubmissions of manuscripts they have reviewed.

### **8.3.6. Reviewer Misconduct**

Reviewer misconduct can range from minor issues, such as rude or unconstructive reviews, to major issues, such as the appropriation of author's ideas or data. Editors entrust reviewers with a

high level of responsibility. They are given access to privileged information (i.e. unpublished research) and their recommendations can sway the publication outcome. Unfortunately, there are rare occasions when that trust is misplaced. Hence, in case of such event and report made by authors:

***If Author claims reviewer misconduct***

- The journal thanks author and expected to say the journal will investigate.
- The journal expected to Retrieve files (submitted MS and reviews): - If files are no longer available at journal, request copy from author.
- If it existed, the journal will open review (reviewer's identity is disclosed to author): - Get as much documentary evidence as possible from author and other sources, e.g., publication, abstract, report of meeting, copy of slides, grant application: do not contact reviewer until you have assessed this.
- Anonymous review (reviewer's identity is NOT disclosed to author).
- Author accuses somebody who was not asked to review the article for Harla Journals: - Check for links between accused person and named reviewer, e.g., same department, personal relationships, consider contacting actual reviewer(s) to comment on allegation and check they performed the review themselves/did not discuss the paper with others.
- Explain situation to author (decide whether editor wishes to reveal actual reviewer(s) name(s): this is up to the editor, however if the journal uses anonymous review editor must get the reviewer's permission before disclosing their identity to the author).

## 9. Appendices of Forms and Templates

### Appendix 1. Copy Right Agreement Form

# Harla Journal of \_\_\_\_

## DECLARATION AND COPYRIGHT AGREEMENT

Please complete and sign the form and send it with the final version of your manuscript to .....@gmail.com. It is required to obtain written confirmation from authors in order to acquire copyrights for papers published in the journal so as to index them to various repositories.

**Title of paper:** \_\_\_\_\_  
\_\_\_\_\_

**Author(s):**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

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- The undersigned hereby takes all responsibilities related to the originality of the work and any act in violation of international Copyright Laws and Regulations.

The undersigned represents that he/she has the power and authority to make and execute this assignment. This agreement is to be signed by at least one of the authors who have obtained the assent of the co-author(s) where applicable.

\_\_\_\_\_  
**Author's Signature & Date**

\_\_\_\_\_  
**Corresponding Author's Full Name and Signature**

**Date:**...../...../.....

*Appendix 2. Conflict of Interest*

**Harla Journal of \_\_\_\_\_**

**Conflict of Interest Statement**

**Title of the manuscript:**

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The authors names that are listed immediately below certify and declare with all senses intact that they have NO affiliations with or involvement in any organization or entity with any financial interests such as consulting fees or honorarium, employment, equipment or administrative support, expert testimony, fees for participation in review activities such as data monitoring boards, grants received/grants pending, manuscript preparation or other purposes, medicines, patents (planned, pending or issued), payment for lectures including service on speakers bureaus, payment for writing or reviewing the manuscript, provision of writing assistance, royalties, stock/stock options, support for travel to meetings for the study etc.; or non-financial interests such as personal or professional relationships, affiliations, knowledge or beliefs; in the subject matter or materials discussed in this manuscript.

| Name of the author (typed) | Authors signature | Date |
|----------------------------|-------------------|------|
|                            |                   |      |
|                            |                   |      |
|                            |                   |      |
|                            |                   |      |
|                            |                   |      |

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### Appendix 3. Author Response to Review's Comment Template

Note: The text within brackets [like this] includes tips for you. Remember to delete it when completing the template.

## Template 1 – General template

Dear Prof./Dr./ Mr./Ms. [Editor's Name],

Thank you for giving me the opportunity to submit a revised draft of my manuscript titled [mention the manuscript's title] to [*include the name of the journal, italicized*]. I/We [use the relevant pronoun "I" or "We" here and wherever applicable throughout] appreciate the time and effort that you and the reviewers have dedicated to providing your valuable feedback on my manuscript. I am/We are grateful to the reviewers for their insightful comments on my paper. I/We have been able to incorporate changes to reflect most of the suggestions provided by the reviewers. I/We have highlighted the changes within the manuscript.

Here is a point-by-point response to the reviewers' comments and concerns.

### Comments from Reviewer 1

#### [How to respond to comments that you agree with]

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [*Type your response here.*] Thank you for pointing this out. I/We agree with this comment. Therefore, I/we have.... [*Explain what change you have made. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.*]

B. **Comment 2:** [*Paste the full comment here and italicize it.*]

**Response:** Agree. I/We have, accordingly, done/revised/changed/modified.... .to emphasize this point. [*Discuss the changes made, providing the necessary explanation/clarification. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.*]

C. **Comment 3:** [*Paste the full comment here and italicize it.*]

**Response:** I/We agree with this and have incorporated your suggestion throughout the manuscript.

**[How to respond to comments that you disagree with]**

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [*Type your response here.*] Thank you for this suggestion. It would have been interesting to explore this aspect. However, in the case of our study, it seems slightly out of scope because.... [Provide a clear explanation/justification providing supporting evidence as far as possible.]

B. **Comment 2:** [*Paste the full comment here and italicize it.*]

**Response:** [*Type your response here.*] You have raised an important point here. However, I/we believe that .... would be more appropriate because....[*Provide your justification with clear reasoning/supporting evidence.*]

**Comments from Reviewer 2**

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [*Follow the patterns recommended above.*]

B. **Comment 2:**

**Response:**

**Additional clarifications**

[*Here, mention any other clarifications you would like to provide to the journal editor/reviewer.*]

In addition to the above comments, all spelling and grammatical errors pointed out by the reviewers have been corrected.

We look forward to hearing from you in due time regarding our submission and to respond to any further questions and comments you may have.

Sincerely,

[*name and signature of the corresponding author and date when signed*]

**Template 2 – Responses by section**

Dear Prof./Dr./ Mr./Ms. [*Editor's Name*],

Thank you for giving me the opportunity to submit a revised draft of my manuscript titled [mention the manuscript's title] to [*include the name of the journal, italicized*]. I/We [*use the relevant pronoun "I" or "We" here and wherever applicable throughout*] appreciate the time and effort that you and the reviewers have dedicated to providing your valuable feedback on my manuscript. I

am/We are grateful to the reviewers for their insightful comments on my paper. I/We have been able to incorporate changes to reflect most of the suggestions provided by the reviewers. I/We have highlighted the changes within the manuscript.

Here is a point-by-point response to the reviewers' comments and concerns

## **ABSTRACT**

### **[How to respond to comments that you agree with]**

#### **Comments from Reviewer 1**

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [Type your response here.] Thank you for pointing this out. I/We agree with this comment. Therefore, I/we have....[Explain what change you have made. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]

B. **Comment 2:** [*Paste the full comment here and italicize it.*]

**Response:** Agree. I/We have, accordingly, done/revised/changed/modified.....to emphasize this point. [Discuss the changes made, providing the necessary explanation/clarification. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]

C. **Comment 3:** [*Paste the full comment here and italicize it.*]

**Response:** I/We agree with this and have incorporated your suggestion throughout the manuscript.

### **[How to respond to comments that you disagree with]**

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [*Type your response here.*] Thank you for this suggestion. It would have been interesting to explore this aspect. However, in the case of our study, it seems slightly out of scope because.... [*Provide a clear explanation/justification providing supporting evidence as far as possible.*]

B. **Comment 2:** [*Paste the full comment here and italicize it.*]

**Response:** [*Type your response here.*] You have raised an important point here. However, I/we believe that .... would be more appropriate because....[Provide your justification with clear reasoning/supporting evidence.]

## Comments from Reviewer 2

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [Follow the patterns recommended above.]

[List the other comments for this section in the same format.]

## INTRODUCTION

### Comments from Reviewer 1

A. **Comment 1:** [*Paste the first comment here and italicize it.*]

**Response:** Type your response here, unitalicized.

[List the other comments for this section in the same format.]

### Comments from Reviewer 2

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [Follow the patterns recommended above.]

[List the other comments for this section in the same format.]

**[...Continue this for the other sections in the manuscript.]**

### Additional clarifications

[Here, mention any other clarifications you would like to provide to the journal editor/reviewer.]

In addition to the above comments, all spelling and grammatical errors pointed out by the reviewers have been corrected.

We look forward to hearing from you in due time regarding our submission and to respond to any further questions and comments you may have.

Sincerely,

[name and signature of the corresponding author and date when signed]



Appendix 4. Manuscript Template

**Title**

**Author Full Name\*<sup>1</sup> Author Full Name<sup>2</sup>, Author Full Name<sup>3</sup>**

<sup>1</sup>*Department, school, institution/university, city, state, country*

<sup>2</sup>*Department, school, institution/university, city, state, country*

<sup>3</sup>*Department, school, institution/university, city, state, country*

*Corresponding author: Correspondence author Name, email, Street/city names, post/ZIP codes, or PO boxes*

**Abstract**

**THE ABSTRACT SHOULD BE A SINGLE PARAGRAPH WHICH SUMMARISES THE CONTENT OF THE ARTICLE. IT SHOULD BE NO LONGER THAN 250 WORDS. PLEASE COPY PAST YOUR ABSTRAC HERE**

**KEYBORD: Axxxxxxx, Gxxxxxxx, Kxxxxxx, Rxxxxxxx, Yxxxxxxx, Zxxxxxxx**

**INTRODUCTION**

The introduction part of the manuscript will be placed here. The first part of paragraph coming next to heard will not be indented.

However, the other paragraphs are indented like this. The next paragraph should appear here. So please don't forget to follow this structure for all paragraphs in your manuscript.

**1. MATERIALS AND METHODS**

**2.1 MATERIALS**

If the author use separate materials and methods the material section of the article should appear here.

**1.2 METHODS**

If the author use separate materials and methods the methods of the article should appear here.

**2. RESULTS AND DISCUSSION**

**3.1 RESULTS**

If the author use separate **RESULTS AND DISCUSSION** the **RESULTS** section of the article should appear here.

**3.2 DISCUSSIONS**

If the author use separate **RESULTS AND DISCUSSION** the **DISCUSSION** section of the article should appear here.

**3. CONCLUSION**

The conclusions section should come in this section at the end of the article. Please remove the heading for articles submitted to

ACKNOWLEDGMENT

Please state your acknowledgment here

CONFLICT OF INTEREST

Please disclose conflict of interest here

REFERENCES

Citations should appear here in the format.

[1] Authors Names, Book Tittle, Place published, publisher, year, edition number, pages

[2] Author Name, tittle Name of book chapter, country published, publisher, year, pages

[3] Author Names, thesis/dissertation tittle, University, year

[4] Authors names, Tittle of article, Journal Name, Year, Volume/issue, pages

TABLES

Table 1 The second option of Harla Journals tables Format

| Name | Collages | No student | No. teachers |
|------|----------|------------|--------------|
| DDU  | DDU      | DDU        | DDU          |
| DDU  | DDU      | DDU        | DDU          |
| DDU  | DDU      | DDU        | DDU          |
| DDU  | DDU      | DDU        | DDU          |

Table 2 The second option of Harla Journals tables Format

| Years | Students |        | Male staffs |        |
|-------|----------|--------|-------------|--------|
|       | Male     | Female | Male        | Female |
| 2020  | 50       | 30     | 60          | 30     |
| 2010  | 40       | 50     | 50          | 50     |
| 2010  | 60       | 45     | 30          | 45     |

*Appendix 5.Submission Chick-list*

***New Submissions: file inventory***

Mandatory files

- ✓ Cover letter
- ✓ Manuscript files in PDF or Word format

Optional

- ✓ Manuscript source files
- ✓ Graphical abstract
- ✓ Supplementary materials

***New Submissions: checklist***

Before submitting a new manuscript to Harla Journals, please ensure your article:

- ✓ Conforms to Harla Ethical Guidelines for Journal Publication,
- ✓ Disclosure of any conflicts of interest,
- ✓ All authors read the manuscript and agreed for submission,
- ✓ Cover letter is ready,
- ✓ Is written in good British or American English,
- ✓ Manuscript can be uploaded in Microsoft Word/pdf format,
- ✓ Uses single column formatting, 12points font, 1.5 line spacing,
- ✓ Page does not exceed 25 manuscript pages for full research paper or 6 pages for short Communication and less than 15 pages for case comments and reflections,
- ✓ Text alignment: justified,
- ✓ Figures, schemes, charts and tables are embedded next to relevant text,
- ✓ Figures, schemes, charts and tables are embedded with relevant captions/title,
- ✓ Includes references using Harla Journals reference format,
- ✓ Includes a Title Page, containing all of the essential title page information,
- ✓ Includes keyword no more than 6 words/phrases,
- ✓ Does not contain formulae, abbreviations or acronyms in the manuscript,
- ✓ Acknowledgment of any presentation of this material, to whom, when, and financial support, including grant numbers are included,
- ✓ Name, address, business telephone number, and e-mail address of corresponding author,

***Requirements for Revised Submissions***

All revised submissions will be screened (again) by the Harla Journals Managing Editors, before being passed back to the relevant Editor.

In order for the Editor and/or referees to be certain that the requested changes have been carried out, please clearly outline all of the changes made to the article since its last submission, for example by coloring any new text in blue.

*Appendix 6. Peer Reviewers Manuscript Evaluation Form*

**Preliminary assessment criteria**

The first decision focuses on whether the manuscript should be sent for external review. For this, one or more editors read the manuscript and decide whether to send it to reviewers or to reject it without review. The editor(s) considers the following points when making this first decision;

- Fit in terms of both the mission and scope of the journal
- The quality of the presentation,
- The soundness of the research methodology, and
- Whether the manuscript adds to the current literature and how important the article seems to be
- Whether the manuscript prepared in the advised style (font, number of pages, formats etc.)

Decision of the editor after the preliminary assessment shall be

1. **Accepted for review:** if the manuscript has fulfilled the preliminary assessment criteria, the editor shall assign a code to the manuscript and send it to reviewers.
2. **Sent back to the author:** if the manuscript fulfilled the first two requirements but not as per the advisable style (format, font, page, etc.), the editor will send the manuscript back to the author with suggestion for correction and resubmission.
3. **Rejection:** The editor could reject the manuscript if it does not fulfill, at least, the first three criteria.
4. **Suggestion for transfer to other journals:** Considering the scope and nature of the manuscript, she/he shall suggest another journal for which the manuscript fit to.

## Manuscript assessment criteria/rubrics

| No. | Components                  | Assessment rubrics   |
|-----|-----------------------------|--|
|     | General comments            | <ul style="list-style-type: none"> <li>• Originality of the manuscript (contains new and significant information adequate to be considered for review)</li> <li>• The match between the title and the content of the manuscript</li> <li>• Appropriateness of methods and materials and their adequate description</li> <li>• Appropriateness and adequate analysis of data presented</li> <li>• The match between the findings and the conclusion and implication/recommendation</li> </ul>   |
| 1   | Abstracts (10%)             | <ul style="list-style-type: none"> <li>• Clearly and concisely written summary of purpose, methods, major findings, and recommendations</li> <li>• Key words</li> </ul>  |
| 2   | Introduction (20%)          | <ul style="list-style-type: none"> <li>• Well written description of previous literatures on the problem under study,</li> <li>• Clarity and relevance of the context of the research</li> <li>• The rationale/research gap/ is described clearly and adequately based on the review of the literature</li> <li>• Presence of clearly and well-defined purpose or objective and research question/hypothesis</li> <li>• Relevant and up-to-date literature</li> <li>• Appropriateness and well-discussed conceptual and or theoretical framework, if required</li> <li>• The literature identifies areas of controversy, if any, and showed the gap in the literature</li> </ul>               |
| 3   | Methods and materials (20%) | <ul style="list-style-type: none"> <li>• Descriptions of population, sample and sampling technique with rationale</li> <li>• data collection tools and procedures and analysis techniques clearly described and justified</li> <li>• Appropriate methods employed based on theory, concepts or other ideas or it is convincingly supported by literature</li> <li>• Ethical issues are discussed</li> <li>• Reliability and validity issues addressed</li> <li>• Adherence to correct scientific nomenclature</li> <li>• Adequacy of experimental design, if applicable</li> <li>• Adequacy and appropriateness of scientific protocols and/or experimental procedures, if required</li> </ul> |
| 4   | Results (15%)               | <ul style="list-style-type: none"> <li>• Clear and precise presentation of data</li> </ul>   |

|   |   |  |
|---|---|--|
|   |   | <ul style="list-style-type: none"> <li>• Valid and sufficient to support the interpretation &amp; associated discussions and conclusion</li> <li>• Figures/tables/graphs are useful and all necessary</li> <li>• Addressed the research questions/hypothesis</li> </ul>  |
| 5 | Discussions (15%)                       | <ul style="list-style-type: none"> <li>• Critical, insightful, well-reasoned and through review of the findings</li> <li>• Interpretations of findings in relation to prior researches</li> <li>• Relevant and backed up</li> <li>• Discussions of methodological weakness &amp; limitations of the study</li> </ul> |
| 6 | Conclusion and implications (10%)       | <ul style="list-style-type: none"> <li>• Conclusion justified by the findings</li> <li>• Implications/recommendations related to the conclusion</li> </ul>   |
| 7 | References and citation (10%)           | <ul style="list-style-type: none"> <li>• Up-to-date and relevant</li> <li>• Preliminary</li> <li>• The citation and referencing are as per the suggested guideline of the journal</li> <li>• All references cited in the text are available in the reference section and vice-versa</li> </ul>                       |
| 8 | Overall quality of the manuscript       | <ul style="list-style-type: none"> <li>• The manuscript is well-organized, attractively presented with grammar and spelling that is consistently correct.</li> <li>• Precise and grammatically correct language</li> </ul>   |
| 9 | Adherence to all journal specifications | <ul style="list-style-type: none"> <li>• The manuscript adheres to all journal specifications including margins, font, treatment of figures and tables, article length</li> </ul>  |

| Review form               |                             |                      |
|---------------------------|-----------------------------|----------------------|
| <b>Manuscript no :</b>    |                             | <b>Reviewer no :</b> |
| <b>Date :</b>             |                             |                      |
| <b>Manuscript title :</b> |                             |                      |
|                           |                             |                      |
| No.                       | Components                  | Reviewer's comment   |
| 1                         | Abstracts                   |                      |
| 2                         | Introduction                |                      |
| 3                         | Methods and materials       |                      |
| 4                         | Results                     |                      |
| 5                         | Discussions                 |                      |
| 6                         | Conclusion and implications |                      |
| 7                         | References and citation     |                      |
| 8                         | Overall evaluation          |                      |

**Section ii: Please rate the following: (1 = Excellent; 2 = Good; 3 = Fair; and 4 = Poor)**

|                            |  |
|----------------------------|--|
| Originality:               |  |
| Contribution to the field: |  |
| Technical quality:         |  |
| Clarity of presentation:   |  |
| Scientifically sound       |  |
| Depth of the manuscript:   |  |

**Section iii- Research contribution rating: (Kindly mark with an “X”)**

|                         |  |
|-------------------------|--|
| Major contribution      |  |
| Reasonable contribution |  |
| Marginal contribution   |  |
| No contribution         |  |

**SECTION IV – Recommendation for publication: (Kindly Mark with an «X »)**

|   |  |
|---|--|
| Accept as it is   |  |
| Accept with minor revision  |  |
| Accept with moderate Revision   |  |
| Accept with major Revision  |  |
| Rejection   |  |
| If you suggested “ <b>Rejection</b> ”, Please write your reasons here |  |



*Appendix 7. Change of Authorship Form*

**AUTHORSHIP CHANGE FORM**

For any change in authorship (addition, deletion, order and Correspondence change) of a submitted manuscript, the Harla Journals require that this form must be filled out and signed by all authors, including any author(s) being added or removed. For guidance, this form must be signed if an author has been added to or removed from the manuscript, if the author listing order has changed, or if there was any change in designated co-authorship. The completed form should be returned via email to the relevant Journal Editorial Office.

Date \_\_\_\_\_

Journal Name \_\_\_\_\_

Manuscript Number \_\_\_\_\_

Manuscript Title \_\_\_\_\_

Former Author List

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Updated Author List

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned authors, agree to the authorship change(s) to our manuscript, as listed above.

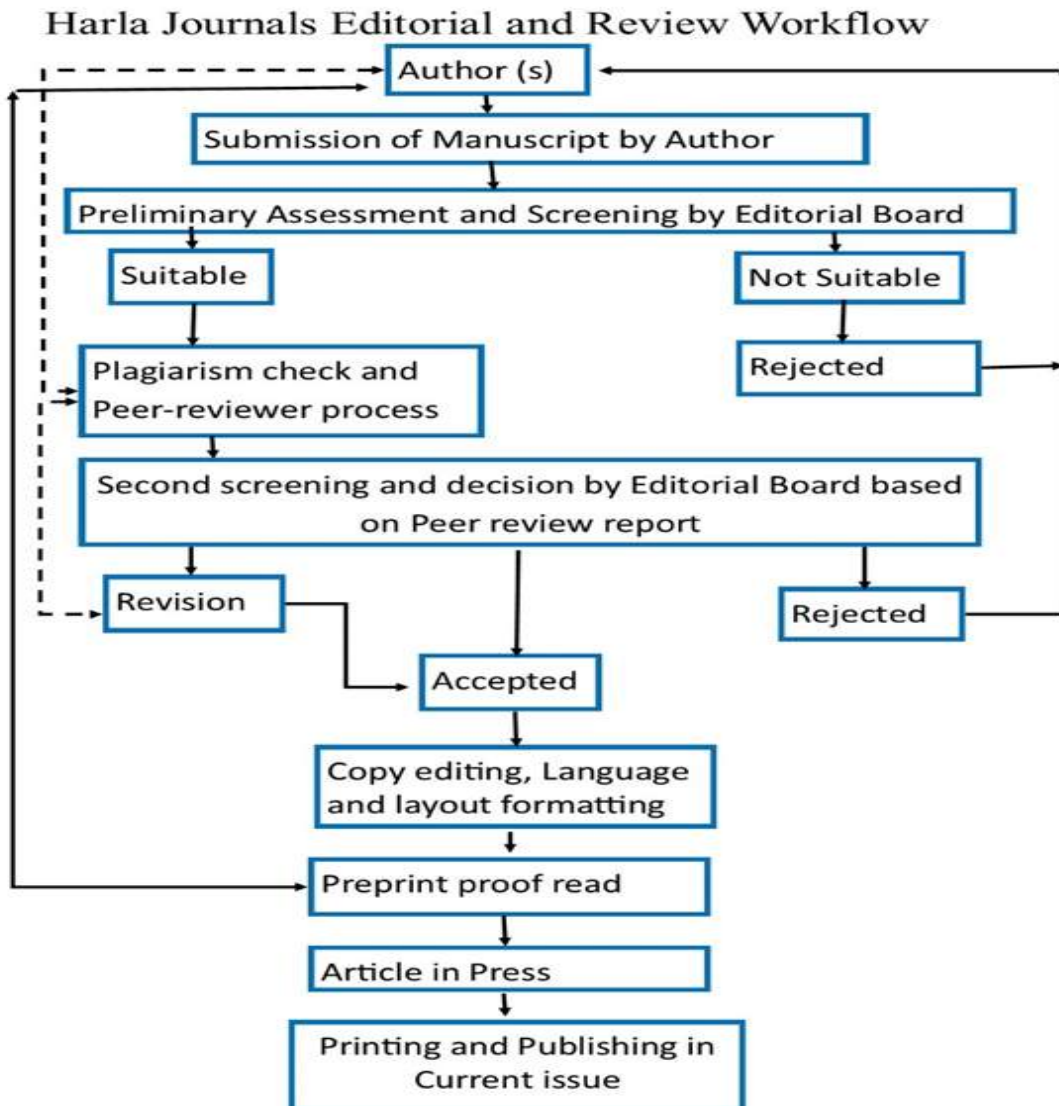
Author name \_\_\_\_\_ Author signature \_\_\_\_\_

Author name \_\_\_\_\_ Author signature \_\_\_\_\_

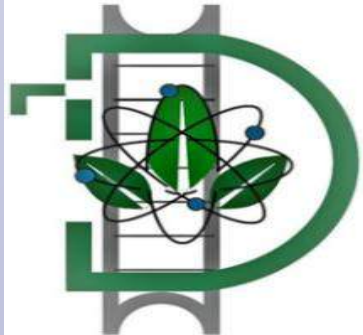
Author name \_\_\_\_\_ Author signature \_\_\_\_\_

Author name \_\_\_\_\_ Author signature \_\_\_\_\_

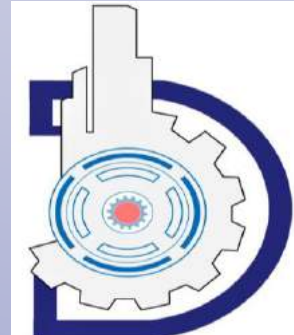
Appendix 8. Journal Work Flow Process



Harla Journal of Applied Science  
and Materials (HJASM)



Harla Journal of Engineering and  
Technology (HJET)



Harla Journal of Health and  
Medical Science (HJHMS)



Harla Journal of Law and  
Governance (HJLG)



Harla Journal of Social and  
Behavioral Studies (HJSBH)



Harla Journal of Sustainable  
Development in Business and  
Economics (HJSDBE)



