

# EDITORIAL POLICY

## **Article 5: Time of Publication**

The journal is biannual publication that will appear in June and December every year.

## **Article 6: Language of Publication**

Manuscripts appear in the journal should be only in English language.

## **Article 7: Originality of Contributions**

All manuscripts that appear in the journal should be unpublished original works of the authors. This will be checked against the available research data with similarity index software/plagiarism checker before the review process and if the similarity index of the paper is greater than 15% then the manuscript will not be considered for further evaluation.

## **Article 8: Content of the Journal**

The journal will feature:

### **(a) Research articles**

The journal shall feature minimum of five full length research articles in each issue.

### **(b) Book reviews**

These are contributions in which any book in the multidiscipline fields will be reviewed. The journal shall feature not more than three book reviews in each issue.

### **(c) Review articles**

Review articles on Multidiscipline fields will be contributed. When all volume of a given issue of the journal contains review articles, the minimum of five full length review article required.

### **(d) Messages and letters**

The journal will also feature the message from the editor-in-chief of the journal. It will also feature a letter on others research papers or issues that deserve attention.

### **(e) Short communications**

Short Communications which report completed research work will be featured in the journal not exceed 2,500 words including Figures, Tables and References. Short Communications must have an abstract and references, but the main body of the text does not have to follow the Introduction - Method - Results - Discussion format.

### **Article 9: Size Contributions**

The journal in each issue shall have 100-125 pages.

The size of contributions shall be as follows:

- Research articles: min 5 pages and max 20 pages with maximum number of 10 Figures and/or Tables;
- Book review; max 3 pages;
- Message and letter: max 2 pages;
- Review articles: minimum 5 pages and maximum 15 pages.

### **Article 10: Process of Submission**

- (a) All contributions to the journal should be submitted throughout in the time indicated in the call for papers. These shall not preclude the acceptance of contributions at any time if offer is made by authors interested in the journal;
- (b) Submission should, in a separate page (cover letter), include full name of the author(s), institutional affiliation, current occupation, contact address (e-mail, mail and phone number) and;
- (c) The authors should also submit an abstract of about 250 words;
- (d) The contribution should be free from any self-identifying information about the author. Identifying information should be indicated only in the cover letter.
- (e) Contribution should be submitted in soft copy (in word document) via the e-mail addressed ([editor.Ee-JRIF@bdu.edu.et](mailto:editor.Ee-JRIF@bdu.edu.et) or [getnet.belay@bdu.edu.et](mailto:getnet.belay@bdu.edu.et).)

## Article 11: Review procedure

### Article 11.1: Principle

- (a) Reviewers should not be let know the identity of the author of contributions nor should authors be allowed to know the identity of the reviewer of the contributions;
- (b) The editor-in-chief shall upon receipt of the contributions and before forwarding to associate editors as per the field area via to reviewers, make sure that clear and embedded identifying information are removed from the contribution and assign code.

### Article 11.2: Contributions other than feature articles

All contributions including original research articles, review articles and book reviews shall be reviewed by reviewers and further review articles, book reviews and letters additionally reviewed by editorial committee who will decide on the publication of such contributions based on criteria set in advance by the committee.

### Article 11.3: Review procedure for original articles, review articles and book reviews

- (a) Original articles, review articles and book reviews shall first be reviewed by the editor-in-chief in consultation with the editorial committee for consistency with the editorial policy of the journal;
- (b) Original articles, review articles and book reviews which the editor-in-chief and the editorial committee consider acceptable, will be referred by the editor-in-chief to two to three anonymous reviewers;
- (c) The anonymous reviewers to whom the manuscript is forwarded shall reviews the article based on the criteria set in Table 1 and Table 2 and assign points out of 100% and send the feedback to the associate editors via editor in-chief within one month time.

**Table 1:** The criteria for reviewing research articles

No.	Criteria	Weight (%)	Score (%)
1	Originality	15	
2	Title	5	
3	Abstract	10	
4	Statement of the problem and objectives	10	
5	Methods	20	
6	Results and discussions	20	
7	Conclusion and recommendation	15	
8	Overall clarity and organization of the manuscript	5	
	<b>Total</b>	<b>100</b>	

**Table 2:** Criteria for reviewing book and review articles

No.	Criteria	Weight (%)	Score
1	<b>Originality</b>	15	
2	<b>Argument and reasoning</b>	20	
	Is the review well argued?	5	
	Has the reviewer used his reasoning power to convince readers?	5	
	Is the analysis evidence based?	5	
	Is the structure of the argument logical?	5	
3	<b>Knowledge and understanding</b>	20	
	Does the review demonstrate thorough and accurate understanding of the subject matter?	5	
	Has the reviewer used a good range of relevant sources?	5	
	Does the review show his/her ability to think critically?	5	
	Does the work contribute to the existing body of knowledge?	5	
4	<b>Presentation and style</b>	20	
	Has the reviewer used appropriate language?	5	
	Is the review presented well?	5	
	Is the work meticulously organized?	5	
	Is the style of presentation appealing to readers?	5	
5	<b>Overall clarity of the book review or review article.</b>	10	
6	<b>Overall contribution of the review to the knowledge of the field.</b>	15	
	Total	<b>100%</b>	

- (d) A manuscript that get an average point of less than 50% points or less than average rating in evaluation criteria, taking together the points assigned by the reviewers may not accepted and finally rejected based on recommendation of reviewers and decision of editorial committee.
- (e) A manuscript that get an average point of 50% and above with at least average rating in all of the evaluation criteria will be considered for acceptance based on the recommendation of the reviewers and provided that the author duly addresses comments forwarded by the reviewers and final decision of editorial committee.
- (f) The contributions that appear in the single issue of the journal shall be selected by the editorial committee based on the point's earned by each contribution;
- (g) Contributors shall be notified as to whether or not their contribution will appear in the issue of the journal under preparation for publication or in which issue of the journal it will feature.

## **Article 12: Special procedure - conflict of interest**

Conflicts of interest in publishing can be defined as conditions in which an individual holds conflicting or competing interests that could bias editorial decisions. Conflicts of interest may be only potential or perceived, or they may be factual, personal, political, financial, academic, or religious considerations can affect objectivity in numerous ways.

### **Article 12.1: Editor's conflict of interest**

- (a) Editors should not have personal financial involvements in manuscripts they consider for publication;
- (b) The editor-in-chief should withdraw him- or herself from any decision-making role on a manuscript addressing a subject on which he or she has a potential conflict of interest;
- (c) Editors may also withdraw themselves from evaluating submissions by local colleagues or friends or submissions that clash with their personal convictions;
- (d) The review of contributions submitted by members of the editorial committee should be coordinated by other members of the editorial committee.

## **Article 13: Confidentiality**

Manuscripts, or parts thereof, or comments of reviewers, is protected from any personal use of editors, reviewers or journal staff.

## **Article 14: Plagiarism**

Taking another person's work (or part of a work) as your own is plagiarism. Plagiarism ranges from the un-referenced use of others' published and unpublished ideas, including research grant applications, to submission under "new" authorship of a complete paper, sometimes in a different language.

All sources should be disclosed, and if large amounts of other people's written or illustrative material are to be used, permission must be sought. In general, by any means, plagiarism is totally unacceptable (there will be zero tolerance to plagiarism).

## **Article 15: Dealing with misconduct**

Depending on the gravity of misconduct the measures to be taken may include:

- (a) Request for confirmation of data;
- (b) Request for re-writing;
- (c) Rejection of a paper;
- (d) Referral to the institute the author is affiliated with;
- (e) Retracting a paper;
- (f) Disclosing the author's misconduct to the public.

#### **Article 16: Complaint Handling Procedure**

The Ee-JRIF will address complaints that may challenge editorial decisions. Accordingly:

- (a) An author who wants to challenge the editorial decision has to lodge a dispute letter to the Editor-in-Chief;
- (b) The Editor-in-Chief shall ask other senior reviewers in the area to comment on the manuscript and the finally decided by editorial committee.

#### **Article 17: Opinion expressed in the Journal**

Opinions expressed in the journal, except the message from the editor-in-chief, reflect the views of the authors and not that of the journal or the editorial board.

#### **Article 18: Copyright**

Copyright of papers published by Ee-JRIF must be assigned Ee\_JRIF, never refuses reprint permission to authors and does not charge for this unless the reprinting (including posting on a website) is for commercial purposes.

#### **Article 19: Miscellaneous**

- (a) **Effective Date:** This journal policy shall come into force on the date it is formally adopted by the Senate of the Ethiopian Institute of Textile and Fashion Technology (EiTEX).
- (b) **Interpretation and Compliance:** This policy shall be interpreted and applied in accordance with the research and publication policies and guidelines of both Bahir Dar University and EiTEX.

(c) **Revisions and Modifications:** Any revision or modification of this journal policy must be proposed by the Editorial Committee with clear justification for the changes. The proposed revisions shall be submitted to the Institute Senate, which will review and approve any amendments to the policy.