

## **Medzone Journal of Health Sciences**

### **Appeals and Complaints**

- **Appeals:**

If there are concerns regarding delays, publication decisions, or processing fees, these issues can be directed to the Chief Editor through the journal's official email. An Appeals Committee will review the issue and take appropriate actions to resolve it. This ensures that any grievances are addressed fairly and efficiently, maintaining the credibility and smooth functioning of the journal's editorial process.

- **Complaints:**

If there are accusations or complaints of misconduct involving authors, reviewers, or editorial staff, these should be reported directly to the Chief Editor. A separate Complaints Process Committee will investigate the matter and recommend penalties based on their findings. This process guarantees accountability and helps maintain the journal's integrity and ethical standards by addressing any potential misconduct.

### **Authorship and Ethical Guidelines**

- **Authorship Criteria:**

Authors must make significant contributions in the following areas:

- Designing or planning the research.
- Collecting, analyzing, or interpreting data.
- Writing or revising the manuscript.

Contributions that do not meet these criteria should be acknowledged in the acknowledgments section. The corresponding author is responsible for ensuring that all listed authors meet these criteria and for managing communications with the journal. Clear authorship criteria ensure transparency in the academic contribution, giving proper credit to those who have contributed meaningfully to the work, and preventing disputes about authorship.

- **Ethics and Integrity:**

*MedZone-Journal of Health Sciences (MJHS)* upholds high ethical standards throughout the publication process:

- **Authors must:**
  - Ensure their work is original. Plagiarism or data manipulation will result in rejection of the work.
  - Avoid submitting the same manuscript to multiple journals simultaneously.

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- Disclose any conflicts of interest.
- **Editors must:**
  - Make decisions based on the academic quality of the manuscript.
  - Keep all unpublished information completely confidential.
  - Address any ethical complaints related to manuscripts.
- **Reviewers must:**
  - Provide fair and constructive feedback.
  - Maintain confidentiality throughout the review process.
  - Report any conflicts of interest, plagiarism, or data integrity issues.

Upholding these ethical guidelines ensures the reliability and trustworthiness of the journal's publications. This fosters a culture of academic integrity and transparency, essential for maintaining the journal's reputation in the scientific community.

- **Handling Misconduct:**

MJHS takes allegations of misconduct seriously. Any confirmed misconduct, including plagiarism or data manipulation, will result in actions such as retraction of the paper, notifying relevant authorities, or banning the author from future submissions. This strict approach to misconduct is crucial for maintaining the academic rigor of the journal and ensuring the integrity of the peer review process.

### **Double-Blind Peer Review & Editorial Process**

- MJHS employs a double-blind peer review process, ensuring both authors and reviewers remain anonymous. This process includes the initial evaluation of the manuscript, peer review, proofreading, and a final decision, typically within 15-20 days of submission. The double-blind review helps eliminate bias in the evaluation process, ensuring that decisions are based purely on the quality and content of the manuscript, contributing to objective and reliable publishing practices.

### **Withdrawal Policy**

- Authors may withdraw their manuscript at any stage before publication. However, they must provide reasons for the withdrawal during or after peer review. Withdrawals after acceptance are allowed only in exceptional cases, ensuring the integrity of the peer review and editorial process. This policy ensures that the editorial and peer review

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process remains efficient and transparent, while also offering authors flexibility in their decision-making if necessary.

### **Privacy Statement**

- Any personal information provided to MJHS will be used exclusively for journal-related purposes and will not be shared with third parties. We maintain strict confidentiality to protect the privacy of all individuals involved in the publication process. This policy is essential to build trust with authors, reviewers, and other stakeholders, ensuring that their personal data is handled with the utmost care and responsibility.
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### **Author Fees and Waivers**

- MJHS may charge publication fees; however, authors who are unable to pay may request a waiver or discount. These requests will be considered based on the quality of the work and the author's financial situation, ensuring equitable access to publication opportunities. This policy ensures that financial constraints do not hinder the dissemination of valuable research, allowing a wider range of authors to contribute to the scientific community.
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### **Diversity and Inclusion Statement**

- MJHS is committed to promoting diversity, equity, and inclusion in all aspects of our editorial processes. We believe that diverse perspectives enrich scientific discussion and aim to provide equal opportunities for individuals of all backgrounds, including race, ethnicity, gender, sexual orientation, disability, geography, and socioeconomic status. This commitment to diversity helps ensure that the journal represents a broad range of ideas and experiences, enriching the quality and relevance of the research published.

### **Accessibility Statement**

- MJHS is committed to making content accessible to all users, including those with disabilities. We adhere to web accessibility standards to ensure our site is compatible with a range of assistive technologies. We are continuously working to improve accessibility and welcome feedback on how we can enhance the user experience. This focus on accessibility ensures that all individuals, regardless of their abilities, can engage with and benefit from the research published in the journal.
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### **Environmental Policy**

- In line with our commitment to environmental sustainability, MJHS reduces its environmental impact by operating primarily in digital formats to conserve paper. We encourage remote online collaboration to minimize travel-related carbon emissions and select vendors with strong environmental policies, supporting our goal of reducing our ecological footprint. This approach aligns with the journal's broader mission to contribute to environmental responsibility while maintaining a high standard of academic publishing.

