Resources for Editors

Overview

The **African Journal of Reproduction and Gynaecological Endoscopy (AJRGE)** is committed to upholding the highest standards of editorial excellence, integrity, and efficiency in scholarly publishing.

This section provides editors with **curated tools, guidelines, and best practices** to support effective manuscript handling, peer review management, ethical compliance, and high-quality publication processes.

1. Editorial Responsibilities & Best Practices

Editors play a critical role in ensuring the quality, credibility, and impact of published research. Editors are expected to:

- Maintain **objectivity, fairness, and confidentiality** throughout the review process
- Ensure **timely handling of submissions** and communication with authors and reviewers
- Uphold **editorial independence** and avoid conflicts of interest
- Base decisions solely on **scientific merit, originality, and relevance**
- Promote **transparency and accountability** in editorial decisions

2. Manuscript Screening & Initial Assessment

At submission, editors should:

- Assess **scope alignment** with AJRGE's focus areas
- Check for **completeness** (abstract, keywords, references, figures)
- Conduct **initial quality review** (clarity, structure, scientific rigor)
- Perform **plagiarism screening** before peer review
- Identify any **ethical concerns** or conflicts of interest

3. Peer Review Management

AJRGE operates a **double-blind peer review system**.

Best Practices:

- Select **qualified and independent reviewers** with relevant expertise
- Avoid reviewer conflicts of interest
- Provide **clear review guidelines and timelines**
- Monitor reviewer performance and responsiveness
- Ensure **constructive, unbiased, and professional feedback**

Editorial Decision Making:

Editors should base decisions on:

- Reviewer recommendations
- Scientific validity and originality
- Relevance to journal scope
- Ethical compliance

4. Publication Ethics & Compliance

AJRGE adheres to internationally recognized standards, including guidelines from the Committee on Publication Ethics and the International Committee of Medical Journal Editors.

Editors must ensure:

- **Originality of submissions** (no plagiarism or duplicate publication)
- Proper **authorship attribution**
- Disclosure of **conflicts of interest**
- Evidence of **ethical approval** for human/clinical studies
- Appropriate handling of **misconduct, corrections, and retractions**

5. Plagiarism Detection Tools

Editors are encouraged to use reliable plagiarism detection tools to ensure originality:

- **Turnitin** – Widely used academic similarity checker
- **iThenticate** – Industry standard for scholarly publishing
- **Grammarly** – Includes plagiarism and writing enhancement features
- **PlagScan** – Alternative similarity checking platform

Editors should review similarity reports carefully and distinguish between:

- Acceptable overlap (e.g., references, methodology)
- Potential plagiarism or duplication

6. Editorial Workflow & Efficiency Tools

To improve workflow and consistency, editors may utilize:

- Manuscript tracking systems (AJRGE submission platform)
- Reviewer databases and tracking logs
- Standardized decision templates
- Checklists for manuscript evaluation

7. Communication with Authors and Reviewers

Effective communication is essential:

- Provide **clear and constructive editorial decisions**
- Maintain **professional tone and transparency**
- Ensure timely updates on manuscript status
- Offer guidance for revisions where necessary

8. Quality Assurance & Final Publication

Before final acceptance, editors should confirm:

- All reviewer comments have been addressed
- Manuscript meets **formatting and referencing standards**
- Ethical requirements are fully satisfied
- Figures, tables, and data are accurate and properly labelled

9. Continuous Improvement

Editors are encouraged to:

- Stay updated with **publishing standards and guidelines**
- Participate in **editorial training and development**
- Contribute to improving AJRGE editorial policies and processes

10. Support & Contact

For editorial support or technical assistance, editors may contact the AJRGE editorial office through the official communication channels provided on the website.