

Guidelines for authors

MNJR is an open access journal.

Rules to ensure your manuscript is handled promptly

1. The manuscript fits the aim and scope of the journal
2. Manuscript is as per the guidelines for authors
3. The text is written in good English/Dhivehi. Proof-read before submitting to the journal
4. Divide manuscript into numbered sections; add page and line number, and text must be double-spaced
5. Include ethical statement if research/experiments involve animal or humans
6. Include conflict-of-interest statement at the end of the manuscript
7. Total number of figures and tables should not exceed of six; additional figures and tables to be submitted as supplementary material
8. Reference list should include all relevant sources (books, websites, journal articles, and others)
9. A cover letter must be submitted that introduces your article and novelty of the research
10. Highlights (3-5 points, 85 characters each) must be included that identify important outcomes of your research and stand alone

Submission checklist

Before submission, follow the checklist to ensure your manuscript meets the MNJR requirements.

Study contents

1. Ensure manuscript fits aims and scope of MNJR
2. The research is novel and not published previously (see “Responsible research publication: international standards for authors” from COPE for more information http://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011_0.pdf)
3. Ethical consent is obtained if research work is on humans and/or animals

Manuscript preparation

Ensure that

1. Format the manuscript formatting as per the requirement of the Guide for Authors
2. The language follows as per the requirement of the Guide for Authors
3. The word count and combined figures/tables are within limits:
 - Research articles: 7500 words, 6 tables and figures
 - Review article: 10,000 words, 6 tables and figures
 - Short communication: 3000 words, 6 tables and figures

If authors have more than 6 tables and figures combined; submit the remaining as supplementary material

4. The title page must contain:
 - Title
 - Author names and affiliations
 - Address of corresponding author with email and telephone
 - Abstract: provide 250-300 words or 10 15 lines
 - Keyword: provide between 4 to 5 keywords for indexing purposes
5. Provide highlights;
 - 3-5 bullet points; each point must have max 85 character including spaces
6. Before references include a conflict of interest statement
7. Before references include acknowledgements: acknowledge grants, funds, people. Place before the reference list. The funding organizations name should be written in full.
8. Continuous line numbering must provide throughout the manuscript
9. Provide page numbering
10. Follow APA style referencing system
11. Include clear legends for figures and tables
12. Include statement of ethical approval and informed consent if applicable

Before submission:

1. Manuscript file must be a Microsoft Word file
2. A cover letter should be provided:
 - Editor in Chief name, journal name (eg MNJR)
 - Manuscript's title
 - Article type (review, research, etc)
 - Submission date
 - Brief background of the research study and question
 - Brief overview of methodology used
 - Principle findings and significance to scientific community and explain the novelty of the research
 - Contact information of the corresponding author
 - Statement that states that the paper is not published previously and not under consideration by another journal during the submission and all authors approved to submit the article to MNJR
3. 2 suggested reviewers are provided (include reviewer's affiliation and email address). At least one referee is from a different country and no referee should be from the same institution
4. Provide keywords

Now submit the manuscript at mnjr@mnu.edu.mv

Types of paper

MNJR accepts original research papers; letters to the Editor, review articles, rapid communications, short communications

1. Research papers- original full-length research papers not published elsewhere. The word limit is 7,500 (excluding references).
Total number of figures and tables combined is 6.
Additional figures and tables can be submitted as supplementary material.
References should not exceed more than 40
2. Review articles- focus on literature published over the previous 5 years
Word limit: 10,000 excluding references. Total 6 figures and tables combined could be included.
Total references should not exceed from 120
3. Short communications- word limit: 3000 excluding references
Describe work of preliminary nature but merits publishing.
References should not exceed more than 40
4. Viewpoints- word limit: 1200 words on any subject that cover the MNJR aims and Scope
5. Letters to the Editor- published on matters of topical interest

Ethical guidelines for journal publication

MNJR management as well as authors, and reviewers must uphold a Professional Code of Ethics. As MNJR candidate you must:

- Perform your work with professional care, fairness, and attentiveness
- Be complete, accurate and truthful in the information you provide
- Maintain security and confidentiality in examining materials and information
- Report personal conduct that violate ethics
- Use accurate credentials
- Comply with applicable global professionalism and ethics
- Be truthful and provide accurate information on your competency and professional experience
- Avoid engaging in any activity that creates a conflict of interest
- Avoid accepting or offering gifts, payments or other related compensations that may influence professional decisions

Ethical responsibilities of authors

MNJR intends to be a member of the Committee on Publication Ethics (COPE); the journal will follow COPE guidelines on dealing with acts of misconduct.

Authors must refrain activities that could damage the trust in the journal such as misrepresenting research results and maintain integrity of the research work and its presentation. Thus, the authors must follow the following practice:

- The manuscript submitted to MNJR should not be submitted to multiple journals simultaneously for publication
- The manuscript submitted must be original and not have been published, in any form or language, elsewhere

- Research results must be presented without inappropriate data, fabrication and falsification but presented clearly and honestly
- Data, text, or theories of others work should be given proper acknowledgements and should not present them as if they were the author's own work- plagiarism. The MNJR may use software to screen for plagiarism
- If copyrighted materials used must secure permissions
- If applicable, authors should secure permissions for the questionnaires (web) surveys, scales and software in their work
- Authors to avoid untrue statements or descriptions of behavior or actions; about a company or individual person that are considered as accusation or attacks to them.
- Researches about toxins, disruption of immunity of vaccines, weaponization of research/technology, unusual hazards of chemical use, and developing harmful biological agents that may be of public health or national security threat due to misapplication- must be clearly identified in the manuscript (eg dual use of research).
- Authors to ensure author group, the Corresponding Author, and the order of authors are correct at submission. Adding and/or deleting authors is not permitted.

Above are guidelines and authors to respect third parties' rights; copyright and/or moral rights

If the MNJR requests the authors to provide relevant documentation (samples, records, raw data etc) to verify the validity of their work. However, this excludes sensitive information that are confidential or patented.

If suspected for misbehavior or fraud the MNJR will carry out investigation as per COPE guidelines. If the investigation revealed valid concerns the authors will be contacted using their given e-mail address and will be given time to address the issue. In the meantime, based on the seriousness of the situation, the MNJR will implement following measures;

- Manuscript maybe rejected
- If the manuscript already published, based on severity of the violation:
 - Article maybe retracted
 - An expression of concern maybe placed with the article

The reason for retraction or concern will be expressed in the published version. The retracted article is maintained but marked 'retracted' and the explanation for retraction will be provided.

- The author/s institution maybe informed
- A notice will be provided in the peer review system as part of the author's and article's bibliographic record if transgression of ethical standards is suspected

Fundamental errors

Authors have obligation to request MNJR for significant error or inaccuracy they discovered after their article is published. MNJR will decide the request based on the nature of the error. The decision maybe a correction or retraction of the article. The retraction note will provide which parts of the article are instructed by the error.

Suggestion/exclusion of reviewers

Authors are to suggest 2 suitable reviewers to review their manuscript during submission, and also are welcome to suggest the exclusion of certain individual as reviewers of their manuscript. The suggested reviewers should not be connected to the work in any way and must be totally independent. It is highly recommended that the reviewers to be from different countries and from different institutions. Each suggested reviewer's institutional email address and institute address must be provided. If the reviewer is not working, then personal email address and contact number could be provided or could also provide a link that direct to the author's publication record or author ID.

Please note that MNJR may not use the suggested reviewers, but it may facilitate the peer review process.

Please see our information pages on ethics in publishing and ethical guidelines for journal publication.

Please see the below link as source of guidance from COPE

(http://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011_0.pdf).

Declaration of interest

All authors should disclose conflict of interest; any bias to the research work due to their relationship with companies or people whose work (grants, patent applications, paid expert testimony and employment) has some relevance to the research.

Authors should include declaration of conflict of interest statement in the manuscript.

Submission declaration and verification

Submission of an article means that it is not published elsewhere or not under consideration for publication by another source.

All the authors and responsible authorities approved the publication, and if accepted the article will not be published elsewhere without a written consent of the MNJR.

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Preprints can be shared any time based on the [MNJR sharing policy](#).

Use of inclusive language

Inclusive language promotes equal opportunities, sensitive to differences, and respect to people. Manuscript should not contain anything that may imply discrimination among individuals; race, sex, culture and superiority over one individual to another. Authors should ensure their writing is free from bias; such as use of job titles free from stereotyping- chairperson instead of chairman

Conditions of authorship, and changes to authorship

All authors must have contributed in the manuscript:

drafting, revising and final approval prior submitting to the MNJR.

Also, in the design and data collection of research

If any of these conditions are not met, does not qualify to be an author. Other contributions not listed above could be written under the acknowledgement section of the manuscript.

Authors must provide definite list and order of authors during submission. Addition and deletion of authors should be before the manuscript has been accepted and only accepted if the Editor in Chief approved it. The corresponding author should request such a change by enlisting the reason for change, and by the written approval of all the authors for this change via email and also the removed or added authors should confirm these changes via email to the MNJR.

It is the policy of MNJR that changes to authorship in the manuscript is not allowed; addition, deletion or re-order of author list.

Copyright

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An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

If other copyright works are included in the manuscript, the authors should obtain copyright permission from the owners and cite the source.

Role of the funding source

Financial source must be stated in the manuscript identifying who provided for the authors to conduct their research, if applicable.

Open access

MNJR is an open access journal. Articles are available freely for wider audience and subscribers.

Language

Authors should right the manuscript in good English (Either American or British usage is acceptable). Proof read prior submission to avoid grammatical or spelling errors.

Submission

MNJR online submission system will guide stepwise steps to process article; entering details and upload of files. Files must be uploaded in Word version. All correspondence to the corresponding author will be notified via e-mail.

Referees

Authors should suggest two referees: names, affiliations, country, and e-mail. Authors' potential reviewers should not be from their institute, and at least one reviewer should be from another country than the authors or from another institute from the author. Suggested reviewers should not have collaborated with the authors within past two years. Reviewers must be experts in the area of the research article or techniques employed in the study. Authors should briefly state the appropriate expertise of the reviewers.

Review Policy

For ensuring accepted manuscript quality a peer review system is used that involve two reviewers. The Editor in Chief and the Editors have the right to reject review if the manuscript:

1. Topic is out of the journal scope
2. No new knowledge contributed
3. Lacks technical merit
4. Is incomplete
5. Lacks novelty
6. Poorly written

Preparation

Peer review

MNJR operates a double blind review process. All contributions will be assessed for suitability by MNJR editors. Paper deemed suitable will be sent to two independent expert reviewers to assess the quality of the paper. The editors are responsible for final decision; accept/reject of articles. The Editors decision is final.

Use of word processing software

Manuscript must be typewritten with 1.5 cm spaced and 2 cm margins. Each page should be numbered, and lines numbering must be continued from the start to the end of the article. Font size should be 12, and to use Times in New Roman as a font style. Corresponding author should be identified including e-mail address. All authors full postal and email addresses must be given. Authors to consult a recent issue of the journal for to follow its style. The Editors have the right to adjust the style to maintain the uniformity standards of the journal.

Article structure

When typing manuscripts following order should be followed;

Title, authors, affiliations, abstract, keywords, main text (Introduction, material and methods, results, conclusion), acknowledgements, appendix, and references. The corresponding author should be identified placing a superscript asterisk after the last name of the corresponding author situated after the title of the article, and then details of the corresponding authors to be given with the same asterisk in the footnote. The title of the paper should reflect with that of the manuscript contents.

Essential title page information

Title: should be informative and concise. Should avoid formulae and abbreviations

Author names and affiliations. State clearly the full names of the authors and check if the names are accurately spelled. The names should be in the order of first name and then family name (eg. Aminath Riyaz, John Brooke) so that it is enlisted correctly in indexing services. State the affiliations of the authors below the author names. Indicate all affiliations with a lower-case superscript letter immediately after the author name and in front of the relevant affiliation. Indicate all affiliations with a superscript number immediately after the authors name (eg ¹Raheema Abdul Raheem) and in front of the associated affiliation.

Corresponding author. Clearly indicate the corresponding author (email, contact details kept up to date) who will be handling all stages of correspondence; publication and post-publication.

Abstract

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

The abstract should not exceed 150 words.

Highlights

Highlights are mandatory for this journal. They consist of a short collection of bullet points that convey the core (most important) findings of the article and should be submitted in a separate editable file. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

Subdivision - numbered sections

Divide your article into clearly defined and numbered sections. Subsections should be numbered

1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Hypotheses

If to include hypothesis statements it should be clear, concise, and declarative. Inclusion of a hypothesis statement makes it easy for the authors to describe the novelty and significance of their study in comparison to literature. The hypothesis could be stated in the introductory section. The conclusion section should include whether the hypothesis was confirmed or refuted.

Formatting of funding sources

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the Maldives National University (MNU) [grant numbers xxxx, yyyy]; UNICEF [grant number zzzz]; and WHO [grant number aaaa].

When funding is from a block grant or other resources available to a university or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Units

Follow internationally accepted rules and conventions: use the international system of units (SI). Temperatures should be given in degrees Celsius. Abbreviations for units should follow the suggestions of the British Standards publication BS 1991. The full stop should not be included in abbreviations, e.g. m (not m.), ppm (not p.p.m.).

Statistics

Appropriate application of statistical analysis should be applied throughout the article.

Artwork

Electronic artwork

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Times New Roman, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.

- Size the illustrations close to the desired dimensions of the published version.

Figures

Photographs, charts and diagrams are all to be referred to as "Figure(s)" and should be numbered consecutively in the order to which they are referred.

Formats

If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format.

Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.

TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.

TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Color artwork

Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then MNJR will ensure that these figures will appear in color online regardless of whether or not these illustrations are reproduced in color in the printed version. **For color reproduction in print, you will receive information regarding the costs from MNJR after receipt of your accepted article.** Please indicate your preference for color: in print or online only.

Figure Captions

Ensure that each illustration has a caption. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

Please submit tables as editable text. Tables should be placed next to the relevant text in the article. Number tables consecutively in accordance with their appearance in the text and place

any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

Supplementary material

Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file.

References

Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style (APA style) of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

Example: CTAHR (College of Tropical Agriculture and Human Resources, University of Hawaii). Tea (*Camellia sinensis*) a New Crop for Hawaii, 2007.

URL http://www.ctahr.hawaii.edu/oc/freepubs/pdf/tea_04_07.pdf. Accessed 14.02.11.

Data references

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Reference management software

If you use reference management software, please ensure that you remove all field codes before submitting the electronic manuscript.

In the text refer to the author's name (without initials) and year of publication (e.g. "Steventon, Donald and Gladden (1994) studied the effects..." or "...similar to values reported by others (Anderson, Douglas, Morrison & Weiping, 1990)..."). For 2-3 authors all authors are to be listed

at first citation. At subsequent citations use first author et al.. When there are more than 3 authors, first author et al. should be used throughout the text.

The list of references should be arranged alphabetically by authors' names and should be as full as possible, listing all authors, the full title of articles and journals, publisher and year. The manuscript should be carefully checked to ensure that the spelling of authors' names and dates are exactly the same in the text as in the reference list.

Reference style

Text: Citations in the text should follow the APA Sixth Edition referencing style

You are referred to the Publication Manual of the American Psychological Association, Sixth Edition, ISBN 978-1-4338-0561-5, copies of which may be ordered online or APA Order Dept., P.O.B. 2710, Hyattsville, MD 20784, USA or APA, 3 Henrietta Street, London, WC3E 8LU, UK.

List: references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2010). The art of writing a scientific article. *Journal of Scientific Communications*, *163*, 51–59.

<https://doi.org/10.1016/j.Sc.2010.00372>.

Reference to a journal publication with an article number:

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2018). The art of writing a scientific article. *Heliyon*, *19*, e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>.

Reference to a book:

Strunk, W., Jr., & White, E. B. (2000). *The elements of style*. (4th ed.). New York: Longman, (Chapter 4).

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (2009). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). New York: E-Publishing Inc.

Reference to a website:

Cancer Research UK. Cancer statistics reports for the UK. (2003).

<http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/> Accessed 13 March 2003.

Reference to a dataset:

[dataset] Oguro, M., Imahiro, S., Saito, S., Nakashizuka, T. (2015). *Mortality data for Japanese oak wilt disease and surrounding forest compositions*. Mendeley Data, v1.

<https://doi.org/10.17632/xwj98nb39r.1>.

Reference to a conference paper or poster presentation:

Engle, E.K., Cash, T.F., & Jarry, J.L. (2009, November). The Body Image Behaviours Inventory-3: Development and validation of the Body Image Compulsive Actions and Body Image Avoidance Scales. Poster session presentation at the meeting of the Association for Behavioural and Cognitive Therapies, New York, NY.

After submission

Your article will be assigned to relevant editor. The editor will send the article to 2 reviewers to review. Once the article review feedback is obtained it will be send to you via email, giving you a timeline line (between 2 weeks to 1 months) to send back feedback for reviewers' comments.

After Acceptance

All instructions for proofing will be given in the e-mail we send to authors.

Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. It is important to ensure that all corrections are sent back to us in one communication. Proofreading is solely your responsibility.