

Author Guidelines

Author's responsibilities

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. Include ethical statement if research/experiments involve animal or humans
5. Include conflict-of-interest statement at the end of the manuscript
6. Total number of figures and tables should not exceed of six; additional figures and tables to be submitted as supplementary material
7. Reference list should include all relevant sources (books, websites, journal articles, and others)
8. A cover letter must be submitted that introduces your article and novelty of the research

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. Before references include a conflict-of-interest statement

6. Before references include acknowledgements: acknowledge grants, funds, people. Place before the reference list. The funding organizations name should be written in full.
7. Continuous line numbering must provide throughout the manuscript
8. Provide page numbering
9. Follow APA style referencing system
10. Include clear legends for figures and tables
11. 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 (e.g., 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

Submit the manuscript to <https://mnjr.mnu.edu.mv/journal/about/submissions>

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 violates 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

Author Contribution

All authors must have contributed in the manuscript:

Designing, drafting, data collection, analysis, write up of paper, revising and final approval prior submitting to the MNJR.

If any of these conditions are not met, it 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 after publication.

The 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. All authors are obliged to respond to the comments sent by the reviewers.

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 Seventh Edition referencing style. You are referred to the Publication Manual of the American Psychological Association, Seventh 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.

Financial support

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.

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.

Preprints

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

An author should not in general publish manuscripts describing essentially the same research in more than one journal of primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical behaviour and is unacceptable.

In general, an author should not submit for consideration in another journal a paper that has been published previously, except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint.

Peer-review process

For ensuring accepted manuscript quality a peer review system is used that involve two reviewers. The editor shall select reviewers who have suitable expertise in the relevant field, taking account of the need for appropriate, inclusive and diverse representation. The editor shall review all disclosures of potential conflicts of interest and ensure confidentiality of the articles. 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

Publication ethics

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 behaviour 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 (e.g., 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.

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- 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

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.

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Archiving

All current and past issues of MNJR will be stored on the website and in Saruna repository of the Maldives National University library.