

# EDITORIAL POLICY OF UNICROSS JOURNAL OF SCIENCE AND TECHNOLOGY, UJUST

## Submission policy

Manuscripts submitted to the Unicross Journal of Science and Technology must be original copies such that they have not been published elsewhere or even submitted to any other journal for publication. If similar or related work has been published or submitted elsewhere, there must be evidence of withdrawal of article or manuscript from the former. You must provide a copy with the submitted manuscript. You are allowed not to submit your manuscript elsewhere while it is still under editorial consideration at *the* Unicross Journal of Science and Technology.

The identity and address of the corresponding author must be indicated including email address and phone number. If an author has subsequently moved, the current address may also be stated. The Editorial Board reserves the right to retrieve an acceptance letter earlier given for the publication of a manuscript if in the opinion of the board the article contains some legal and ethical questions or that the content of the article is misleading or inconsistent with basic scientific truth, or that it runs contrary to our editorial or publishing policies.

Manuscripts for submission should conform to the following requirements:

1. Manuscripts should generally be between 4,000 and 6,000 words including references and appendix.
2. Abstracts should be between 100-150 words with 5 keywords.
3. Manuscript should be sent in MS word.docx format.
4. Authors' names should not appear in the manuscript's filename, when submitting a soft copy to ensure a blind review process. Authors' names, designations and institutional addresses should be in a separate file.
5. Authors are to check manuscripts for accuracy of language before submitting to the journal.
6. The Editorial Board will not edit submitted manuscripts which are wanting in style or language.
7. The Editorial Board reserves the right to make editorial changes to any manuscript accepted for publication to enhance clarity and style.
8. Manuscripts that do not adhere to any or all of the above may be rejected.
9. Authors are to submit their paper electronically by using the online submission or to email to [jocres.unicross@gmail.com](mailto:jocres.unicross@gmail.com)
10. All manuscripts must be typed in Microsoft Word (.docx) and single-spaced. Margins are to be set at (3 cm at all sides) and paper size at A4 (21 x 29.7cm).
11. Authors are to make sure that 20% of the references cited fall within the last 10 years.
12. Authors are required to conform to the latest References Guidelines appropriate to their professional preference (APA or MLA style)

## **Author responsibilities**

Knowledge that is shared by an author remains the sole responsibility of the author(s). Authorship means that you take both the credit and accountability that go with it. The responsibility of abiding by the ethical and legal requirements of society is entirely the prerogative of the author(s). It is expected that the author(s) were actually the ones who have made substantial contributions to the conception and design of the work including measurements, data acquisition, analysis and interpretation of the results.

While collaborative work is encouraged in research, every author or co-authors must share responsibilities. These responsibilities include:

1. Ensuring that the original data used for the analysis retrievable for reanalysis
2. Guaranteeing that the results presented in his work is representative of the original data and
3. That you are willing to share your data and results without limits

## **Author contributions rankings**

Authors are allowed to indicate their level of contributions to the current work. This can come in the form of grading authors such as attaching superscripts numbering to the various authors. Authors with higher contributions will be ranked as <sup>(1)</sup> while the next will be ranked as <sup>(2)</sup> and so on. For example, Ewona, I. O<sup>1</sup> and Bright, T. D.<sup>2</sup>

## **Author name change**

Authors who who wish to change their name for reasons such as gender transition or religious conversion may request for their change of name, pronouns and other relevant biographical information to be corrected on papers published prior to the change; provided that they can provide legal documents to that effect.

## **Corresponding author – prepublication responsibilities**

The submitting or corresponding author is solely responsible for communicating with Unicross Journal of Science and Technology, UJOST. and managing communication with all other co-authors. UJOST will not take responsibility for any breach in communication should that arise. Before submission, the corresponding author ensures that all other authors are included in the author list and ranked appropriately. He or she must ensure that the order has been agreed upon by all authors, and that all authors are aware that the paper will be submitted UJOST. Thereafter, the corresponding author acts on behalf of all other authors.

The corresponding author will be held responsible for the accuracy of all content in the proof, in particular that names of co-authors are present and correctly spelt, and that addresses and affiliations are current.

## **Citations**

Relevant literature must be cited appropriately in each research article to support major claims. Citation manipulation will result in the article being rejected. Peer-reviewers or editors have a responsibility report such unhealthy practices to the publisher. Authors should ensure that their citations are accurate and should therefore not cite sources they have not read.

## **Peer review policies**

Peer review of journal articles will take a two-step procedure - Preliminary and substantive. Preliminary review shall be based on the following criteria.

1. Originality: that the content is derived from original findings and research.
2. Relevance: that the content is sufficient to add value to the body of knowledge
3. Correctness: the formal criteria have been met.
4. Ethical: that the content does not violate any known ethical standards either nationally or internationally for the studies involving human and/or animal subjects.
5. Topicality: that the title is a topic that fits into the scope and goals of Science and technology

This decision is taken by the managing Editor in consultation with the editor-in-Chief. The Editor-in-Chief decides whether the manuscript fulfils the substantive and formal criteria for the further peer review process. A manuscript can be rejected at point without undergoing further review.

It is the responsibility of the Editor Editor-in-Chief to handle the selection of reviewers who shall be experts in the appropriate subject areas and requests them to undertake a single-blind peer review. Manuscripts will be evaluated by at least two reviewers who shall follow the general guidelines or template provided for the purpose. The reviewer will make an objective, impartial evaluation of the scientific merits of the manuscript. Their evaluation and comments shall be made according to the following guidelines:

1. Relevance to the scope of UJOST
2. Originality, novelty, review or short note
3. Appropriateness of choice, presentation and discussion of methods
4. Presentation and discussion of results
5. Relevance to the scientific and/or professional community
6. Legibility, style and structure of the presentation

7. standards, scientific precision
8. Comment on acceptability of manuscript for publication requiring no, minor or major corrections is indicated in the scoring sheet

If a manuscript is being considered for publication but in need of improvement, authors are contacted for revision. The authors will be required to act on the reviewers' comments or where the need arises send a rebuttal. Once the Editorial board is satisfied with the Responses, an acceptance letter is issued to the authors and the article is published.

Publication Manuscripts accepted for publication are given a DOI (Digital Object Identifier) and published online within one month upon acceptance. For final publication, the articles are summarized according to year of publication (volumes) and numbers (issues), including consecutive pagination for each volume. Corresponding authors receive a notification that their article has been published online with a link to UJOST Page in the CRUTECH website.

UJOST retains the Copyright to all articles published under it. Scientific Misconduct involving fabrication or falsification of research results, intellectual property theft (plagiarism), or other practices that deviate from commonly accepted standards within the academic community for scientific work on the proposal, conducting or reporting of research shall be sanctioned. Sanctions may include:

1. Immediate rejection of the manuscript.
2. Exclusion of author(s) from submitting manuscripts to the journal for a certain period of time.
3. Retraction of published manuscripts.
4. Informing editors of other journals and publishers.
5. Report author(s) concerned to the authors' sponsoring or funding institution, or other appropriate authority for investigation.

### **Journal Frequency of publication**

Unicross Journal of Science and Technology, UJOST shall be published once a year unless the demand rises. Though the soft copies of the journal shall be published on the internet at bimonthly basis, hard copies shall be printed in September of each year.