

# *Africology: The Journal of Pan African Studies*

## Publication Ethics and Publication Malpractice Statement

A:JPAS (*Africology: The Journal of Pan African Studies*) expect authors, reviewers, guest editors, and editorial board editors to follow the best-practice guidelines on ethical behavior contained herein.

### **Approach and Expectations**

A:JPAS is an open access multi-lingual trans-disciplinary on-line peer reviewed editorial board centered scholarly journal devoted to the intellectual synthesis of research, scholarship and critical thought on the African experience around the world since 1987 that has worked to build a transnational community of scholars, theorists and practitioners who can ask questions and pose solutions to contemporary and historical issues, based upon an affirmative African centered logic and discourse of liberation.

A:JPAS seeks work that: present original research methods/theory, add to a body of research, announce research findings, guide future research, explore theories, distribute new knowledge, present new ideas, invite discussion, introduce research reviews, and provide new Africology centered concepts and terminology. Hence, submitted articles should have: an introduction, literature review (annotated bibliographies accepted), a methodological construct, results, discussion, conclusions, and suggested steps for further research that can intellectually engage scholars, students and others with an interest in an African-centered approach to African world community studies.

### **Terminology**

A:JPAS seeks to use an affirmative African centered logic and language of liberation, therefore, we have decided not to use the term 'tribe' or slaves in reference to the African experience. We ask that all contributors acknowledge this policy before submitting content. Hence, the preferred alternative terms-concepts include 'ethnic group' and 'the enslaved'. Second, in regards to the use of the word black, when it is used to indicate people of African heritage, we recommend that it be capitalized. And last, in regards to describing Africa, the now popular 'sub-Saharan Africa' designation is discouraged; thus, our preferred description is 'Africa south of the Sahara desert' or simply, 'Africa south of the Sahara'.

### **Publishing Language**

The major publishing language of A:JPAS is English. However, contributions in languages other than English are acceptable when also presented in English.

### **Submission to Published Format**

The Senior Editor or a designee will review your contribution. The senior editor or a designee will send manuscripts (or other work) to the editorial board for review. The editorial board will review your contribution and make a recommendation to the Senior Editor or a designee to publish, not publish or publish with conditions. Should corrections or additions need to be made; the Senior Editor or a designee will inform you. This process should not exceed 60 days, and if so, communicate with the Senior Editor or a designee for a resolution. The Senior Editor or a designee will inform you when (or if) your contribution will be published. For those new to academic publishing, it is recommended that they seek a local published mentor or a A:JPAS mentor (to request a A:JPAS mentor, contact the Senior Editor via atjpas@gmail.com). There is no processing fee or charge to submit a contribution to A:JPAS.

### **Fair Play and Editorial Independence**

A:JPAS editors will evaluate submitted manuscripts exclusively on the basis of their academic merit (importance, originality, study's validity, clarity) and its relevance to the journal's scope, without regard to the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. Decisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself. The Senior Editor has full authority over the entire editorial content of the journal and the timing of publication of that content, and can decide to publish a previously published work published elsewhere via proper permission from the original source.

### **Confidentiality**

A:JPAS editor and the editorial board/staff will not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### **Disclosure and Conflicts of Interest**

A:JPAS editor and the editorial board/staff will not use unpublished information disclosed in a submitted manuscript for their own research purposes without the authors' explicit written consent. Privileged information or ideas obtained by editors as a result of handling the manuscript will be kept confidential and not used for their personal advantage. Editors will recuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships/connections with any of the authors, companies or institutions connected to the papers; instead, they will ask another member of the editorial board to handle the manuscript.

## **Publication Decisions**

A:JPAS editor and the editorial board/staff must ensure that all submitted manuscripts being considered for publication undergo peer-review by at least two reviewers who are expert in the field. The Senior Editor is responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and such legal requirements as are currently in force regarding libel, copyright infringement and plagiarism. The Senior Editor may confer with other editors or reviewers in making this decision.

## **Involvement and Investigations Cooperation**

A: JPAS editors will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every reported act of unethical publishing behavior will be looked into, even if it is discovered years after publication. The Senior Editor is expected to follow the *Committee on Publication Ethics Flowcharts* ([www.publicationethics.org](http://www.publicationethics.org)) when dealing with cases of suspected misconduct. If, on investigation, the ethical concern is well-founded, a correction, retraction, expression of concern or other note as may be relevant will be published in the journal.

## **Duties of Reviewers**

### **Contribution to Editorial Decisions**

Peer review assists the editorial board and the Senior Editor in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. Peer review is an essential component of formal scholarly communication and lies at the heart of scientific endeavor. A: JPAS shares the view of many that all scholars who wish to contribute to the scientific process have an obligation to do a fair share of reviewing.

### **Promptness**

Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should immediately notify the Senior Editor and decline the invitation to review so that alternative reviewers can be contacted.

## **Confidentiality**

Any manuscripts received for review are confidential documents and must be treated as such; they must not be shown to or discussed with others except if authorized by the Senior Editor (who would only do so under exceptional and specific circumstances). This applies also to invited reviewers who decline the review invitation.

## **Standards of Objectivity**

Reviews should be conducted objectively and observations formulated clearly with supporting arguments so that authors can use them for improving the manuscript. Personal criticism of the authors is inappropriate.

## **Acknowledgement of Sources**

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that is an observation, derivation or argument that has been reported in previous publications should be accompanied by the relevant citation. A reviewer should also notify the Senior Editor of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.

## **Disclosure and Conflicts of Interest**

Any invited referee who has conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies or institutions connected to the manuscript and the work described therein should immediately notify the Senior Editor to declare their conflicts of interest and decline the invitation to review so that alternative reviewers can be contacted.

Unpublished material disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the authors. Privileged information or ideas obtained through peer review must be kept confidential and not used for the reviewer's personal advantage. This applies also to invited reviewers who decline the review invitation.

## **Duties of Contributing Authors**

### **Reporting Standards**

Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of the significance of the work. The manuscript should contain sufficient detail and references to permit others to replicate the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective pieces should be clearly identified as such. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable. All submitted manuscript must contain nothing that is abusive, defamatory, libelous, obscene, fraudulent, or illegal.

All contributions must address the Senior Editor (atjpas@gmail.com) or a designee in a cover letter stating: your name, current public affiliation, location, e-mail address, the title of your contribution, the originality of your contribution, that your contribution is not under consideration anywhere, and that you wish to publish in *Africology: The Journal of Pan African Studies*. Thereafter, contributors must submit their contribution to the Senior Editor (atjpas@gmail.com) in MS word in a *Times New Roman* typeface via an attachment in an e-mail (etiquette: avoid capitalizing every word in the subject line). The entire work should not exceed 25 double-spaced pages with a concise title, abstract, and current standard citations and references. Within the contribution, do not include page numbers or the title of your contribution on each page; all graphics (charts, tables, photos, etc.) must fit our page measurements; only use endnotes in your contribution (not footnotes), a list of references are needed for each contribution, and in regards to style (APA, MLA, Chicago, etc.), use the style most relevant to your area of study. After publication alteration requests that are not the fault of this publication based on an investigation of past e-mail will be subjected to a correction fee of \$10.00 per correction.

### **Data Access and Retention**

Authors may be asked to provide the raw data of their study together with the manuscript for editorial review and should be prepared to make the data publicly available if practicable. In any event, authors should ensure accessibility of such data to other competent professionals for at least 5 years after publication (preferably via an institutional or subject-based data repository or other data center), provided that the confidentiality of the participants can be protected and legal rights concerning proprietary data do not preclude their release.

### **Originality and Plagiarism**

Authors should ensure that they have written and submit only entirely original works, and if they have used the work and/or words of others, that this has been appropriately cited. Publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism takes many forms, from "passing off" another's paper as the author's own, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable. A:JPAS will examine manuscripts for unoriginal material and that by submitting manuscript, contributors are agreeing to any necessary originality checks of your manuscript conducted during the peer-review and production processes.

### **Multiple, Duplicate, Redundant or Concurrent Submission/Publication**

Papers describing essentially the same research should not be published in more than one journal or primary publication. Hence, authors should not submit for consideration a manuscript that has already been published in another journal. Submission of a manuscript concurrently to more than one journal is unethical publishing behavior and unacceptable.

The publication of some kinds of articles in more than one journal is sometimes justifiable, provided that certain conditions are met. The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

### **Authorship of the Manuscript**

Only persons who meet these authorship criteria should be listed as authors in the manuscript as they must be able to take public responsibility for the content: (1) made significant contributions to the conception, design, execution, data acquisition, or analysis/interpretation of the study; and (2) drafted the manuscript or revised it critically for important intellectual content; and (3) have seen and approved the final version of the paper and agreed to its submission for publication. All persons who made substantial contributions to the work reported in the manuscript (such as technical help, writing and editing assistance, general support) but who do not meet the criteria for authorship must not be listed as an author, but should be acknowledged in the "Acknowledgements" section after their written permission to be named as been obtained. The corresponding author should ensure that all appropriate coauthors (according to the above definition) and no inappropriate coauthors are included in the author list and verify that all coauthors have seen and approved the final version of the manuscript and agreed to its submission for publication.

### **Disclosure and Conflicts of Interest**

Authors should—at the earliest stage possible (generally by submitting a disclosure form at the time of submission and including a statement in the manuscript)—disclose any conflicts of interest that might be construed to influence the results or their interpretation in the manuscript. Examples of potential conflicts of interest that should be disclosed include financial ones such as honoraria, educational grants or other funding, participation in speakers' bureaus, membership, employment, consultancies, stock ownership, or other equity interest, and paid expert testimony or patent-licensing arrangements, as well as non-financial ones such as personal or professional relationships, affiliations, knowledge or beliefs in the subject matter or materials discussed in the manuscript. All sources of financial support for the work should be disclosed (including the grant number or other reference number if any).

### **Acknowledgement of Sources**

Authors should ensure that they have properly acknowledged the work of others, and should also cite publications that have been influential in determining the nature of the reported work. Information obtained privately (from conversation, correspondence or discussion with third parties) must not be used or reported without explicit, written permission from the source. Authors should not use information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, unless they have obtained the explicit written permission of the author(s) of the work involved in these services.

## **Hazards and Human or Animal Subjects**

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript. If the work involves the use of animals or human participants, the authors should ensure that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them; the manuscript should contain a statement to this effect. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

## **Peer Review**

Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, patient consents and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

Peer review can involve: (1) an *open* peer review wherein reviewers are aware of the identity of the authors, and authors are also aware of the identity of reviewers with three or more reviewers for the total number of articles in each issue; (2) a *single-blind* peer-review consisting of reviewers who are aware of the identity of the authors, but authors are unaware of the identity of reviewers, and there are at least three or more reviewers for the total number of articles in each issue; and (3) the double-blind peer-review where reviewers are unaware of the identity of the authors, and authors are also unaware of the identity of reviewers with at least two reviewers for the total number of articles in each issue. A:JPAS currently operates an *open* peer review system.

## **Fundamental Errors in Published Works**

When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the Senior Editor and cooperate to either correct the paper in the form of an erratum or to retract the paper. If the Senior Editor learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors' obligation to promptly correct or retract the paper or provide evidence to the Senior Editor of the correctness of the paper.

## **Handling of Unethical Publishing Behavior**

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism, the Senior Editor will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum, clarification or, in the most severe case, the retraction of the affected work. The Senior Editor shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, and under no circumstances encourage such misconduct or knowingly allow such misconduct to take place.

## **Guest Editorship**

A:JPAS accepts guest/special edition editors concerning a special theme or topic. Those who wish to be a guest editor must: e-mail the Senior Editor with the proposed theme or topic in an abstract format; provide a current professional vita, and a short biographical statement for publication. Upon selection, the editor will be expected to issue a call for papers or multimedia content, cooperate with the selected authors to ensure an acceptable final edition, and to send via e-mail a final edited copy to the Senior Editor at atjpas@gmail.com, for a final review and approval.

## **Access to Content**

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