

EDITORIAL MEMBERS' GUIDE

THE NORTH AFRICAN JOURNAL OF FOOD AND NUTRITION RESEARCH



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Practical Guidelines for NAJFNR Editors 2025

The NAJFNR Editorial Office

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Preamble

The *North African Journal of Food and Nutrition Research* (NAJFNR) is an international, peer-reviewed, open access, online journal.

Hosted and sponsored by the Research laboratory (Lab-NuPABS *Laboratoire de Nutrition, Pathologie, Agrobiotechnologie & Santé*) of Djillali Liabès University of Sidi-Bel-Abbes, Algeria, the NAJFNR is dedicated to the rapid publication of cutting-edge laboratory and clinical research across all domains of human nutrition and food sciences.

The journal welcomes submissions of original research articles, review, short communications/reports, case reports, hypothesis papers, expert opinions, and commentaries. Its primary objective is to serve as a reliable resource for researchers and practitioners, enriching their understanding of nutrition and food science, with a particular focus on advancements in developing countries, especially those in Africa.

This guide has been developed to provide the editorial staff with comprehensive information regarding their roles, responsibilities, and contributions to the journal's mission and operations.

Pr. Meghit Boumediene KHALED
Editor-in-Chief/Founder



Pr. Mustapha DIAF
Editor-in-Chief/Founder



Aims and Scope

The North African Journal of Food and Nutrition Research (NAJFNR, ISSN: 2588-1582) is an international, peer-reviewed, open access, online journal, dedicated to the rapid dissemination of the latest research and studies across all fields of human nutrition and food sciences. *The NAJFNR* is committed to publishing innovative and high-quality scholarly work that enhances the understanding advancements in nutrition and related disciplines. This includes, but is not limited to original research articles, reviews, short communications, correspondence, case reports, hypothesis papers, expert opinions, and commentaries.

The NAJFNR encompasses a broad scope, publishing papers that address human, animal, cellular, and molecular nutrition, as well as food science. Its primary objective is to serve as a platform for advancing professional knowledge, providing researchers and practitioners with valuable insights into a wide range of research and practical issues. These include, among others:

1. **Nutritional Science (NS):** The study of food, nutrients, and other food dietary components, encompassing their intake, biochemical processing, and their relationship to health and disease. This field also involves the application of such knowledge to inform policy development and program implementation aimed at improving public health outcomes.
2. **Medical Nutrition Therapy (MNT):** An evidence-based medical approach designed to manage and treat specific chronic conditions through the implementation of individualized nutrition plans. These plans are tailored to optimize patient health outcomes while simultaneously reducing healthcare costs.
3. **Public Health Nutrition (PHN):** The application of nutrition and physical activity principles to promote health and prevent diet-related illnesses at the population level. This field focuses on groups, communities, and populations rather than individuals, utilizing health services, program development, and policy advocacy as key tools to achieve its objectives.
4. **Food Science and Biotechnology (FSB):** The interdisciplinary study of the physical, biological, and chemical properties of food, including the causes of food deterioration and the scientific principles underlying food processing. This field integrates disciplines such as chemistry, engineering, microbiology, and nutrition to enhance food safety, nutritional quality, wholesomeness, and accessibility.

The journal also aims to enhance public awareness of the intricate interrelationship between nutrition, physical activity and lifestyle in promoting health and well-being across the lifespan. Furthermore, it seeks to explore how health policies can be strengthened by adopting a more nutrition-centered approach.

We invite submissions of manuscripts that encompass observational and interventional studies, as well as foundational scientific research, addressing topics such as food sciences, dietary patterns, metabolism, nutrients, clinical nutrition, social sciences, and health economics as they relate to nutrition. Additionally, studies on eating behaviors, nutritional disorders, and nutrition policies are welcomed. The journal also values research on physical activity in conjunction with nutrition education, as well as strategies aimed at mitigating food insecurity.

The journal serves as a platform for publishing proceedings from relevant conferences and features concise contributions highlighting the unique aspects of Mediterranean and North African nutritional heritage. Moreover, it is designed to foster scientific discourse and knowledge exchange among students, professionals, and researchers, while also facilitating dialogue between these groups and the broader scientific community. Ultimately, the journal aspires to position nutrition as a development priority in Africa by promoting scientific collaboration and advancing research in this critical field.

The average duration from manuscript submission to the final editorial decision is 75 days. Following acceptance, the time to online publication is typically less than 15 days.

Manuscripts with a primary focus on traditional medicine will not be considered for publication.

Direct Rejection: Submitted manuscripts may be rejected without detailed comments following an initial review by the section editors if they are deemed unsuitable or lacking in significance for publication in the *North African Journal of Food and Nutrition Research* (NAJFNR). Manuscripts will not undergo peer review if they fall outside the journal's aims and scope, fail to adhere to standard English usage, or do not comply with the journal's formatting guidelines.

The journal encompasses a wide range of specific topics, including but not limited to:

1. *Food Chemistry, Engineering, Processing and Packaging*
2. *Human and Clinical Nutrition*
3. *Infant, Child, and Adolescent Nutrition*
4. *Nutrition, Metabolism, and Prevention of NCDs*
5. *Public Health Nutrition Policy & Economics*
6. *Nutritional Immunology and Reproduction*
7. *Food Microbiology, Safety and Toxicology*
8. *Sport and Exercise Nutrition*
9. *Functional and Novel Foods*
10. *Nutrition Education and Dietetics*

Editor-in-Chief

Editor-in-Chief Responsibilities

- Ensuring the academic quality of the journal to accurately represent the breadth of nutrition and food science, reflecting the interests and objectives of the NAJFNR.
- Assuming responsibility for the appointment of the Editorial Board.
- Providing authors with comprehensive guidelines and instructions on manuscript preparation and submission, clearly outlining all expectations.
- Providing authors with the journal's policy and ethics guidelines.
- Providing a transparent description of the peer review process;
- Informing authors that submissions are evaluated according to the journal's standard procedures.
- Establishing a system for an effective and timely peer review.
- Rendering editorial decisions in a timely manner.
- Informing authors that citation manipulation is unacceptable.
- Establishing a procedure for reconsidering of editorial decisions;
- Ensuring that confidential information is not used for personal gain, and taking reasonable steps to prevent its use for the advantage of other parties.
- Maintaining professional conduct, free from prejudice or conflicts of interest. Editorial judgment must not be influenced by political, commercial, or other considerations outside the scope of scientific reporting and analysis of potential impacts and applications
- Clearly communicating all other editorial policies and standards

Responsibilities toward Readers

Editor-in-Chief has the responsibility to make clear and rational editorial decisions to ensure the best selection of content that contributes to the development of scientific knowledge, and inform the readers.

Editor's responsibilities to Readers are:

- Providing literature references and authors' contact information so interested readers may pursue further discourse.
- Creating mechanisms to determine if the journal provides what readers need and want.
- Disclosing all relevant potential conflicts of interest of those involved in considering a manuscript or affirming that none exists.
- Providing a mechanism for a further discussion on the scientific significance of a paper, such as by publishing letters to the Editor, article blogs or other forms of public discourse.
- Stating the journal policies regarding ethics, embargo, submission and publication fees, and accessibility of content.

Deputy Executive Editor-in-Chief

Deputy Executive Editor-in-Chief

The *Deputy Executive Editor-in-Chief* contributes to the maintenance of journal content quality, the expansion of readership, and the overall development of the publication. Reporting to the *Editor-in-Chief*, the *Deputy Executive Editor-in-Chief* collaborates with other members of the journal's editorial board and maintains effective communication with the NAJFNR editorial team.

Responsibilities of the *Deputy Executive Editor-in-Chief*:

- Providing editorial support to the Editor-in-Chief by contributing to decision-making processes, upholding ethical standards, and overseeing content management.
- Ensuring the academic rigor of the journal to accurately represent the breadth of nutrition and food science, in alignment with the interests and objectives of the NAJFNR.
- Assisting in the appointment of the Editorial Board.
- Disseminating comprehensive guidelines and instructions to authors regarding manuscript preparation and submission, clearly delineating all expectations.
- Providing authors with access to the journal's policy and ethics guidelines.
- Contributing to the timely rendering of editorial decisions.
- Ensuring that confidential information is not utilized for personal gain and implementing appropriate measures to prevent its use for the advantage of third parties.
- Maintaining professional conduct, free from bias and conflicts of interest. Editorial judgment must remain uninfluenced by political, commercial, or other extraneous considerations beyond the scope of scientific reporting and the analysis of potential impacts and applications.
- Communicating all editorial policies and standards with clarity and precision.

Responsibilities toward Readers

The Deputy Executive Editor-in-Chief is responsible for rendering clear and judicious editorial decisions to ensure the publication of high-quality content that advances scientific knowledge and informs the readership.

Editor's responsibilities to Readers:

- Providing comprehensive bibliographic references and authors' contact information to facilitate further scholarly discourse.
- Establishing mechanisms to ascertain whether the journal effectively addresses the needs and interests of its readership.
- Disclosing all pertinent potential conflicts of interest among those involved in manuscript evaluation or affirming the absence thereof.
- Providing a platform for extended scholarly debate on the scientific merit of published articles, such as through the publication of letters to the Editor, dedicated article blogs, or other venues for public discourse.
- Articulating the journal's policies regarding ethical conduct, embargoes, submission and publication fees, and content accessibility.

Associate Section-Editors

Application Process for Associate Section-Editor

Prospective candidates interested in joining the editorial board as an Associate Section-Editor or Specialty Editor may submit a direct application letter to the Editor-in-Chief. This process is typically initiated based on the candidate's demonstrated expertise in a specific domain of nutrition.

Criteria for Associate Section-Editor Appointment

- Demonstrated expertise and experience in specialty areas relevant to the NAJFNR (<https://najfnr.com/home/aims-and-scope>);
- Substantial publication record, including peer-reviewed articles and/or scholarly books, preferably within the candidate's area of specialization.
- Prior experience as an editor or reviewer for reputable international peer-reviewed journals.
- Demonstrated commitment to the editorial role, evidenced by a comprehensive understanding of its demands and responsibilities.
- A minimum h-index of 7 as recorded in Scopus.

Role and Responsibilities of an Associate Section-Editor

A primary function of a Journal Editor is to advance scholarship within the journal's field of focus.

➔ Responsibilities toward Reviewers

Cultivating a robust panel of Co-editors and Reviewers is crucial for any scholarly journal. This can be achieved by inviting individuals with specialized expertise in the journal's subject areas and by engaging authors who have previously published in the journal. Invited Reviewers should be cognizant of the time commitment required for manuscript review and should provide timely feedback to the Editors. Regular communication with Editors is essential for the prompt delivery of reviewer feedback.

Associate Section-Editors are tasked with:

- Providing comprehensive guidelines for the peer review of manuscripts.
- Assigning a Co-editor from the journal's panel, when necessary, to oversee and manage the review process.
- Establishing protocols to ensure that Reviewers treat manuscripts as confidential documents and complete reviews expeditiously.
- Assigning manuscripts for review based on each Reviewer's specific area of expertise and interest.
- Providing Reviewers with the journal's policy and ethics guidelines.
- Requiring Reviewers to identify and disclose any potential conflicts of interest to the Editor.
- Granting Reviewers adequate time to prepare their review reports.
- Developing mechanisms to recognize and acknowledge the contributions of Reviewers.

Associate Section-Editors are expected to conduct initial manuscript screenings to determine compliance with the journal's minimum publication criteria. Manuscripts may be rejected without peer review if they:

- Fall outside the scope of the NAJFN.
- Fail to meet the journal's quality standards.
- Lack sufficient novelty.
- Exhibit limited scientific merit.

Important Directives for Associate Section-Editors

- Newly appointed Associate Section-Editors (ASEs) are expected to submit an inaugural article within twelve (12) months of their appointment to NAJFNR. This inaugural article, which may encompass original research, reviews, or perspectives, should align with the ASE's area of expertise and contribute to attracting readership and author submissions to their specialized field.
- The term of appointment for Associate Section-Editors is limited to three (3) years, with the possibility of renewal for an additional three (3) years, contingent upon performance. Appointments may be terminated prematurely due to resignation, departure, or revocation by the Editor-in-Chief, who retains ultimate authority over editorial board composition.
- The Deputy Editor-in-Chief (Deputy EIC) and ASEs are expected to actively promote the journal's quality by attracting new authors from their respective academic communities and encouraging manuscript submissions. Editors may propose well-substantiated thematic issues for publication.
- Decisions regarding the adoption of new journal scopes are made by an absolute majority vote. In the event of a tie, the Editor-in-Chief's decision shall be decisive.
- Any editorial board member who submits an article to, or serves as a co-editor or reviewer for, a predatory journal or publisher will be immediately removed from the editorial board. A list of potentially predatory journals and publishers can be accessed through the following resources:
 - <https://beallslit.weebly.com/>
 - <https://www.predatoryjournals.org/>
 - <https://beallslit.net/>
 - <https://scholarlyoa.com/publishers/>
 - <https://guides.library.yale.edu/>
 - <https://retractionwatch.com/>
 - <https://predatoryreports.org/>
 - <https://www.cabells.com/>

Advisory Editors

Advisory Editors

The NAJFNR recognizes Advisory Editors (Ad-Es) as pivotal contributors to the journal's academic credibility and value. As an integral component of the editorial workflow, Ad-Es are expected to actively participate in shaping the journal's strategic direction and fostering its innovative development. Their contributions are therefore essential to the journal's sustained success.

Ad-Es provide expert input, strategic suggestions, and specialized scientific support in journal management. They are expected to collaborate directly with the Editor-in-Chief, offering counsel on pertinent topics for journal coverage and contributing to the refinement of the journal's overall scope and focus. Furthermore, Ad-Es will be consulted to provide insights and perspectives on the roles and responsibilities of peer reviewers.

The responsiveness demonstrated by our Advisory Editors has been exceptional. Despite the competing demands on their time, each member consistently endeavors to share their expertise and experience with the editorial staff.

In conjunction with other members of the Editorial Board, Ad-Es will serve as ambassadors for NAJFNR within the scientific community.

Review Editors

Application Process for Review Editor

Prospective candidates interested in joining the editorial board as a Review Editor may submit a direct application letter to the Editor-in-Chief or an Associate Section-Editor. This process is typically initiated based on the candidate's demonstrated expertise in a specific domain of nutrition.

Criteria for Review Editor Appointment

- Demonstrated expertise and experience in specialty areas relevant to the NAJFNR (<https://najfnr.com/home/aims-and-scope>);
- Substantial publication record, including peer-reviewed articles and/or scholarly books, preferably within the candidate's area of specialization.
- Prior experience as an editor or reviewer for reputable international peer-reviewed journals.
- Demonstrated commitment to the review role, evidenced by a comprehensive understanding of its demands and responsibilities.
- A minimum h-index of 5 as recorded in Scopus.

Review Editors

Responsibilities of Peer Reviewers Towards Authors

- Providing written, impartial feedback in a timely manner regarding the scholarly merit and scientific value of the submitted work, supported by documented rationale for the reviewer's assessment.
- Evaluating the clarity, conciseness, and relevance of the writing, and assessing the work's composition, scientific accuracy, originality, and relevance to the journal's readership.
- Avoiding personal comments or ad hominem criticism.
- Maintaining the confidentiality of the review process by refraining from sharing, discussing with third parties, or disclosing information contained within the reviewed manuscript.

Peer Reviewer responsibilities toward editors

- Promptly notifying the editor if unable to review a manuscript within the designated timeframe and providing suggestions for alternative reviewers.
- Disclosing any potential personal or financial conflicts of interest to the editor and recusing oneself from reviewing when a conflict is present.
- Adhering to the editor's written guidelines regarding the journal's expectations for the scope, content, and quality of the review.
- Delivering a thorough, objective, constructive, and insightful critique of the submitted work, including any supplementary materials provided by the author.
- Evaluating the scientific merit, originality, and scope of the work; suggesting avenues for improvement; and recommending acceptance or rejection using the rating scale deemed most appropriate by the editor.
- Reporting any ethical concerns, such as violations of accepted norms for the ethical treatment of animal or human subjects, or substantial similarity between the reviewed manuscript and any published work or manuscript concurrently submitted to another journal known to the reviewer.
- Refraining from direct communication with the authors.

Assistant Editors

Assistant-Editors

What is the main role of Assistant-Editors?

Assistant-Editors within the Editorial Office collaborate directly with the Editor-in-Chief, Associate Section-Editors, and Review Editors to facilitate the coordination of the review and publication processes. The Editorial Team, in consultation with the Editor-in-Chief, determines the content of each journal issue and disseminates pertinent information to authors regarding the status of their manuscripts throughout the editorial workflow.

Assistant-Editors may also execute a range of administrative tasks, including the maintenance of manuscript status records, the scheduling, attendance, and summarization of meetings, and the management of routine telephonic and electronic correspondence.

For all Editors

Citation Manipulation

Citation manipulation encompasses any practice that coerces authors to cite materials primarily for the purpose of artificially inflating citation metrics. The global scientific community unequivocally condemns such practices.

Instances where authors cite materials with the express intent of augmenting their personal citation counts are deemed unacceptable by the NAJFNR.

The following manifestations of citation manipulation should be reported:

- Editorial requests for authors to incorporate citations from the editor's own journal, or instances where a disproportionate number of articles from the editor's journal are cited.
- Authors citing an excessive number of their own publications.
- Reviewers suggesting the inclusion of their own publications.
- Collaborative citation rings wherein groups of colleagues frequently cite each other's work.

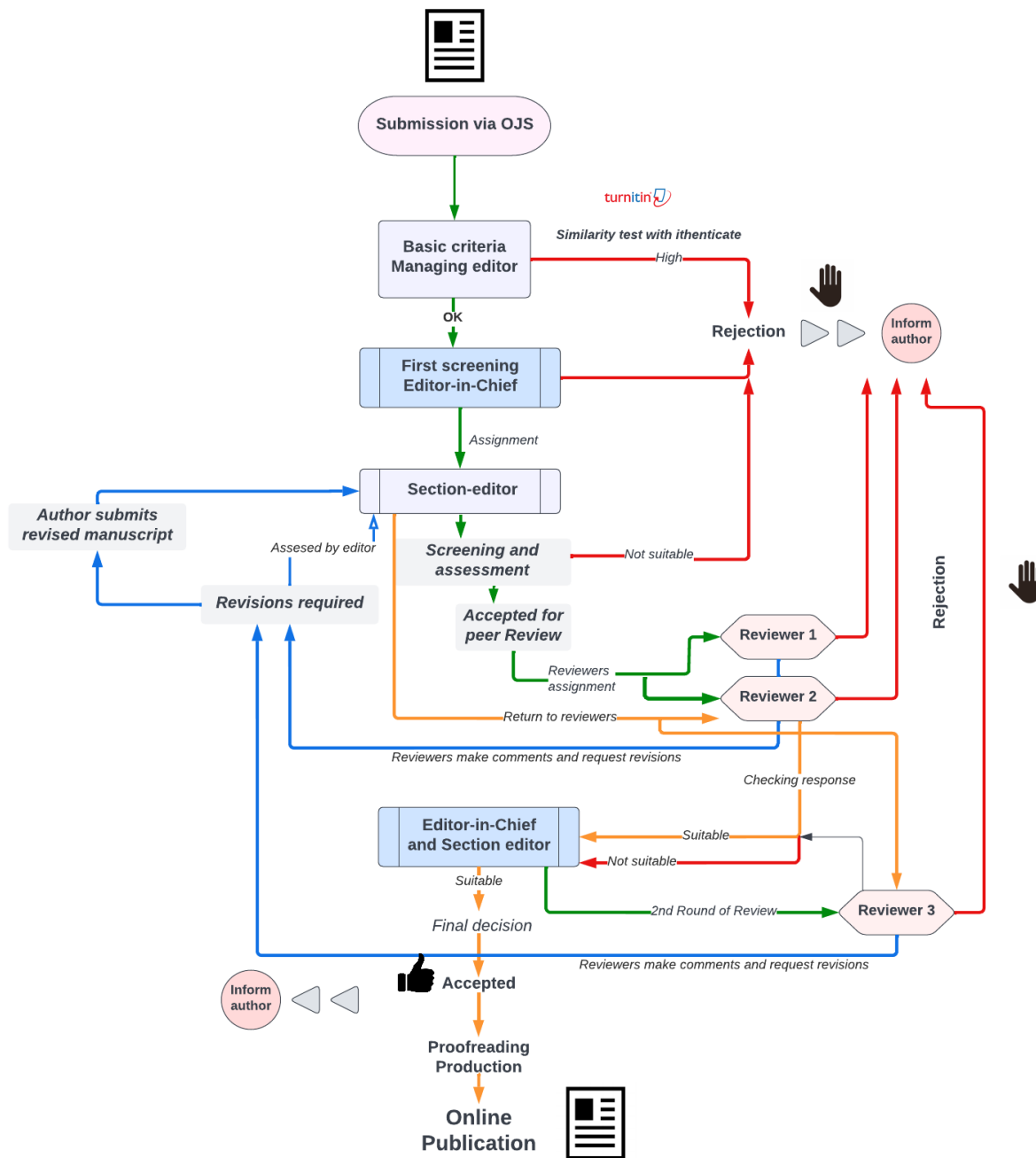
Appeals for rejected manuscripts

Editors strive to obtain impartial peer reviews to ensure equitable manuscript evaluation and to render decisions that serve the best interests of the journal and its readership. Notwithstanding these efforts, authors may seek to contest editorial decisions.

Editors should establish a formal policy to address appeals and facilitate the resolution of such matters:

- Assess whether the decision was clearly articulated to the author and whether it may have been predicated on erroneous or dubious information.
- Reconsider rejected manuscripts when authors provide substantiated arguments demonstrating potential errors in the initial decision.
- Encourage the resubmission of manuscripts that exhibit potential for acceptance but were rejected due to the necessity of substantial revisions. Provide authors with explicit guidance on the requisite modifications to render the manuscript acceptable.

Review Process



Review process of submissions to NAJFNR

Please visit the following webpages for more information:

<https://najfnr.com/home/review-process>

https://najfnr.com/home/reviewers_guidelines