



EDITORIAL MEMBERS' GUIDE

THE NORTH AFRICAN JOURNAL OF
FOOD AND NUTRITION RESEARCH



Editors-in-Chief

- Pr. Meghit Boumediene KHALED, PhD
- Pr. Mustapha DIAF, PhD

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Practical Guidelines for NAJFNR Editors 2023

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, with no charges for submission, processing or publication of manuscripts

The NAJFNR is hosted and sponsored by the Research laboratory (Lab-NuPABS) *Laboratoire de Nutrition, Pathologie, Agro-biotechnologie & Santé* of Djillali Liabès University of Sidi-Bel-Abbes, Algeria.

The journal is committed to the rapid publication of the latest laboratory and clinical findings in all fields of human nutrition and food sciences.

Manuscripts of original research, review, short communication/report, case report, hypothesis formation, expert opinion, and commentary are all considered for publication.

The primary purpose of the NAJFNR is to act as a source of information usable by researchers and practitioners to enrich their knowledge about nutrition and food science and their development in developing countries and primarily in African ones.

The purpose of this guide is to provide members of the editorial staff with all the useful information concerning their tasks and missions towards the journal.

Pr. Meghit Boumediene KHALED
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 with no publication charges, costs or fees. The journal is committed to the rapid publication of the latest research and studies in all fields of human nutrition and food sciences. *The NAJFNR* is dedicated to publishing innovative and high-quality papers providing a better understanding of the advances in nutrition fields such as original research, review, short communication, correspondence, case reports, hypothesis formation, expert opinion, and commentaries. *The NAJFNR* publishes papers that address human, animal, cellular, or molecular nutrition and food science.

The primary purpose of *NAJFNR* is to act as an advancing professional knowledge usable by researchers and practitioners across the range of research and practice issues such as:

1. **Nutritional Science (NS):** study of food, nutrients, and other food substances, the intake and biochemical processing of food substances, their relationship to health and disease, and the application of this information to policy and programs.
2. **Medical Nutrition Therapy (MNT):** evidence-based medical approach to treating certain chronic conditions through the use of an individually-tailored nutrition plan. This nutrition plan aims to benefit the patient's own health and reduce health-care costs.
3. **Public Health Nutrition (PHN):** is the application of nutrition and physical activity to the promotion of good health, the primary prevention of diet-related illness of groups, communities, and populations (not individuals) through health services, program development, and policy advocacy.
4. **Food Science and Biotechnology (FSB):** is the study of the physical, biological, and chemical makeup of food; the causes of food deterioration; and the concepts underlying food processing. Some disciplines can be included such as: chemistry, engineering, microbiology, and nutrition to the study of food to improve the safety, nutrition, wholesomeness and availability of food.



The journal also seeks to increase consumer awareness of the interrelationship between nutrition, physical activity and lifestyle to ameliorate health across the lifespan and to determine how health policies can be improved by taking a more nutrition-focused approach.

We welcome manuscripts describing observational and interventional studies as well as basic scientific reports on the topics of food sciences, diets, metabolism, nutrients, clinical nutrition, social sciences and health economics related to nutrition, eating behavior and disorders, and nutrition policies. Physical activity partnered with nutrition education; and strategies to reduce food insecurity are also valued.

The journal hosts also the proceedings of relevant congresses and presents shorter notices focused on the original character of the Mediterranean and North African nutritional civilization. In addition, this journal is intended as a platform for scientific debate and knowledge-sharing among students, professionals and researchers, and between them and the broader scientific community, and finally as a tool making nutrition a development priority in Africa through enhancing scientific cooperation.

The average time between submission and the final decision is 45 days. The time between acceptance and online publication is less than 15 days.

Papers with a major focus on traditional medicine will not be accepted.

Direct rejection: Submitted manuscripts can be rejected without given comments after initial review by an editor if the manuscripts are considered inappropriate or of insufficient importance for publication in the NAJFNR. Submitted manuscripts will not be reviewed if they fail to match the aims and scope of the journal, or if they do not conform to standard English usage and do not meet the formatting requirements.



Specific topics covered in the journal include:

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 and duties

Editor-in-Chief responsibilities are:

- Ensuring the academic quality of the journal to represent the full breadth of nutrition and food science, reflecting the interests and objectives of the NAJFNR;
- Taking responsibility for appointment of the Editorial Board;
- Providing Authors with Quality Guidelines/Instructions on the process of preparation and submission of manuscripts, which describe everything that is expected of them;
- Providing Authors with the Journal's Policy and Ethics;
- Providing a description of peer review processes;
- Informing Authors that the submission is evaluated according to the standard procedures of the journal;
- Establishing a system for an effective and timely peer review;
- Making editorial decisions timely;
- Informing Authors of manuscripts that it is inappropriate to manipulate citations;
- Establishing a procedure for reconsidering of the editorial decisions;
- Making sure that the Editor shall refrain from using confidential information for personal gain, and shall take reasonable steps to ensure that such information is not used for the advantage of other parties;
- Acting professionally, without prejudice or conflict of interest. The Editor will not allow their editorial judgment to be influenced by political, commercial and other considerations that are beyond the scope of each scientific report and analysis of possible impacts and applications;
- And communicating all other editorial policies and standards clearly.

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* works to ensure the quality of the journal's content, expand its readership, and generally develop the publication. The *Deputy Executive Editor-in-Chief* is supervised by the *Editor-in-Chief* and works alongside other members of the journal editorial board and in good cooperation with the rest of the NAJFNR's editors.

Deputy Executive Editor-in-Chief responsibilities are:

- Providing support to a publication's top editor by weighing in on editorial decisions, enforcing ethical standards and overseeing content.
- Ensuring the academic quality of the journal to represent the full breadth of nutrition and food science, reflecting the interests and objectives of the NAJFNR;
- Taking responsibility for appointment of the Editorial Board;
- Providing Authors with Quality Guidelines/Instructions on the process of preparation and submission of manuscripts, which describe everything that is expected of them;
- Providing Authors with the Journal's Policy and Ethics;
- Making editorial decisions timely;
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- 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.



Associate - Section Editors



How to become Associate Section-Editor?

If you are interested and motivated to join our editorial board as an associate or specialty editor, one of the ways is through a direct application letter to the Editor-in-chief. This may happen as a result of your expertise in a specific field of nutrition.

What would the criteria for Section Editor position?

- Expertise and experience in the specialty fields related to the NAJFNR (<https://najfnr.com/home/aims-and-scope>);
- Publication record of a number of articles and/or books (usually in/related to the specialist field);
- Being an editor/reviewer for well-established international peer reviewed journals;
- Enthusiasm to undertake the Editor role, by ensuring recognition of all aspects of the reality of the role and the work involved.
- Recording an h-index above 10 in Scopus.



Role and duties of a journal Associate Section-Editor

One of the key roles of a Journal Editor is to **promote** scholarship in the field associated with the journal.

➔ Editor's responsibilities toward Reviewers

Possessing a good Panel of Co-editors and Reviewers constitutes an issue for any journal. One of the ways is to invite Co-editors and Reviewers with expertise in the subject areas related to the journal. The other way is to invite authors who have published in the journal. Invited Reviewers should be aware of the total time spent on the review and giving prompt feedback to the Editors. They should also communicate with Editors regularly so that they can quickly provide feedback.

Associate Section-editors are requested to:

- Providing quality guidelines for peer reviewing of manuscripts.
- Assign when necessary one co-editor from the list of co-editors provided by the journal to undertake and follow the review process.
- Establishing a process for Reviewers to ensure that they consider the manuscript as a confidential document and complete the peer review promptly.
- Assigning papers for review according to each Reviewer's area of interest and expertise.
- Providing the Journal's Policy and Ethics for Reviewers.
- Requesting that Reviewers identify any potential conflicts of interest and asking that they disclose it to the Editor when responding.
- Allowing Reviewers appropriate time to make their reviewer's reports.
- Finding ways to recognize the contributions of Reviewers.

Associate Section-editors should normally check the manuscripts to see if they meet the minimum criteria for publication in the journal. The Associate Section-editors may sometimes reject manuscripts without peer review. Reasons for this practice are usually that the paper:

- is beyond the scope of the NAJFNR;
- does not meet the quality standards of the journal;
- is not sufficiently novel;
- is of limited scientific merit.



IMPORTANT

- We ask that both, Associate Section (ASE) and Co-Editors (Co-E), should submit an inaugural article **within 12 months** of their latest/new appointment to NAJFNR. An inaugural article can be of any article type, such as original research, review or perspective, in area of expertise related to the specialty. This content is integral to raising interest in the journal by bringing an audience of readers and potential authors to your specialty.
- The term of appointment of Associate Section Editors is limited to a period of three (03) years, renewable to six (06) years, depending on activity. Changes also occur in the meantime, if a member resigns, leaves the editorial for other reasons or the journal revoked by the Editor-in-Chief who remains the chairperson of the board, hence allowed to take the final decision in any regard.
- ASE and Co-E should influence the quality of the journal, they must ensure to attract new authors in their communities where they work and encourage new submissions. However, editors can propose well-justified themes in order to publish them in a particular or additional issue.
- The decision of selecting new scopes is taken by absolute majority. In the case of a tie, the voice of the Editor-in-Chief shall prevail.
- If a member of the editorial board submits an article to a predatory journal or publisher, or is a co-editor/reviewer he/she will be automatically revoked from the editorial board. You can find the list of predatory journals and publishers through these links:
 - <https://predatoryjournals.com>
 - <https://beallslit.net>
 - <https://www.openaccessjournal.com/assets/PDF/List-of-Predatory-Journals-2019.pdf>
 - <https://jefferson.libguides.com/c.php?g=250298&p=1666257>



Advisory Editors



Advisory Editors

The NAJFNR believes that Advisory editors (Ad-E) are the heart of the journal who should add value and academic credibility. They constitute an integral part of the editorial workflow and should be actively engaged to directing the journal's future and consider its innovative developments. Their role is therefore crucial to the continued success.

Ad-E provides input, suggestions and specialized scientific support in journal management. Ad-E is expected to work directly with the Editor-in-chief and to advise him on topics that should be addressed by the journal as well as the overall scope and focus of the journal. Furthermore, Ad-E will be consulted to explore their views and perspectives on the roles and tasks of peer reviewers.

The responsiveness of our Advisory editors to date has been outstanding. Despite the many competing demands on their time, every member makes a regular effort to share the benefit of their knowledge and experience with our editorial staff.

In conjunction with the other components of the Editorial Board, the Ad-E members will act as ambassadors for NAJFNR throughout the scientific community.



Review Editors



How to become Review Editor?

If you are interested and motivated to join our editorial board as Review-Editor, one of the ways is through a direct application letter to the Editor-in-chief or Associate Section-Editor. This may happen as a result of your expertise in a specific field of nutrition.

What would the criteria for Section Editor position?

- Expertise and experience in the specialty field related to the NAJFNR (<https://najfnr.com/home/aims-and-scope>);
- Publication record of a number of articles and/or books (usually in/related to the specialist field);
- Being an editor/reviewer for well-established international peer reviewed journals;
- Enthusiasm to undertake the review role, by ensuring recognition of all aspects of the reality of the role and the work involved.
- Recording an h-index above 5 in Scopus.



Review Editors

➔ Peer Reviewer responsibilities toward authors

- Providing written, unbiased feedback in a timely manner on the scholarly merits and the scientific value of the work, together with the documented basis for the reviewer's opinion;
- Indicating whether the writing is clear, concise, and relevant and rating the work's composition, scientific accuracy, originality, and interest to the journal's readers;
- Avoiding personal comments or criticism;
- Maintaining the confidentiality of the review process: not sharing, discussing with third parties, or disclosing information from the reviewed paper;

➔ Peer Reviewer responsibilities toward editors

- Notifying the editor immediately if unable to review a manuscript in a timely manner and providing the names of potential other reviewers;
- Alerting the editor about any potential personal or financial conflict of interest and declining to review when a possibility of a conflict exists;
- Complying with the editor's written instructions on the journal's expectations for the scope, content, and quality of the review;
- Providing a thoughtful, fair, constructive, and informative critique of the submitted work, which may include supplementary material provided to the journal by the author;
- Determining scientific merit, originality, and scope of the work; indicating ways to improve it; and recommending acceptance or rejection using whatever rating scale the editor deems most useful;
- Noting any ethical concerns, such as any violation of accepted norms of ethical treatment of animal or human subjects or substantial similarity between the reviewed manuscript and any published paper or any manuscript concurrently submitted to another journal which may be known to the reviewer;
- Refraining from direct author contact.



Editorial Office Assistant-Editors



Assistant-Editors

What is the main role of Assistant-Editors?

Editorial Office Assistant-Editors work directly with the Editor – In – Chief, Associate Section-Editors and Co-Editors to coordinate the reviewing and publishing process. The Editorial Team agrees with the Editor the content of each issue and sends to the authors the Editor information concerning all manuscripts in their various stages of the editorial process.

Editorial Office Assistants may also handle a variety of office or administrative tasks, such as filing information on the status of manuscripts; scheduling, attending and summarizing meetings; and handling routine phone calls, emails and correspondence.



For all Editors

Citation Manipulation

Citation manipulation refers to any practice that pressures Authors to cite material with the primary goal of boosting citation rates. The world's scientific community considers all such practices unacceptable.

Some Authors cite material with the primary goal of boosting their citation rates. The NAJFNR considers all such practices unacceptable.

The following forms of citation manipulation should be reported:

- Editors request that Authors add citations from their own journal or a disproportionate number of articles from their own journal are cited.
- Authors cite a large number of their own published articles.
- Reviewers suggest citing their own papers.
- A group of colleagues frequently cites each other's articles.

Considering appeals for rejected manuscripts

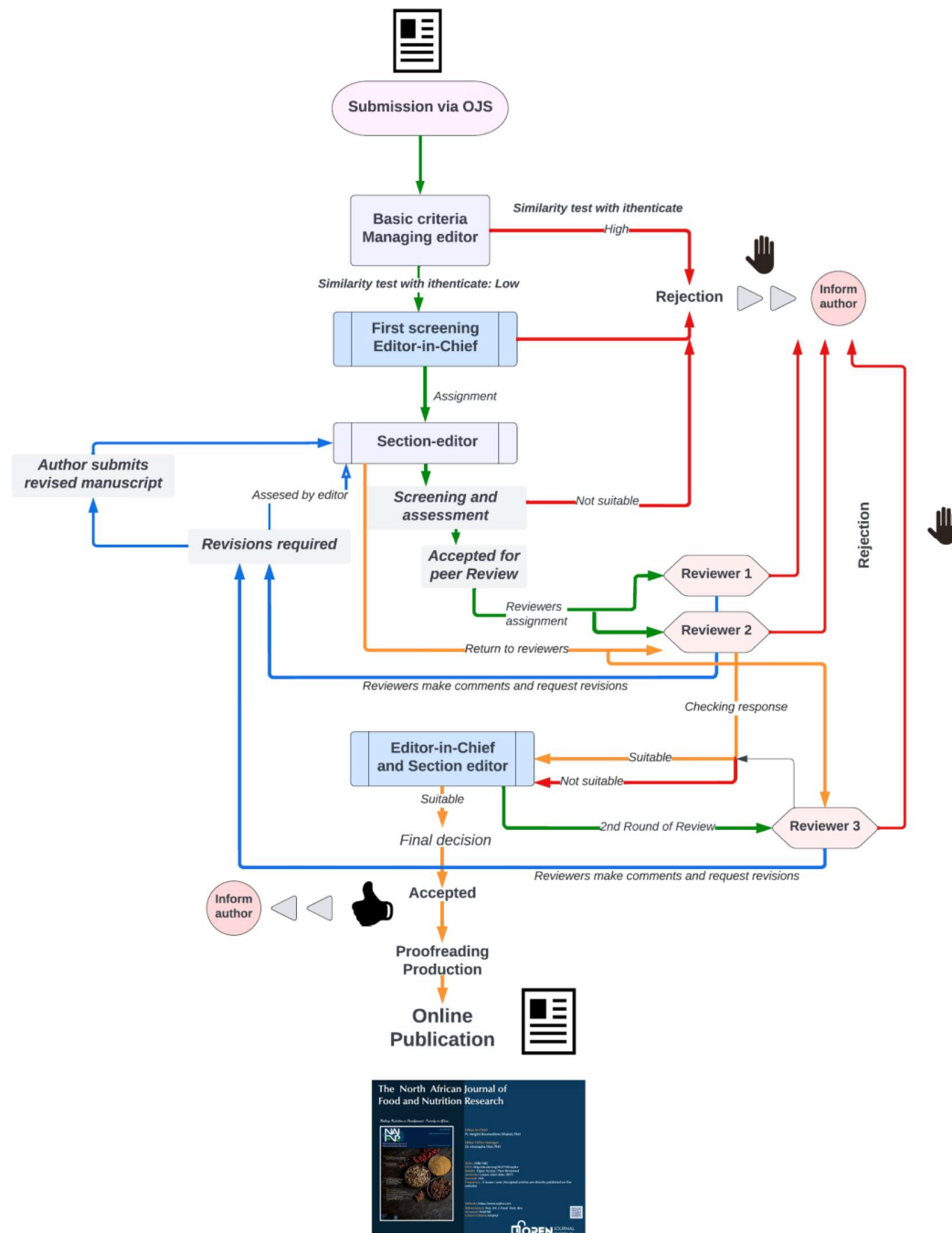
Editor makes the best efforts to solicit unbiased peer reviews to evaluate manuscripts fairly and to make decisions that are in the best interest of the journal and its readers. Despite of these Editors' best-efforts Authors may still want to contest editorial decisions.

Editor should state a policy in place to address appeals and help resolve these issues:

- Determine whether the decision was clearly explained to the Author and whether it may have been based on wrong or questionable information;
- Reconsider rejected papers if the Author provides justified reasons why the decision may have been wrong;
- Encourage re-submission of papers that are possibly acceptable but were rejected because major revision was required. Provide precise explanation on what is necessary to make the paper acceptable.



Review Process



<https://www.najfnr.com>

Review process of submissions to NAJFNR

Please visit the following webpage for more information: <https://najfnr.com/home/review-process>