

JOURNAL SUBMISSION POLICY

THE NORTH AFRICAN JOURNAL OF FOOD AND NUTRITION RESEARCH



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ICV 2022: 100

Website: https://www.najfnr.com

Abbreviation: Nor. Afr. J. Food. Nutr. Res.

Acronym: NAJFNR

CASSI CODEN: NAJFAZ

Manuscripts' Submission Process

Practical Guidelines for Authors The NAJFNR Editorial Office Updated March 2025



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CHAPTER 1 Status of the Journal

Article 1: The North African Journal of Food and Nutrition Research (NAJFNR) is a scholarly journal dedicated to the scientific community, supported by an international editorial board.

Article 2: NAJFNR is an open access journal that publishes original research articles, review articles, syntheses, and clinical studies across all disciplines of nutrition, metabolism, and food science.

Article 3: Specific topics within the journal's scope 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

Article 4: is currently published on a semi-annual basis. However, special issues may be published as warranted.

Article 5: Publication of articles in NAJFNR is contingent upon payment of an article processing charge following manuscript acceptance.

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CHAPTER 2 Responsibilities

Article 6: The Editor-in-Chief bears primary responsibility for the oversight and direction of NAJFNR.

Article 7: The NAJFNR's editorial board comprises the Editor-in-Chief (EiC), Deputy Executive Editors-in-Chief (DEiC), Associate Section Editors (AS-Ed), and Review editors (R-Ed), all of whom are leading experts in fields aligned with the journal's scope. Manuscripts submitted for publication are initially evaluated by the EiC, DEiC or AS-Eds, based on the respective areas of competence of the board members.

Article 8: The specific roles and duties of Deputy Executive Editors-in-Chief and Associate Section Editors are detailed in the Editorial Members' Guide, accessible at (https://najfnr.com/home/editorial-policies).

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CHAPTER 3 Submission of Articles

Article 9: Manuscripts submitted to NAJFNR must be written in Standard American English.

Article 10: Manuscript submission to the journal is exclusively conducted through the Open Journal Systems (OJS) platform:

1. Make a new submission

To initiate a new submission, please proceed to: https://najfnr.com/home/about/submissions For supplementary information, please consult: https://www.youtube.com/watch?v=Eg0N8ljT6AY



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2. Registration

Prospective authors are required to register an account via the following link: (https://najfnr.com/home/user/register)



You can connect your ORCID ID.

3. Login

Login into https://najfnr.com/home/login



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4. Start submission

Select the appropriate manuscript type (mandatory).

ıbmit ar	n Article			
1. Start	2. Upload Submission	3. Enter Metadata	4. Confirmation	5. Next Steps
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Short (Communications			
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	ition Education and Dietetic			
□ Publ	ic Health Nutrition Policy & I	Economics		
	nan and Clinical Nutrition			
□ Spor	t and Exercise Nutrition			
Infar	nt, Child, and Adolescent Nu	trition		
□ Nutr	ition, Metabolism, and Preve	ention of NCDs		

→ Select the scope section/category (mandatory)

Categories Food Chemistry, Engineering, Processing and Packaging Food Microbiology, Safety and Toxicology Nutrition Education and Dietetics Public Health Nutrition Policy & Economics Human and Clinical Nutrition Sport and Exercise Nutrition Infant, Child, and Adolescent Nutrition Nutrition, Metabolism, and Prevention of NCDs Special issue: COVID-19 Special Issue: Nutritional Situation In Africa Editorial Functional and Novel Foods Nutritional Immunology and Reproduction

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Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☑ I/we certify that I/we have participated sufficiently in the intellectual content, conception and design of this work or the analysis and interpretation of the data (when applicable), as well as the writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as a contributor.
- ☑ I/we believe the manuscript represents valid work. Each author confirms they meet the criteria for authorship as established by the NAJFNR. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere, except (an explanation has been provided in Comments to the Editor).
- ☑ The submission file is in Microsoft Word (docx) format.
- ☑ The references have been checked according to APA 7th edition (see below the Reference Citing Guide).

The list of references must not contain any references belonging to predatory journal or publisher

The list of predatory journals and publishers is available here:

https://predatoryjournals.com/journals/

https://beallslist.net/

https://scholarlyoa.com/publishers/

https://www.professeur-alexandre-georges.info%2Fdolos-list

https://guides.library.yale.edu/c.php?g=296124&p=1973764

I/we followed the Manuscript template file of the journal (Manuscript.docx)

The text is double-spaced; uses a 12-point Times New Roman font; employs italics, rather than underlining (except with URL addresses);



Titles of tables are placed within the text at the appropriate points

- Tables are placed in a separate file (Tables.docx)
- Figures are placed in a separate file (Figures.docx)
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

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Corresponding Contact *

✓ Yes, I would like to be contacted about this submission.



Acknowledge the copyright statement

License and Copyright Agreement

In submitting the manuscript to the NAJFNR, the authors certify that:

- They are authorized by their co-authors to enter into these arrangements;
- The work described has not been formally published before, except in the form of an abstract or as part of a published lecture, review, thesis, or overlay journal;
- That it is not under consideration for publication elsewhere;
- That its publication has been approved by all the author(s) and by the responsible authorities tacitly or
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- 2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgment of its initial publication in this journal;
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- Yes, I agree to have my data collected and stored according to the <u>privacy statement</u>.



Save and continue

Cancel

The submitted manuscript must be accompanied by the three (3) forms available on the journal website's submission page: https://najfnr.com/home/about/submissions. Specifically:

Title page: Download

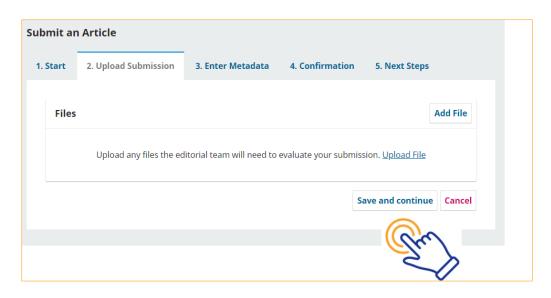
Manuscript: Download

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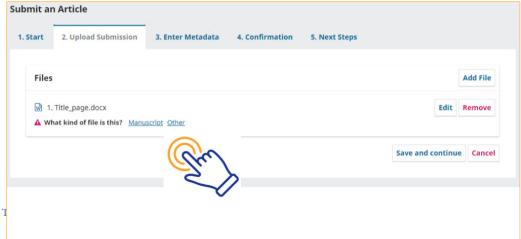


- Submission Checklist: Download

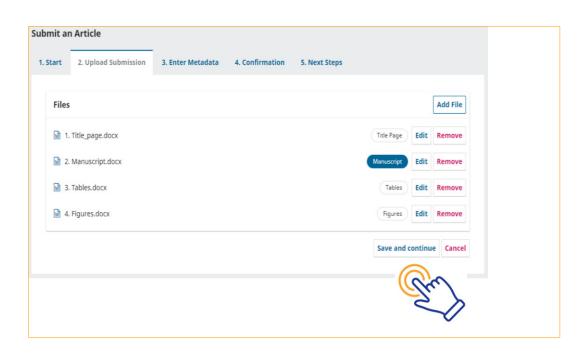
5. Upload submission files



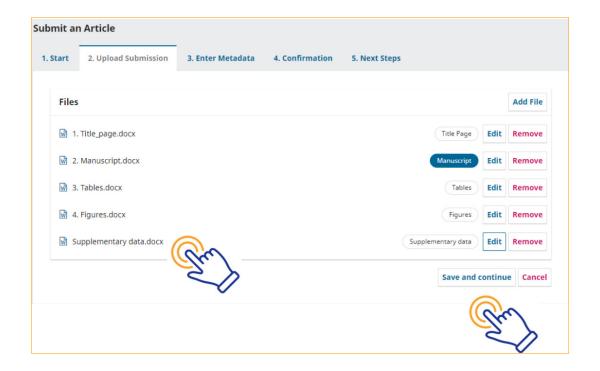




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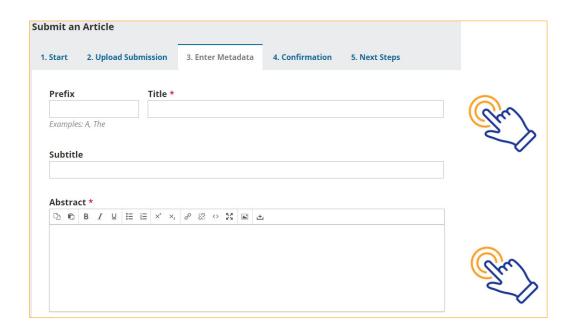
You cand add supplementary data file (s)



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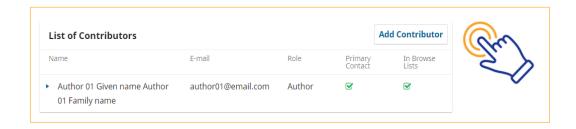


6. Enter Metadata



Enter the full manuscript title and a concise running title (subtitle). Provide a structured abstract.

- Add contributor (co-author) information sequentially, including affiliations, professional email addresses, and ORCID iDs (mandatory for the corresponding author).

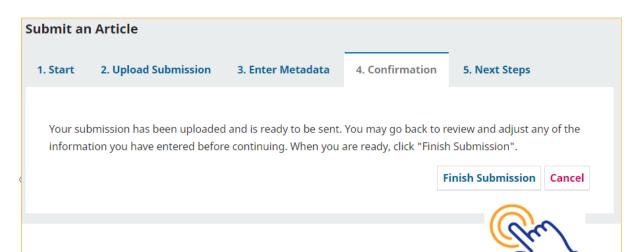




7. Funding and Reviewer Information

Provide the names of supporting (funding) institutions or agencies, and suggest potential reviewers. Additionally, you may provide a list of reviewers to exclude. Proceed by clicking "Save and Continue."

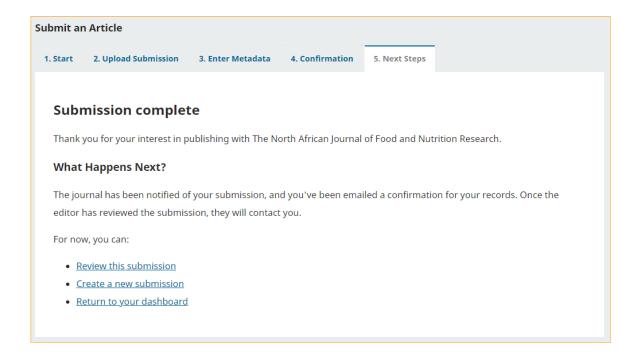
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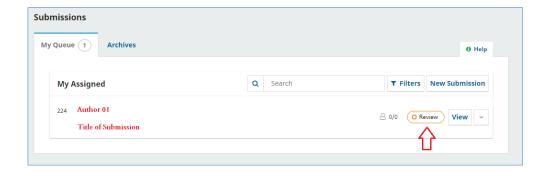
Upon completion, a confirmation message will display, confirming that your submission is ready. Select "Finish Submission" to finalize the process.



Article 11: Upon receipt of the manuscript, an automated confirmation is dispatched to all co-authors by the system.

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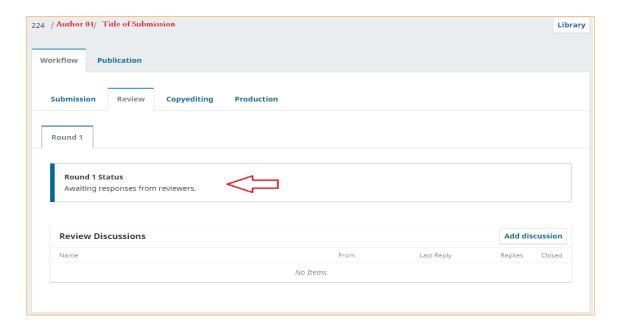
Article 12: Following an initial review to verify basic criteria and conduct a plagiarism check using similarity testing, the Editor-in-Chief, Deputy Executive Editor in Chief, and Associate Section-Editor are responsible for the initial evaluation of submissions. This evaluation, conducted within a period of five to seven (5-7) days, aims to:

- Assess the manuscript's adherence to the journal's aims and scope.
- Determine the appropriate scope and nominate suitable Review Editors. (Refer to the Review Process: https://najfnr.com/home/review-process

The corresponding author can monitor the submission status and track the progress of the review process through the system.

Alternatively, the Editor-in-Chief may:

- Request revisions to the manuscript.
- Issue a rejection notification detailing the reasons for the decision.



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The progress of the review process can be tracked. You will be notified when reviewer comments are submitted or a decision is made concerning your submission.

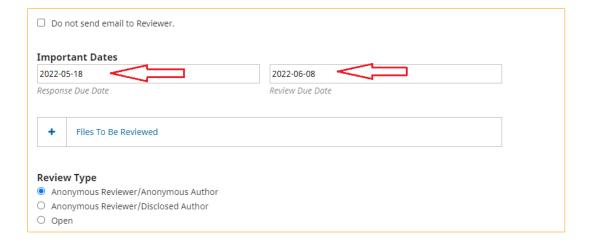
CHAPTER 4 Assessment Steps

Article 13: Manuscripts selected following the initial evaluation are subsequently forwarded concurrently to a Deputy Executive Editor in Chief or Associate Section-Editor, who may assign two Review Editors to review the selected manuscript within a period of three weeks.

Article 14: Appointed Review Editors are required to acknowledge receipt and acceptance of the manuscript review request within the designated response period (*Response Due Date*), thereby confirming or declining the invitation. The review must be completed by the scheduled review deadline (*Review Due Date*), as stipulated in Article 13 (3 weeks). In the event of a declined invitation or inability to meet the deadline, the Editor-in-Chief, in collaboration with the Deputy Executive Editor in Chief / Associate Section-Editor, will identify and invite alternative experts in the relevant field.

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Article 15: The corresponding author may be contacted to suggest additional referees within the same field, who will subsequently be approached by the Editor-in-Chief or Associate Section-Editor for potential review.

Article 16: NAJFNR unequivocally opposes the practice of duplicate publication or plagiarism of any kind. Should Reviewers suspect ethical misconduct within a submitted manuscript, they are required to document their concerns within the review report, providing supporting evidence such as web links.

Article 17: Editorial Board members (Reviewers) are tasked with ensuring that all sections of the manuscript adhere to the Instructions for Authors, specifically:

- Material and methods: "Review Editors" must provide feedback on the relevance and technical rigor of the methodologies employed. Sufficient detail regarding methods and techniques must be provided to enable reproducibility by other researchers.
- Results and discussion: "Review Editors" should provide comprehensive comments on:
 - The reliability and consistency of the data.
 - The relevance and currency of the references provided by the authors.
 - The factual basis of the discussions and conclusions.
 - The necessity, sufficiency, and appropriateness of the statistical analyses. Consultation with statistical reviewers may be warranted.
- Conclusion: The conclusion must be supported by the data discussed within the manuscript.

 Conclusions should be objective and solely based on the presented data.
- References: The relevance and adequacy of the cited references must be evaluated. Reviewers should suggest more recent and pertinent references, where applicable.

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- Critique: NAJFNR advocates for constructive criticism. Review Editors are encouraged to provide honest feedback, while refraining from abusive language. Unnecessarily harsh language may be modified or removed. Review Editors are expected to provide authors with actionable suggestions for manuscript improvement. Reviewer comments should be sufficiently informative and useful to facilitate editorial decision-making. Negative evaluations must explicitly delineate the manuscript's weaknesses, enabling authors to comprehend the basis for rejection and to improve their work accordingly. Authors should distinguish between objective feedback and unfounded criticism.

The editorial board prioritizes the recommendations of Review Editors, particularly regarding technical aspects of submitted manuscripts. Authors are therefore strongly encouraged to address all substantive suggestions provided by reviewers. Please consult the Reviewers' Guidelines for further information: https://najfnr.com/home/reviewers_guidelines

Here's a corrected and more formal version of the provided text, using high academic English:

Manuscript Revision and Appeals

The editorial board prioritizes the recommendations of Review Editors, particularly regarding technical aspects of submitted manuscripts. Authors are therefore strongly encouraged to address all substantive suggestions provided by reviewers. Please consult the Reviewers' Guidelines for further information: https://najfnr.com/home/reviewers_guidelines.

Rejected manuscripts may be formally appealed. Appeals must be submitted in written form via email to contact@najfnr.com, with the subject line "Appeal." Should an author remain dissatisfied, they may escalate the matter to the Editor-in-Chief, providing the manuscript ID. Please note that a processing period is required before NAJFNR can respond; during this time, the manuscript must not be submitted for publication elsewhere. Appeals must include detailed justifications and address, point by point, the comments provided by Review Editors and/or the Editor-in-Chief. Authors should be aware that new submissions are prioritized, and therefore, appeal processing may exceed the timeframe for original submissions. If an appeal is denied, further appeals regarding the decision will not be considered, and the manuscript cannot be resubmitted.

Article 18: Following expert review, Review Editors are required to submit their comments via the provided review form link.

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Article 19: Review reports lacking substantive comments and justifications for rejection or acceptance will be deemed invalid.

Article 20: Upon receipt of reviewer comments, the Associate Section-Editor, with the approval of the Editor-in-Chief, will render a decision based on the reviewers' evaluations:

- **a.** If both reviews are *favorable*, the manuscript will be "Accepted" for potential publication;
- **b.** If both reviews are *unfavorable*, the manuscript will be "**Rejected**";
- **c.** If the reviews are *contradictory*, the manuscript will be submitted for a third evaluation, conducted within a period of **(15 days)**, which will determine the final decision.

In such instances, the Review Editors will be requested to provide justification for the final decision.

Article 21: The corresponding author and co-authors will be notified of the decision regarding their manuscript submission.

Article 22: If the manuscript necessitates minor or major revisions, authors are required to submit a revised version within fifteen (15) days of the notification date. In this revision, authors must provide point-by-point responses to the Reviewers' comments and questions. The revised manuscript will then be forwarded to the Associate Section-Editor and subsequently to the Review Editors for final evaluation.

Article 23: Upon completion of the final assessment, the Review Editors will submit their recommendations, categorized as follows:

- "Manuscript Acceptable" if all or most reservations have been addressed and the authors have satisfactorily responded to the comments and questions.
- "Manuscript Requires Further Revision" if the revisions are insufficient and the Review Editors remain dissatisfied.
- "Manuscript Rejected" if no substantial revisions have been made and the Review Editors remain dissatisfied.

In the case of "Manuscript Requires Further Revision," the manuscript will be returned to the corresponding author for a subsequent revision cycle, subject to the conditions outlined in Article 22.

Article 24: Following a second review, if the manuscript receives two (2) favorable evaluations (per Article 20a), it will be forwarded to the proofreading and production department.

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Article 25: If unresolved reservations persist, the manuscript will be returned to the authors for a third and final revision.

Article 26: If reservations remain after the third revision, the manuscript will be automatically designated "Rejected."

Article 27: The Editor-in-Chief retains the authority to issue a well-substantiated rejection based on a Review Editor's recommendation.

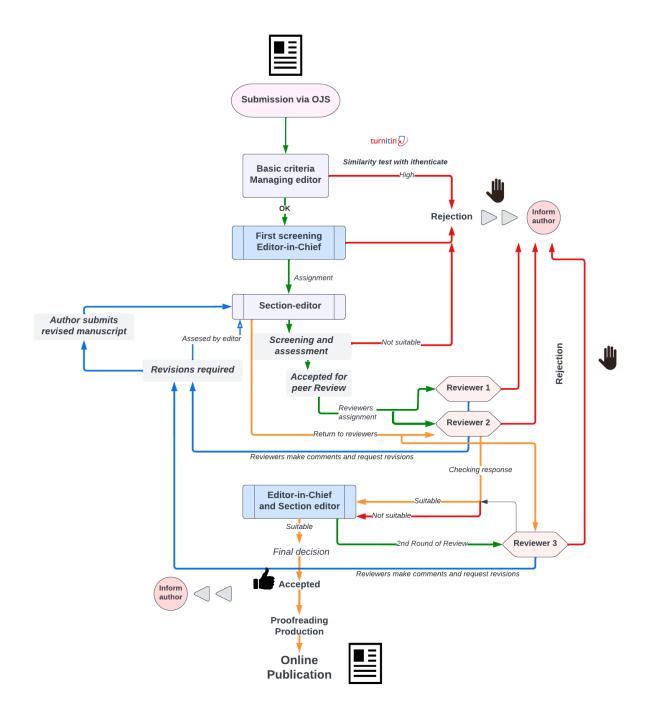
Article 28: Manuscripts selected for publication in the upcoming issue will undergo a final review. A "Galley proof" version will be sent to the corresponding author for final review, which must be completed within one week.

Article 29: Online publication of accepted manuscripts will occur systematically following "Galley proof" approval.

Article 30: The Editorial Board will provide authors with an electronic copy of the article for final approval.

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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

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CHAPTER 5 Canceling the Submission

Article 31: The corresponding author, with the explicit consent of all co-authors, may initiate the withdrawal of a manuscript submission at any stage of the review process, provided that this action occurs prior to the final notification of acceptance. The Editor-in-Chief, in consultation with the Associate Section-Editors, must validate the stated reasons for withdrawal to approve the request and definitively remove the manuscript from consideration. All co-authors must be informed of the withdrawal.

Article 32: The Editorial Board reserves the right to withdraw a manuscript submission when the corresponding author fails to respond to three (3) consecutive notifications from the Editorial Board requesting supplementary information.

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CHAPTER 6 Confidentiality

Article 33: All editorial board members are bound by an obligation of strict confidentiality regarding manuscripts submitted for review. Dissemination of any information, content, in whole or in part, pertaining to manuscripts under evaluation or those rejected, is strictly prohibited.

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CHAPTER 7 Anonymity

Article 34: The anonymity of Review Editors and authors must be maintained by all editors, including Associate Section-Editors and Review Editors, throughout the evaluation process. Manuscripts must be forwarded to reviewers in an anonymized format. Evaluation forms (*Review Forms*) will also be provided to authors anonymously.

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CHAPTER 8 Plagiarism and Self-Plagiarism

Article 35: Plagiarism is defined as the appropriation of another individual's creative work and its presentation as one's own. It encompasses the extraction of text, images, data, or other materials from external sources and their incorporation into one's work without proper source attribution. Furthermore, it includes the paraphrasing of an author's original idea without acknowledging the source. Duplicate publication, also known as self-plagiarism, occurs when an author reuses substantial portions of their own previously published work without providing appropriate citations. This may involve the publication of an identical article in multiple journals or the addition of minor new data to a previously published article.

Article 36: Reviewers have access to plagiarism detection tools through the Editorial Office. (Please contact the Associate Section-Editor for assistance.).

NAJFNR utilizes the Similarity Check service provided by Crossref with Turnitin to index journal content within the iThenticate database. Additionally, NAJFNR employs GPTZero, a leading AI detection tool, to ascertain whether a document has been generated by a large language model, such as ChatGPT.

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CHAPTER 9 Assessment Difficulties

Article 37: Should the Editorial Board encounter assessment challenges or a lack of available Reviewers within the relevant field within sixty (60) days of manuscript receipt, the corresponding author will be notified. The notification will:

- Inform the authors of the situation and the difficulties encountered.
- Offer the following options:
 - → Revision of the submitted manuscript
 - → Continuation of the review process for the submitted manuscript.
 - → Withdrawal of the submitted manuscript.

Article 38: If the authors elect to continue the review process, an additional period of two (2) months will be granted for evaluation.

Article 39: The Editorial Board may render a final decision based on a single notice of acceptance or rejection for manuscripts experiencing assessment challenges.

Article 40: If the assessment remains outstanding beyond the extended period specified in Article 38, the Editorial Board may proceed with the withdrawal of the submitted manuscript.

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CHAPTER 10 Miscellaneous

Article 41: Manuscripts previously published in conference proceedings more than two (2) years prior to submission will not be considered.

Article 42: Manuscripts rejected following the assessment stage may be resubmitted only after a complete revision of the title and content. Resubmissions are subject to preliminary review by the Editorial Board prior to forwarding to Review Editors.

Article 43: Any alteration to the author list of a manuscript submitted to the journal must be approved by the Editorial Board.

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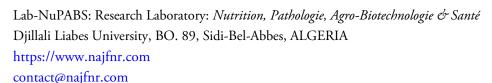
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