



# JOURNAL SUBMISSION POLICY

## THE NORTH AFRICAN JOURNAL OF FOOD AND NUTRITION RESEARCH

*Making Nutrition a Development Priority in Africa*



### Editor-in-Chief

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Survival: +06

ICDS: 5.6

Frequency: 2 issues / year

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 January 2023*



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# Chapter 1

## Status of the Journal

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

**Article 2:** The NAJFNR is an open access journal (Open Access), which publishes original research articles, review articles and synthesis as well as clinical studies in all fields of nutrition and metabolism, and food science.

**Article 3:** The specific topics covered 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:** NAJFNR is currently half-yearly basis. However, certain issues may be published in special issues.

**Article 5:** The publication of articles is free and requires no pre-payment.



## Chapter 2 Responsibilities

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**Article 6:** NAJFNR is the responsibility of the Editor-in-Chief.

**Article 7:** The NAJFNR's editorial board consists of **Editor-in-Chief (EiC)**, **Associate Section Editors (AS-Ed)**, **Co-Editors (Co-Ed)**, **Review editors (R-Ed)**, composed of leading experts (Professors and Associate professors) in accordance with the areas of interest of the journal. Articles submitted for publication in the journal are primarily assessed by EiC and AS-Ed according to the area of competence of the members.

**Article 8:** The role of Specialty and Associate Section Editors are displayed on the Editorial Members' Guide (<https://najfnr.com/home/editorial-policies>).



## Chapter 3

# Submission of Articles

**Article 9:** The articles submitted to NAJFNR must be written in American English.

**Article 10:** Submission of articles to the journal is exclusively completed via the OJS platform:

### 1. Make a new submission

Please go to: <https://najfnr.com/home/about/submissions> for more information please visit: <https://www.youtube.com/watch?v=Eg0N8ljT6AY>.

The screenshot displays the homepage of The North African Journal of Food and Nutrition Research (NAJFNR). The header includes the journal logo, title, and the tagline "Making Nutrition a Development Priority in Africa". The ISSN is listed as 2588-1582. The navigation menu includes Journal Info, Editorial Board, Submissions, Current Issue, Archives, Contact us, and FAQ. The main content area features a "Journal Issue" section with a cover image, a "Make a Submission" button, and a "Journal Menu" with options for Aims & scope and Submission. The footer contains the copyright notice "©2023 The NAJFNR".



## 2. Registration

You must first Register (<https://najfnr.com/home/user/register>)

You can connect your ORCID ID.

## 3. Login

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



## 4. Start submission

➔ Select the type of manuscript (mandatory).

### Submit an Article

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

**Section**

Original Articles


Review Articles

Short Communications

Viewpoint

Letter to the Editor

Editorial



- 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

➔ 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







**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 explicitly – of the institutes where the work has been carried out;
- They secure the right to reproduce any material that has already been published or copyrighted elsewhere;
- They agree to the following license and copyright agreement;

**Copyright**

Authors who publish with The North African Journal of Food and Nutrition Research agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a [Creative Commons Attribution License \(CC BY 4.0\)](#) that allows others to share the work with an acknowledgment of the work's authorship and initial publication in this journal;
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;
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work.

- Yes, I agree to abide by the terms of the copyright statement.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).



Save and continue

Cancel

The article must be accompanied by the four (04) forms on the website in the section devoted to the submission "Submission" <https://najfnr.com/home/about/submissions>. That is to say:

- Title page: [Download](#)
- Manuscript: [Download](#)
- Tables: [Download](#)
- Figures: [Download](#)



## 5. Upload submission files

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Files** Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel

**Edit 1. Title\_page.docx** ×

**What kind of file is this?**

Choose the option that best describes this file.

- Title Page
- Manuscript
- Tables
- Figures
- Supplementary data

Save

**Submit an Article**

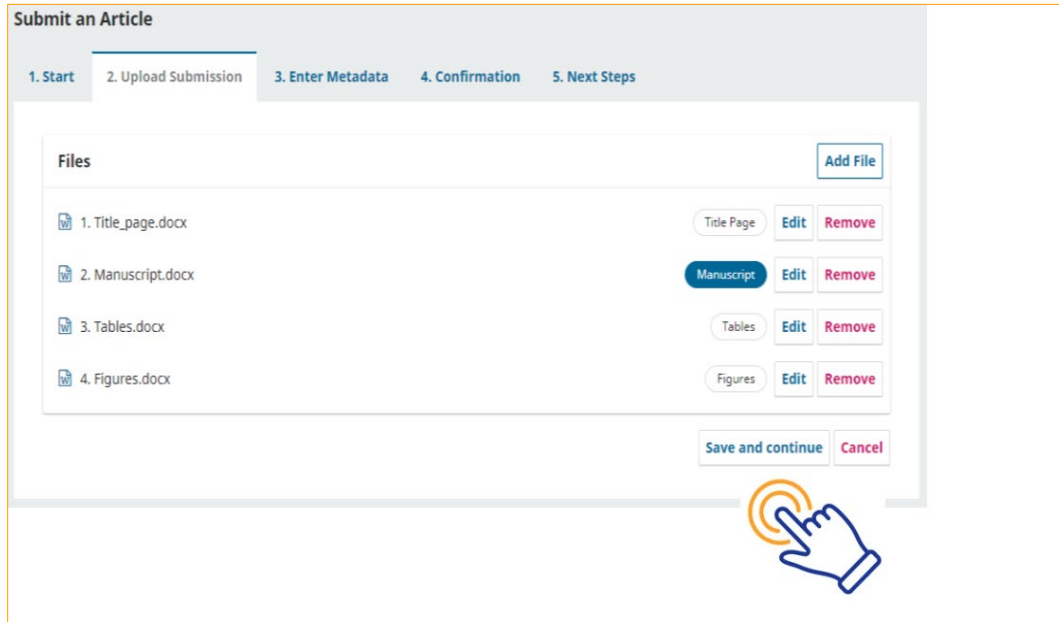
1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Files** Add File

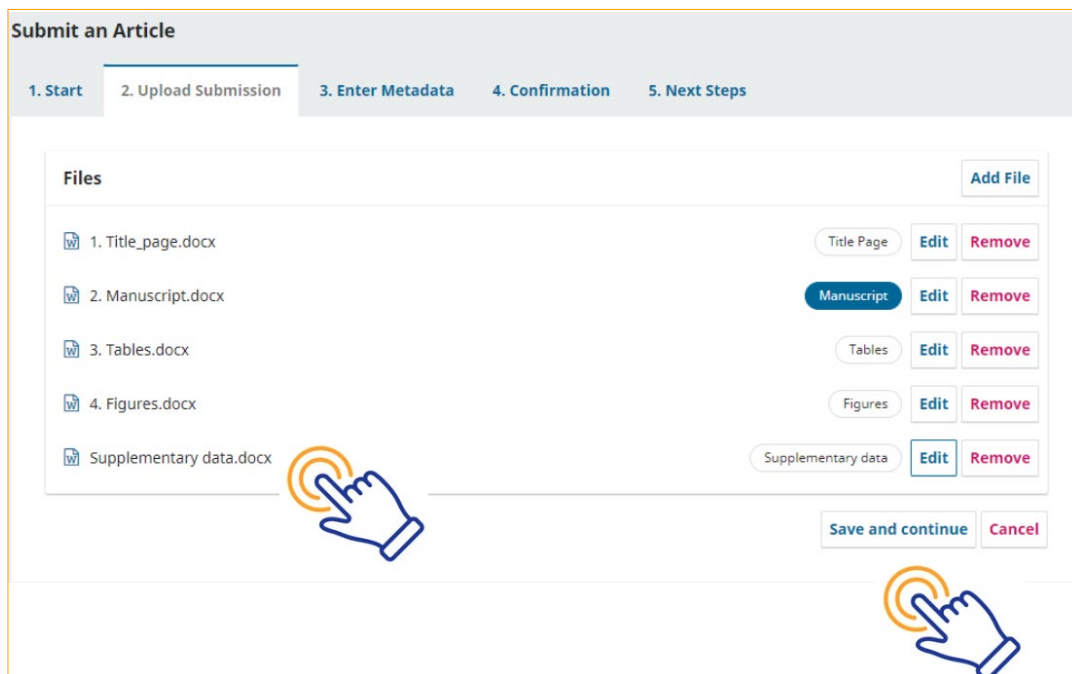
1. Title\_page.docx Edit Remove

What kind of file is this? [Manuscript](#) [Other](#)

Save and continue Cancel



You can add supplementary data file (s)





## 6. Enter Metadata

**Submit an Article**

1. Start   2. Upload Submission   **3. Enter Metadata**   4. Confirmation   5. Next Steps



**Prefix**   **Title \***

Examples: A, The

**Subtitle**

**Abstract \***

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Undo, Redo, Image, Print





Enter the title of the manuscript and a short running title (Subtitle). Add your structured abstract.

- Add contributors (co-authors) one by one with their affiliations and working email addresses and ORCID (mandatory for the corresponding author).

**List of Contributors** [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Author 01 Given name Author 01 Family name	author01@email.com	Author	✓	✓





## 7. Enter supporting agencies and reviewers

Enter supporting (funding) institution/agencies and names of suggested reviewers. You can therefore provide a list of reviewers to exclude. Click on “Save and continue”.

### Reviewer Preferences

Please include the name(s), affiliation(s), institutional email address and reasons why each individual should be considered for inclusion/exclusion as peer reviewers.




**Recommended reviewers**

**Reviewers to exclude**

**Funding data** Add funder

Funder name	Funder ID	Grant numbers
No funders		

Save and continue
Cancel






### Submit an Article

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission
Cancel





A confirmation message will be displayed showing you that your submission is ready to be submitted. Click on “**Finish Submission**”

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

### Submission complete

Thank you for your interest in publishing with The North African Journal of Food and Nutrition Research.

#### What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

**Article 11:** After receiving the manuscript, a confirmation is then automatically sent by the system to the co-authors.

**Submissions**

My Queue (1)   Archives   Help

My Assigned   Search   Filters   New Submission

224	Author 01	0/0	Review	View	▼
	Title of Submission				

↑

**Article 12:** After checking the basic criteria and performing the similarity test to check plagiarism by the Managing Editor, the Editor-in-chief and an Associate Section-Editor are then responsible for carrying out a first reading of submissions over a period of **(03-05 days)** in order to:

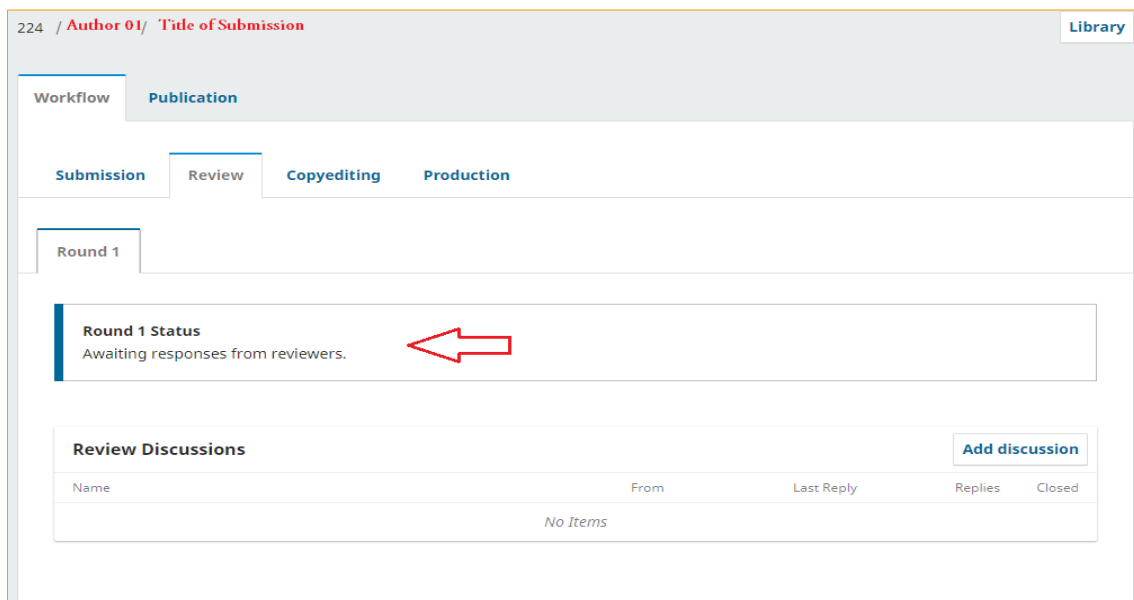


- Check the conformity of the content according to the journal aims and scopes;
- Determine the scope and suggest appropriate Review editors; Please see Review Process (<https://najfnr.com/home/review-process>)

The corresponding can track submission and follow the advance of the review process via the system.

Otherwise, the Editor-in-chief should:

- Request that the article be reformulated;
- Send a rejection notification explaining the reasons.



You can track the review process. You will be notified once reviewers submit their comments to respond or any decision is made regarding your submission.



## Chapter 4

# Assessment Steps

**Article 13:** The manuscripts selected after the first reading, will then be sent simultaneously, to one Associate Section-Editors (AS-Ed), who can assign and work with one Co-Editor (Co-Ed). Two Review Editors (R-Ed) should be assigned to review the selected manuscript for a period of (15 days).

**Article 14:** The review editors appointed shall notify their receipt and acceptance to review the submitted manuscript according to the scheduled dates (*Response due date*) to confirm or to reject the invitation and (*Review due date*) the deadline to complete the review task as set in Article 13 (15 days). The Editor-in-Chief with Associate Section and Co-Editors will suggest other experts of the same field.

Do not send email to Reviewer.

**Important Dates**

2022-05-18	←	2022-06-08	←
Response Due Date		Review Due Date	

+ Files To Be Reviewed

**Review Type**

Anonymous Reviewer/Anonymous Author

Anonymous Reviewer/Disclosed Author

Open

**Article 15:** The corresponding author could be contacted to suggest other names of referees in the same field which will then be contacted by the Editor-in-Chief/Associate Section-Editor for possible reviewing.





**Article 16:** The NAJFNR strongly opposes the practice of duplicate publication or plagiarism of any kind. If the "Reviewers" suspect a practice in ethics in the submitted manuscript, they should mention it in the report with proof / web links.

**Article 17:** Members of the Editorial Board (*Reviewers*) must ensure that all sections of the article must comply with the instructions to authors are:

- **Material and methods:** "*Review Editors*" must provide feedback on the relevance and the technical standards of methods used. Sufficient details of methods used or techniques should be provided to be reproduced by other researchers;
- **Results and discussion:** "*Review Editors*" should provide comments on:
  - ➔ The quality of data if they are reliable and consistent;
  - ➔ Authors should provide relevant and updated references;
  - ➔ Discussions and conclusions should be based on real facts and figures.
  - ➔ Are the statistical analyses necessary to this document? In the affirmative case, are they sufficient and appropriate? To this end, we should refer to statistics reviewers;
- **Conclusion:** Is the given conclusion supported by discussed data in the manuscript? The conclusions should not be biased and should be based only on the data presented in the manuscript.
- **References:** Are the cited references relevant and adequate? Are there more recent and appropriate references that the authors should cite?
- **Criticism:** The NAJFNR believes in constructive criticism. *Review Editors* are encouraged to be honest but not abusive in their language (unnecessarily harsh words might be changed and removed). We expect that review editors suggest to authors how can they strengthen their work to make it acceptable. The reviewers' comments should be sufficiently informative and useful to reach a decision. We strongly recommend that a negative examination explains the weaknesses of any manuscript, so that the concerned authors can understand the basis of rejection and how they can improve the manuscript from those comments. Authors should not confuse simple and real comments with unfair criticism.

We are very reluctant to go against the suggestions (especially on the technical aspects) of the review editors. Therefore, authors are invited to address suggestions from reviewers of the highest importance. Please visit the following webpage: [https://najfnr.com/home/reviewers\\_guidelines](https://najfnr.com/home/reviewers_guidelines)



**NB.** Rejected manuscripts have the possibility of being formally recalled. The Appeals must be in writing, not by phone, and must be submitted to [contact@najfnr.com](mailto:contact@najfnr.com) with one entitled "**Appeal**" in the subject line. If an author remains dissatisfied, he (she) may refer the matter to the Editor-in- Chief providing the ID of the manuscript. In all cases, it is likely that some time elapses before the NAJFNR can respond, recalling that the manuscript should not be submitted for publication elsewhere during this time. Authors must provide detailed reasons for the appeal and answer point by point to comments from *Review* editors and / or the Editor-in-Chief. Authors should also be aware that priority is given to new submissions to the journal and therefore the processing of the appeal may well take longer than the processing of the original submission. If an appeal is dismissed, further appeals from the decision will not be considered and the document cannot be resubmitted.

**Article 18:** After expertise, review editors should send the comments (*Review Form*) via the link sent to them with the invitation: <http://www.najfnr.com/>.

**Article 19:** If a rejection or an acceptance are sent by the review editors, without comments and motives, the report will not be considered.

**Article 20:** After receiving the comments, a decision will be made by the Associate Section-Editor with the approval of the Editor-in-Chief on the basis of opinion provided by Review editors:

- a. If both opinions are *favorable*, the manuscript will be "**Accepted**" after approval for possible publication;
- b. If both opinions are *unfavorable*, the manuscript will be "**Rejected**" after approval;
- c. If the two opinions are *contradictory*, the article will be submitted to a third assessment for a period of **(15 days)** which ends the final decision.

For this purpose, the two review editors will be notified in order to justify the final decision.

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

**Article 22:** If the manuscript requires minor or major revisions, authors will send a corrected version within fifteen **(15)** days from the date of notification. They must, in this case, answer questions and respond to



comments of "Reviewers" point by point. This corrected version will then be forwarded to the Associate-Section-Editor/Co-Editor then to the Review Editors, at the first stage, for a final evaluation.

**Article 23:** Upon completion of final assessment, the Review Editors should send the result with recommendations:

- a. **"Article Could be Accepted"** if reservations are lifted and authors have met all or most of the questions comments and questions;
- b. **"Article to Reformulate"** in the case where changes made are not sufficient and the reviewers are not totally satisfied.
- c. **"Article to Reject"** in the case where no changes were made with no convincing responses and the reviewers are not satisfied at all.

In this case, the manuscript is returned to the corresponding author, to undergo the same conditions set in art. 22.

**Article 24:** After a second reading, if the manuscript receives two (02) favorable opinions (see Art 20 a.), the article will be sent to proofreading and production department.

**Article 25:** In case there would still undrawn reserves, the manuscript will be sent to authors for a third (final) reading.

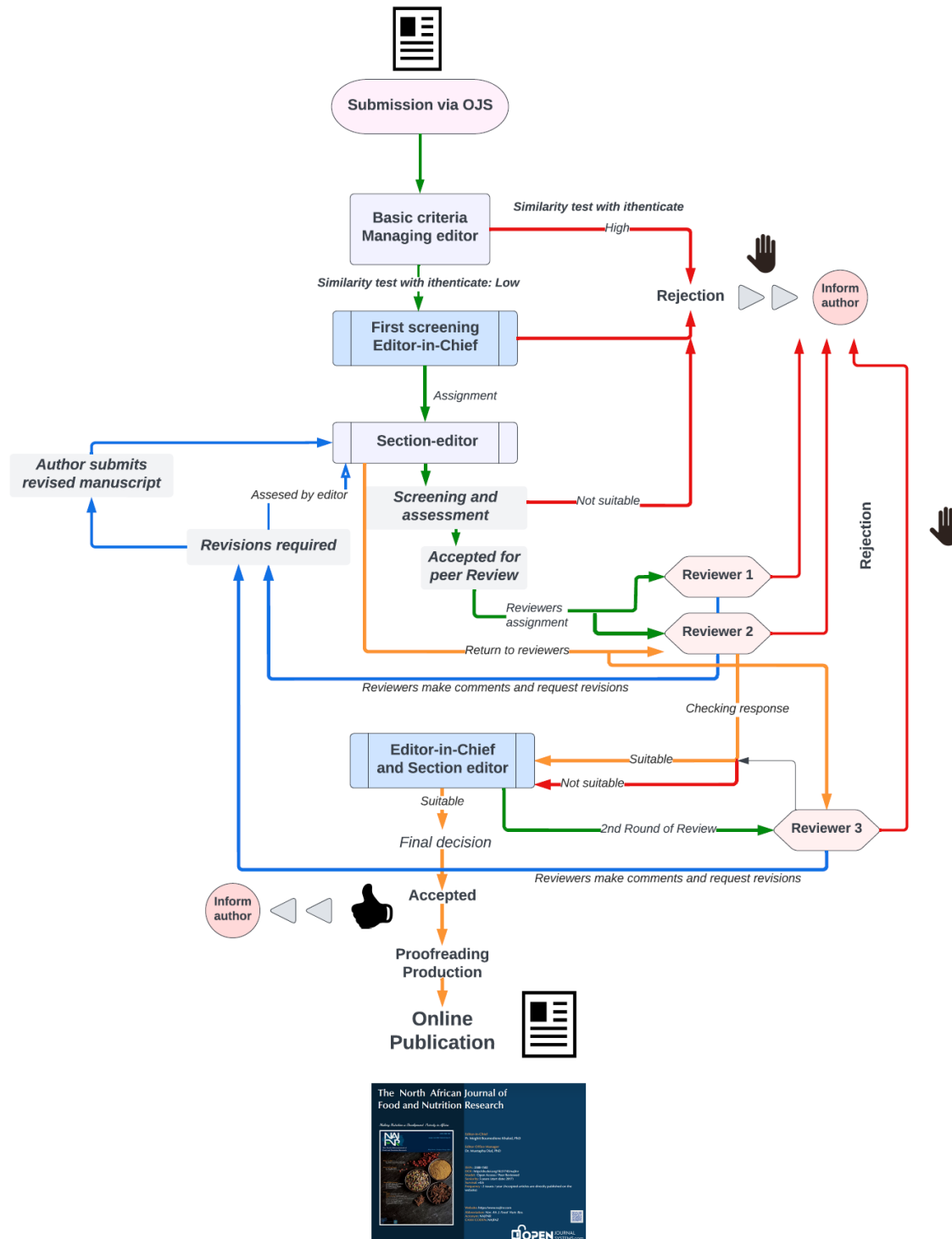
**Article 26:** If the reserves remain, the article will automatically be marked **"Rejected."**

**Article 27:** It should be mentioned that the Editor-in-Chief may settle for a sufficiently motivated rejection if a review editor rejects a submitted manuscript.

**Article 28:** The articles selected for publication in the next issue should be the subject of a final reading by the Associate Section/Co-Editors with a version **"PROOF"** sent to the corresponding author to make a final reading which should not exceed 48 hours (**2 days**).

**Article 29:** The online publication of accepted manuscripts will be done systematically after **"PROOF"**.

**Article 30:** The Editorial Board is required to send an electronic copy of the article to the authors for final approval.



<https://www.najfnr.com>

## Review process of submissions to NAJFNR



## Chapter 5

# Canceling the Submission

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**Article 31:** The corresponding author, with the consent of co-authors can proceed with the cancellation of the manuscript submission at any stage of the treatment provided that this is done before the final notification of acceptance. The Editor-in-Chief with Associate Section Editors must validate the reasons for cancellation in order to approve the application and withdraw the manuscript definitively and must inform all the co-authors of the cancellation.

**Article 32:** The Editorial Board may also proceed with the cancellation of the submission when the author does not answer to three (3) reminders of the Editorial Board requesting it to additional information.



## Chapter 6 Confidentiality

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**Article 33:** All the editorial members are subject to the obligation of absolute confidentiality of manuscripts submitted to the editorial. It is therefore strictly forbidden to disclose any information, contents, whole or partial, being evaluated or rejected.



## Chapter 7 Anonymity

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**Article 34:** The anonymity of Review editors and authors should be guaranteed by all editors i.e. Associate Section-Editors, Co-Editors and Review-Editors along the assessment procedure. The manuscripts should be sent anonymously to the reviewers. The evaluation sheets (*Review Form*) will also be sent anonymously to the authors.



## Chapter 8

# Plagiarism and Self-Plagiarism

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**Article 35:** Plagiarism is a way of appropriating the creative work of someone else and present it as his own; to extract text, images, data, etc., from external sources and integrate them into their own work without mentioning the source; Summarize the original idea of an author by expressing it in his own words, but omitting to mention the source. Duplicate publication, called auto-plagiarism, occurs when an author re-uses substantial parts of his or her own published work without providing the appropriate references. This can range from obtaining an identical article published in several journals, where the authors add small amounts of new data to a previous article.

**Article 36:** It is set to the availability of reviewers of the plagiarism detection tools at the level of the Editorial office (Please contact the Managing editor).

The NAJFNR is using the Similarity Check service of Crossref with Turnitin to index the journal content into the iThenticate database.





## Chapter 9

# Assessment Difficulties

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**Article 37:** After a period of 60 days (**2 months**) from the manuscript receipt, if the Editorial Board meet assessment difficulties of the submitted manuscript or lack of availability of (*Reviewers*) in the field, the corresponding author should be notified to:

- inform authors of the situation and encountered difficulties;
- offer the possibility as follows:
  - ➔ Reformulation of the submitted manuscript;
  - ➔ Maintain the submitted manuscript;
  - ➔ Removing the submitted manuscript.

**Article 38:** If the authors decide to keep the article, an additional term (**2 months**) is granted for possible evaluation.

**Article 39:** The Editorial Board can be satisfied only by one notice of acceptance or rejection to make final decision for manuscripts reporting difficulties of assessment.

**Article 40:** If the assessment is still not issued in time, as stated in the conditions of art. 37, the editorial may proceed to the cancellation of the submitted manuscript.



## Chapter 10 Miscellaneous

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**Article 41:** An article published in "*Proceeding*" older than 2 years is not accepted for submission.

**Article 42:** An article rejected after the assessment stage, will be resubmitted after having completely changed the title and content. This is the privilege of the Editorial board for review before it is sent to review editors.

**Article 43:** Any change in the list of authors of a paper submitted to the journal must be submitted to the approval of the Editorial Board.



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- Dr. Yacine Tahiri

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### Download NAJFNR mobile application on:

 <https://s3.amazonaws.com/gonativeio/static/61607751e3ff9071cd23f0d0/app-release.apk>

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### More information about NAJFNR:



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