

## Editorial Policy

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The journal *Advances in Laboratory Medicine/Avances en Medicina de Laboratorio (ALMED)* endorses editorial policy recommended by the [Committee on Publication Ethics \(COPE\)](#) and the [International Committee of Medical Journal Editors \(ICMJE\)](#).

### 1 Submission

Each manuscript should be accompanied by a cover letter which should explicitly state that the authors have the authority to publish the work and that the manuscript (or one with substantially the same content, by any of the authors) has not been previously published in any language anywhere and that it is not under simultaneous consideration by another journal. All authors of the manuscript are responsible for its content; they must have agreed to its publication and have given the corresponding author the authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the co-authors of the manuscript status throughout the submission, review, and production process.

### 2 Authorship

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Those who do not meet that criteria should be acknowledged (see Instructions for Authors). It is the sole responsibility of contributors to determine the authors of the manuscript submitted to the journal.

Authors must ensure that anyone named in the acknowledgments agrees to being so named. Following the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#) from ICMJE, editors of *ALMED* are advised to require that the corresponding author obtain written permission to be acknowledged from all acknowledged individuals.

According to the recommendations of COPE and ICMJE the authorship of the work should fulfill the following criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data of the work.
- Drafting the work or revising it critically for important intellectual content.
- Final approval of the version to be published by all authors.
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts each author has done, the corresponding author identifies by submission which co-authors are responsible for specific parts of the work. Those authors who do not meet the criteria should be acknowledged.

#### **Addition or removal of authors**

The authors' request for addition or removal of an author should be properly justified. Please note that a change in authorship (order of listing, addition or deletion of a name, or corresponding author designation) after submission of the manuscript will be implemented only after receipt of signed statements of agreement from all parties involved (all listed authors and the author to be removed or added).

### 3 Peer review process

Submitted manuscripts will be reviewed in a two-step procedure. Firstly, the Editor-in-Chief decides whether the manuscript fulfils the substantive and formal criteria for the further peer review process. The decision is based on the following criteria:

- Relevance: the content conforms to the scope and goals of *ALMED*.
- Originality/topicality: the content is sufficiently important and topical to worthy to be published in *ALMED*.
- Formal correctness: the formal criteria have been met.
- Ethical Guidelines: national and international ethical standards for studies with human and/or animal subjects are fulfilled (where applicable).

In case the criteria have not been met, the manuscript is being rejected without peer review. The authors have the opportunity to resubmit the manuscript after basic revision. If all criteria have been met, the manuscript is being undergone a single-blind peer review process. The authors are not being informed about the names and affiliations of the reviewers; the reviewers are being informed about the names and affiliated institutions of the authors.

#### Selection of reviewers

The Handling Editor (Editor-in-Chief or Associate Editor) invites experts in the appropriate subject area and requests them to undertake a single-blind peer review. Manuscripts will be evaluated by at least two reviewers. The reviewer will make an objective, impartial evaluation of the scientific merits of the manuscript. Reviewers work according to the scope of *ALMED*.

Their evaluation and commentary will be made according to the following criteria:

- Relevance to the scope of *ALMED*
- Originality and novelty
- Appropriateness of choice, presentation and discussion of methods
- Presentation and discussion of results
- Relevance to the scientific and/or professional community
- Legibility, style and structure of the text

In case of missing standards, lacks in scientific precision or other major deficiencies, the manuscript will be rejected.

If a manuscript is being considered for publication but in need of improvement, revision of the manuscript is being required. The authors have to follow the reviewers' comments and reply to them, whereby rebuttals are allowed, if applicable. Once all these requirements are being fulfilled, the Handling Editor decides on the publication of the article.

Once all reviews have been received and considered by the Handling Editor, an e-mail with the decision is sent to the corresponding author.

#### Suggestions from authors

Authors are requested to suggest persons competent to review their manuscript. However, please note that this will be treated only as a suggestion, and the final selection of reviewers is exclusively the Editor's decision.

The authors' names are revealed to the referees, but not vice versa.

### 4 Submission of Revised Manuscripts

When revision of a manuscript is requested, the corresponding author should return the revised version of the manuscript within approx. 6 weeks (extension of deadline is possible on request). Prompt revision allows rapid publication, where the paper is definitely accepted for publication. The final decision is made by the Handling Editor.

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Prior to publication, the corresponding author will have the opportunity to make minor corrections to the copy edited version of the manuscript. This is the last opportunity to review and correct an article before its publication. No changes or modifications can be made once following publication. Authors are therefore strongly advised to check and compare the edited version against their own manuscript very carefully.

The corresponding author should return the corrected article within 2-3 days. At this stage of production changes to the content are no longer permitted. Only minor linguistic and typing corrections are possible. Authors are occasionally asked to provide additional comments and explanations on linguistic or technical aspects to the technical editors.

## 6 Publication

Manuscripts accepted for publication receive a DOI (Digital Object Identifier) and will be immediately published online 3-4 weeks upon acceptance. For final publication, the articles are summarized according to year of publication (volumes) and numbers (issues), including consecutive pagination for each volume.

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## **11 Retraction Policy**

Serious errors or violation of professional and ethical standards in a published manuscript will result in the retraction of the article. This will occur where the article:

- Is clearly defamatory, or infringes on others' legal rights.
- Is the subject of a court order, or there is good reason to believe that it will be.
- If acted upon, could pose a serious health risk.

In any of these cases, all co-authors will be informed about the retraction. A Retraction Note detailing the reasons for retraction will be linked to the original article.

## **12 Conflict of Interest**

To encourage transparency without impeding publication, all authors, reviewers and editors must declare any association that poses a conflict of interest in connection with the manuscript. No contractual relations or proprietary considerations that would affect the content of the publication should exist.

A conflict of interest for a scientific journal is anything that interferes with, or could reasonably be perceived as interfering with, the full and objective presentation, review, or publication of research findings, or of articles that comment on or review research findings. Potential conflicts of interest exist when an author, editor or reviewer has financial, personal or professional interests in a publication that might influence their scientific judgment.

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