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.

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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.
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- 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.
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- 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
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- Presentation and discussion of results
- Relevance to the scientific and/or professional community
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In case of missing standards, lacks in scientific precision or other major deficiencies, the manuscript will be rejected.

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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.

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- 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.

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