EDITORIAL POLICIES
EFFECTIVE APRIL 2020

Main Group Metal Chemistry endorses editorial policies recommended by the World Association of Medical Editors and the International Committee of Medical Journal Editors (ICMJE).

Overview of the editorial process
For detailed submission guidelines please refer to the Instruction for Authors or contact the Managing Editor of the journal.

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.

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 Instruction for Authors). It is the sole responsibility of contributors to determine the authors of the manuscript submitted to the journal.

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Choice of reviewers
The Editor seeks advice from experts in the appropriate field. Research articles and communications are refereed by a minimum of two reviewers, and review papers by at least three.

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.

The reviewers make an objective, impartial evaluation of scientific merits of the manuscript. Reviewers operate under guidelines outlined in the Guidelines for reviewers and are asked to comment on the following aspects of submitted manuscripts:

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• substantial evidence supporting claims and conclusions;
• rigorous methodology.

If a manuscript is believed to not meet the standards of the journal or is otherwise lacking in scientific rigor or contains major deficiencies, the reviewers will attempt to provide constructive criticism to assist the authors in ultimately improving their work. If a manuscript is believed to be potentially acceptable for publication but needs to be improved, it is invited for reconsideration with the expectation that the authors will fully address the reviewer’s suggestions.

Once all reviews have been received and considered by the Editor, a decision letter to the author is drafted. There are several types of decisions possible:

• Accept without revision
• Minor revision
Revised manuscript submission
When revision of a manuscript is requested, authors should return the revised version of their manuscript as soon as possible. Prompt action may ensure fast publication if a paper is finally accepted for publication. Authors need to return their revised manuscript within 14 days. If these deadlines are not met, and no specific arrangements for completion have been made with the Editor, the manuscript will be treated as a new one and will receive a new identification code along with a new registration date.

The final decision is made by the Managing Editor, or in case of conflict, by the Editor-in-Chief.

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Manuscripts containing information related to human use should clearly state that the research has complied with all relevant national regulations and institutional policies and has been approved by the authors’ institutional review board or equivalent committee. These statements should appear in the Materials and Methods section (or for contributions without this section, within the main text or in the captions of relevant figures or tables). Copies of the guidelines and policy statements must be available for review by the Managing Editor if necessary. The editors reserve the right to seek additional information or guidance from reviewers on any cases in which concerns arise.

Clinical investigation with human subjects must have been conducted by following the tenets of the Helsinki Declaration. For manuscripts reporting experiments involving human subjects, authors must identify the committee or review board approving the experiments, and provide a statement indicating approval of the research.

Consent
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The research using animal subjects should be conducted according to the Principles of Laboratory Animal Care and similar documents (e.g. https://olaw.nih.gov). For manuscripts reporting experiments on live vertebrates or higher invertebrates, authors must identify the committee approving the experiments, and must confirm that all experiments were performed in accordance with relevant regulations.
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The trial registration number should be provided at the end of the Abstract.

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