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## OVERVIEW OF THE EDITORIAL PROCESS

For detailed submission guidelines please refer to the Instructions 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 criterion 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 *MGMC* are advised to require that the corresponding author obtain written permission to be acknowledged from all acknowledged individuals.

### 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). The final decision regarding the authorship changes is in the hands of the Editorial Office of *MGMC*.

### Peer review process

Each manuscript after uploading to the [ScholarOne submission system](#) receives an individual identification code that is used in all correspondence regarding the publication process. However, a submission may be declined by the Handling Editor (Editor-in-Chief, Managing Editor, or Associate Editor) without review, if the studies reported are not sufficiently novel or important to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or of limited interest to the target audience) are returned to the author(s) without review. The Managing Editor may appoint an Editor, with expertise in the relevant field, who is fully responsible for further handling the manuscript and an ultimate decision about its acceptance/rejection.

### **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, 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 set forth in the Guidelines for reviewers and are asked to comment on the following aspects of submitted manuscripts:

- novelty and originality of the work,
- broad interest to the community of researchers,
- significance to the field, potential impact of the work, conceptual or methodological advances described,
- study design and clarity,
- 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:

- Accepted without revision,
- Accepted after revision,
- Conditionally accept/Minor revision,
- Conditionally accept/Major revision,
- Rejected after reviewing,
- Rejected without reviewing.

### **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. If the decision is "Major Revision", authors need to return the revised manuscript within 45 days; if it is the decision is "Minor Revision", authors need to return the revised manuscript within 30 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 Handling Editor (Editor-in-Chief, Managing Editor, or Associate Editor).

### **Final proofreading**

Authors will receive a pdf file with the prepared article for final proofreading from the MPS Limited Company. This is the last opportunity to view an article before its publication on the Journal web site. No changes or modifications can be introduced once it is published. Thus, authors are requested to check their proof pages carefully against the manuscript within 48 hours and include proper changes and comments in the file. There are two stages of proofreading (first proofreading and revised proofreading). Authors are sometimes asked to

provide additional comments and explanations in response to remarks and queries from the language or technical editors.

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Manuscripts ready for publication are promptly posted online. The manuscripts are considered to be ready for publication when the final proofreading has been performed by authors, and all concerns have been resolved. Authors should notice that no changes can be made to the articles after online publication.

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If any errors are detected in the published material, they should be reported to the Managing Editor. The corresponding authors should send the appropriate corrected material to the Managing Editor via email. This material will be considered for publication as soon as feasible.

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Serious errors in a published manuscript and infringements of professional ethical codes will result in an article being retracted. This will occur where the article is clearly defamatory, or infringes others' legal rights, or where the article is, or there is good reason to expect it will be, the subject of a court order, or where the article, if acted upon, might pose a serious health risk. In any of these cases all coauthors will be informed about a retraction. A Retraction Note detailing the reason for retraction will be linked to the original article.

### CONFLICT OF INTEREST

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### ETHICAL POLICIES

For all parties involved in the act of publishing (the author, the journal editor(s), the peer reviewer and the publisher) it is necessary to agree upon standards of expected ethical behavior.

The ethics statements for this Journal are based on the [Committee on Publication Ethics \(COPE\)](#) Best Practice Guidelines for Journal Editors. Submission of a manuscript to De Gruyter journal implies that all authors have read and agreed to its content and that the manuscript conforms to the journal's policies.

### **Authorization for the use of human subjects**

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 Experimental Procedures 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**

Our human participant policy conforms to the Uniform Requirements of the [International Committee of Medical Journal Editors](#). Patients have a right to privacy that should not be infringed without informed consent. Identifying information (patients' names, hospital unit numbers) should not be published unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Information about the signed form of Informed consent obtained from participants should appear as an appropriate statement in the published article. We encourage authors to submit a sample of a patient consent form and may require submission on particular occasions.

### **Authorization for the use of experimental animals**

Manuscripts containing information related to animals' 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 Experimental Procedures 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.

The research using animal subjects should be conducted according to the Principles of Laboratory Animal Care and similar documents (e.g., <http://grants.nih.gov/grants/olaw/olaw.htm>). 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.

## **CLINICAL TRIAL REGISTRATION**

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The trial registration number should be provided at the end of the Abstract.



## DECLARATION OF NEW TAXA

As of January 2012, electronic publication of taxon names is a valid form of publication. Manuscripts containing new taxon names or other nomenclatural acts must follow set by the International Code of Nomenclature. All new taxa reported in articles published in *MGMC* will be available in PDF format at De Gruyter Online platform and digitally preserved in [Portico](#).

### New zoological taxa

For a new zoological taxon name, authors' guidelines set by the International Commission on Zoological Nomenclature (ICZN). For novel fungal taxon name, authors should contact [ZooBank](#) about registration of the new species name and request the corresponding unique digital identifier, a Life Science Identifier (LSID). The unique identifier should be provided in the final published article. The final version of the article must cite the relevant LSIDs (or GUIDs), where available.

### New botanical or fungal taxa

For a novel plant taxon name, authors must follow [guidelines set by the International Code of Nomenclature for algae, fungi, and plants](#). For novel fungal taxon name, authors should contact [MycoBank](#) or [Index Fungorum](#) about registration of the new species name and request the corresponding Globally Unique Identifier (GUID), currently in the form of a Life Science Identifier (LSID). The unique identifier should be provided in the final published article. The final version of the article must cite the relevant LSIDs (or GUIDs), where available.

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## APPEALS AND COMPLAINTS

### Appeals

Authors who want may appeal on the rejection of their manuscript should contact Managing Editor of the journal. Appeals should refer to scientific content of the manuscript and its suitability for publication. The decision made by the Handling Editor (Editor-in-Chief, Managing Editor, or Associate Editor) is final.

### Complaints

Authors who want to make complaints should, in first instance, contact the Managing Editor of the specific journal.



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