

## **EDITORIAL POLICY FOR *MEDICAL REVIEWS (MR)***

### **1. Authorship**

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.

### **2. 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). No author list changes are permitted after acceptance of an article.

### **3. Submission**

Each manuscript submission declares that the manuscript has not been previously published in any language anywhere and that it is not under simultaneous consideration by any other journal. Further, all co-authors 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.

### **4. Peer review procedure**

Submitted manuscripts will be reviewed in a two-step procedure. Firstly, the Editor-in-Chief or Managing Editor 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 *MR*.
- **Originality/topicality:** the content is sufficiently important and topical to worthy to be published in *MR*.
- **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 double-blind peer review process. The authors are not being informed about the names and affiliations of the reviewers; the reviewers are not being informed about the names and affiliated institutions of the authors.

### **5. Selection of reviewers**

The Handling Editor (Editor-in-Chief, Associate Editor, Editor) invites experts in the appropriate subject area and requests them to undertake a double-blind peer review. Manuscripts will be evaluated by at least three reviewers. The reviewer will make an objective, impartial evaluation of the scientific merits of the manuscript. Reviewers work according to the scope of *MR*. Their evaluation and commentary will be made according to the following criteria:

- Relevance to the scope of *MR*
- 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.

### **6. Submission of Revised Manuscripts**

Where revisions to a manuscript are requested, the corresponding author must resubmit the revised version 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 Editor-in-Chief.

### **7. Proofreading**

Prior to publication, the corresponding author will receive a PDF file with the copy edited version of the manuscript for final proofreading. 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 list of corrections within 2-3 days to the production office. 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.

### **8. 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.

### **9. Offprints**

The electronic files of typeset articles in Adobe Acrobat PDF format are provided free of charge. Corresponding authors receive a notification that their article has been published online with a link to DeGruyter Author Services, where they can pick up their author's copy.

### **10. Correction Notes and Errata**

Errors detected in published articles should be reported to the Editorial Office. The corresponding author should send the appropriate corrected material to the Editorial Office. The corrections will, in accordance with the decision of the Editor-in-Chief, be published as soon as possible.

### **11. Copyright**

Manuscripts are accepted on the condition of transfer of copyright to the publisher. Once the manuscript is accepted, it may not be published elsewhere without the consent of the copyright holders.

### **12. Scientific misconduct and other fraud**

Scientific misconduct is defined as the fabrication or falsification of research results, intellectual property theft (plagiarism), or other practices that deviate from commonly accepted standards within the academic community for scientific work on the proposal, conducting or reporting of research. In cases where there is a suspicion or allegation of scientific misconduct or fraudulent research in submitted or published manuscripts, the Editors of *MR* reserve the right to impose sanctions on the authors. This may include the following measures:

- Immediate rejection of the manuscript.
- Exclusion of author(s) from submitting manuscripts to the journal for a certain period of time.
- Retraction of published manuscripts.
- Informing editors of other journals and publishers.
- Bringing the concerns to the authors' sponsoring or funding institution or other appropriate authority for investigation.

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journal reserves the right to retract the article and to publish an appropriate Retraction Note.

### **13. 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 all 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.

### **14. 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.

For details and examples of statements please see "Author's Statements" and "Author and ethical statements instructions".