

Author Guidelines

The African Journal of Traditional, Complementary and Alternative Medicines (AJTCAM) is a peer-reviewed, multidisciplinary, international journal that provides rapid publication of articles on phytomedicines, ethnomedicines and veterinary ethnomedicines. The Journal welcomes submission of manuscripts that meet the general criteria of significance and scientific excellence. Papers will be published approximately two-to-three months after acceptance.

The Mission and Vision statement of ATHMSI are to encourage herbal, complementary efforts by indigenous communities, in the management of human and animal diseases. The aims of the NGO are to:

- i. exchange information on ethnomedicines through networking at local, national, regional and international levels;
- ii. facilitate collaboration and constant flow of information between Traditional Medical Practitioners and Orthodox Medical Practitioners;
- iii. promote integration of Traditional Medical Practitioners into healthcare delivery system;
- iv. facilitate the training of Traditional Medical Practitioners through organization of courses and workshops with emphasis on standardization, safety, efficacy and quality of their products;
- v. encourage registration of Traditional Medical Practitioners as cooperative groups with the appropriate authorities at the Local, State, Regional, National Government Levels and at International terrain;
- vi. facilitate activities that would fill the gaps that exist in research and development, in the various communities on one hand, and large-scale industrial production of plant products which could be bridged through commercial-oriented research, on the other hand; and
- vii. disseminate relevant scientific information through appropriate journal publications.

Publication of articles in AJTCAM, like in other reputable scientific journals, involves many parties, each of which plays an important role in achieving the objectives of the journal. It, therefore, follows that all players in the publication process, especially the author, the journal editor, the peer-reviewer, and the publisher are expected to meet and uphold standard norms of ethical behaviour at all stages of their involvement, from submission stage to publication of the article stage.

ATHMSI is committed to meeting and upholding standards of ethical behaviour at all stages of the publication process. We provide authors with links to industrial associations that set standards and provide guidelines for best practices in order to meet these requirements, such as the Committee on Publication Ethics (COPE) <http://publicationethics.org/resources/guidelines>, and other relevant bodies, e.g., Elsevier's Publishing Ethics Resource Kit (PERK) <https://www.elsevier.com/editors/publishing-ethics/perk>; International Committee of Medical Journal Editors (ICJME) <http://www.icmje.org/recommendations>; and World Association of Medical Editors (WAME) <http://www.wame.org/about-recommendations-on-publication-ethics-policies>. Below is a summary of our key expectations from editors, peer-reviewers and authors.

Policy and Ethics: The author, in his/her covering letter, must declare that the work reported in the manuscript was performed according to the national and international institutional rules concerning animal experiments, clinical studies and biodiversity rights. The traditional medicinal importance of the study should also be provided in the covering letter. Authors should submit data that have arisen from animal and human studies in an ethically-guided manner by following the guidelines set up by the World Health Organization (WHO). Authors submitting papers are advised to read online WIPO and WHO guidelines on these subjects (http://www.wipo.int/tk/en/consultations/draft_provisions/draft_provisions.html and <http://www.who.int/medicines/library/trm/researchdocs.shtml>). Authors should make sure that they have acquired appropriate "prior informed consent" (PIC) of patients or volunteers used in their clinical studies. This means that the onus is on the authors, and not on the journal, regarding this important ethical issue. Moreover, authors should state this as a part of the protocol describing how this type of study or survey is made. Papers that violate these principles will neither be accepted nor considered for publication in AJTCAM.

Author contributions: Each author should state his/her contribution to the article.

Declaration of conflict of interest: It is mandatory that authors disclose any actual or potential conflict of interest, including any financial, personal or other relationships with other people or organizations that could inappropriately influence, or be perceived to influence their work.

Conflict of Interest disclosure is required for all manuscripts and will be published. It is the responsibility of the corresponding author to ensure that all co-authors adhere to this policy.

Submission declaration and verification: Manuscript submission implies that the work has neither been published previously nor is it under consideration for publication elsewhere; that its publication is approved by all authors, and tacitly or explicitly by the responsible authorities where the work was carried out; and that if accepted for publication in AJTCAM, it will not be published elsewhere in the same form, in English or in any other language, including electronically, without the written consent of the copyright-holder. To verify originality, your article will be checked by the originality detection service, CrossCheck - <http://www.ithenticate.com/>

Every manuscript submitted to AJTCAM will be initially checked and reviewed by an Editorial Office staff. If it is deemed to be appropriate and within the scope of the journal, the manuscript will be assigned to a sectional editor. If the Sectional Editor judges the article to be suitable for possible consideration for publication in AJTCAM, the manuscript will then be sent to at least two external reviewers who are experts in the study area (using our database of experts in the field). All received manuscripts undergo these processes except (i) Letters to the Editor, (ii) Commentaries, (iii) Editorials and (iv) Conference Reports - which are based on the Editor's decision who may ask experts in the field on the scientific and ethical merits of their contents.

At the time of submission, authors are requested to provide two-to-three potential reviewers (with their names, affiliations and e-mail addresses) who could expertly review their manuscripts.

However, the Editors reserve the right to choose or not to choose any from the authors' suggested reviewers. AJTCAM uses a single-blind review process. The reviewers' identities are kept confidential, while the identity of the author/authors is made known to the reviewers.

Reviewers are expected to maintain confidentiality about the manuscripts that they review. Authors should receive initial decision on their manuscripts within 4-8 weeks after submission. If revision of the manuscript is required, the authors must submit their revised manuscript within 2-4 weeks of the request.

The Editorial Board may require authors to revise their manuscript/s more than once.

Article Processing Fee (APF) and Extra-Page Charges (EPC) will apply to all manuscripts submitted to AJTCAM including: Original articles, review articles, case reports and short communications. The APF is USD300.00. This includes up to 10 black and white published pages. EPC of USD30.00 will be charged per additional black and white page, while a once-for-all Submission Fee (SF) of USD20.00 will be charged for every manuscript submitted to the journal. N.B: Authors are strongly advised NOT to pay Article Processing Fee until their manuscripts have been accepted for publication in the journal and appropriate payment invoices/bills have been received by them.

Original/Regular Articles: These articles should describe original investigations and research works that represent new and significant contributions and advances to the field of Traditional, Complementary and Alternative Medicines (TCAM). Such articles should contain 4000-6000 words, 4-8 figures/tables and a maximum of 35-40 references.

The structured abstract should be 200-250 words.

Review Articles: should bear reviews on major areas or sub-areas in the field of TCAM. Reviews should describe current, new developments, summarize progress, and analyze published works in the field. Such articles should contain 5000-8000 words, 4-8 Figures/Tables and a maximum of 40-50 references. The structured Abstract should be 200-250 words.

Short Communications: These articles are brief reports of preliminary or limited results of original research, observations or case series on TCAM. Total word count should not exceed 3000 words. The total number of

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figures and tables should not exceed 4, while references should not be more than 20. The structures Abstract should not exceed 250 words. Short communications are peer-reviewed.

Letters to the Editor: These letters should comment on articles previously published in AJTCAM or any other matter of interest to the journal. They should not have Tables or Figures. They should contain 500-750 words in length, and no more than a maximum of 5 references. Letters to the Editor are not peer-reviewed, but the Editor reserves the right to accept or reject any such article. The Editor may also seek expert views and/or opinions in the field before accepting or rejecting such articles.

Case Reports: Case report articles contain reports on ethnomedicinal cases of interest. They should contain a maximum of 1,500 words, 3-4 Tables/Figures and no more than 20 references. Case Reports are peer-reviewed.

Editorials: These should be comments and views from recognized experts in the field on specific topics, and/or on articles published in the journal. Editorials are usually solicited by the Editorial team. They should contain 1,500-2000 words in length with no abstract. They should bear 1-3 Tables/Figures and 4-10 references. Editorials are not peer-reviewed.

Commentaries: These should contain opinions and/or views of recognized experts on specific, ethnomedicinally-related topics. They can address various controversial issues in AJTCAM. Commentaries should contain 2,000-2,500 words in length, with no abstract. They should contain 1-3 Tables/Figures, and 4-10 references. Commentaries are not peer-reviewed.

Conference Reports: These reports should focus on the key developments presented and discussed at ethnomedicinally-related conferences. Such reports should contain 1,500-4,000 words, 3-5 Tables/Figures, and 20-25 references. Conference Reports are not peer-reviewed.

Authors' Professional and Ethical Responsibilities:

AJTCAM follows the International Committee of Medical Journal Editors' (ICMJE), Recommendations for the conduct, reporting, Editing and Publication of Scholarly Work in Medical Journals (available at <http://icmje.org>)

Authorship: Only those persons who contributed directly to the intellectual content of the paper should be listed as authors. The surnames and addresses/affiliations of all authors, as well as the e-mail address of the corresponding author should be clearly indicated on the title page. Only one author can be the corresponding author. The corresponding author is the one individual who takes primary responsibility for communication with the journal office during the manuscript submission, peer review, and publication processes.

Acknowledgements and Sources of Support: Sources of outside support for the research work, including funding, grants, equipment and drugs, must be indicated in the Acknowledgements section. Any involvement of laboratory support staff, and other researchers must also be clearly stated in the Acknowledgement statements.

Double Publication and Concurrent Submission: Duplicate or Double submission is submission of a manuscript to different journals at the same time. Manuscripts that are submitted to AJTCAM should not have been previously published in, submitted to, or be under consideration for publication by another journal. Any manuscript displaying more than a 20% level of duplication by the journal's iThenticate/Plagiarism check will be rejected.

Ethical Considerations: All manuscripts submitted to AJTCAM must provide appropriate information on Ethical Considerations. Research works on laboratory animals must clearly provide institutional or national ethical approval.

When reporting experiments on animals, authors should indicate whether the institutional and/or national guide for the care and use of laboratory animals was followed. Voucher numbers of plant materials used in the study must also be provided.

All studies involving human subjects must expressly include written consents of the patients or volunteers. If the patient is deceased or incapable of providing informed consent, the patient's next-of-kin, beneficiary or legal guardian should provide the consent. Inclusion and Exclusion criteria for the choice of patients or volunteers used must also be clearly stated. When reporting experiments on human subjects, authors should indicate whether or not the procedures followed are in agreement with the ethical standards of the committee on human experimentation (institutional, national and international), and with the Helsinki Declaration of 1975, as revised in 2008.

Manuscript Preparation Guidelines:→ Each manuscript to be submitted to AJTCAM should be prepared and structured into the following sections:

1. Title page
2. Abstract
3. Key-words
4. Abbreviations
5. Introduction
6. Materials and Methods
7. Results
8. Discussion
9. Conclusion
10. Conflict of Interest/Competing Interests
11. Acknowledgements
12. References

Structure and Presentation: Write the body of the manuscript as concisely as possible, adhering to the word limit specified for the given manuscript category. Use single-line spacing throughout the manuscript, including in the references and figure legends.

The first page of the manuscript should set out:

1. The title page of the article (100 characters maximum);
2. The names of all authors (written as Surnames and Initials);
3. The affiliations of all authors. For each affiliation, include the name of the Department or Faculty (if any), the Institution, the City, the Province or State, and Country where the work was done. Link the authors to their designations using superscript asterisk (*), Superscript dagger(†), superscript double dagger (††), superscript double bar (#), and so on;
4. The names, affiliations and e-mail addresses of three potential reviewers who could, in the authors' opinion, expertly review the manuscript. However, the Editors reserve the right to choose or not to choose any of the suggested reviewers. The suggested potential reviewers should not have published any article with any of the co-authors during the past six years, and should not at present work or collaborate with any of the co-authors of the submitted manuscript; and
5. The full name and e-mail address of the corresponding author.

All portions of manuscripts submitted to AJTCAM must be typed in single-line spacing and all pages numbered, starting from the title page.

The 'Title' should be as brief as possible, describing the contents of the article. The 'TITLE PAGE' must include the authors' full names and affiliations. The name of the corresponding author and his/her e-mail address should be clearly indicated. Present addresses of authors should appear as footnote.

The 'Abstract' should be informative and self-explanatory. It should be structured into: Background, Materials and Methods, Results and Conclusion. The entire Abstract should be 200-250 words in length. Complete sentences, active verbs and third person should be used.

Key-words: following the Abstract, about 3-7 key-words that will provide indexing references should be listed.

Abbreviations: A list of non-standard Abbreviations should be provided. Each abbreviation should be spelt out and introduced in parenthesis for first time, it is used in the text. Only recommended SI Units should be used.

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The 'Introduction' should provide a clear statement of the problem, the relevant literature on the subject, and the proposed approach for solution. It should be understandable to colleagues from a broad range of scientific disciplines.

The 'Materials and Methods' should be sufficiently complete to enable experiments described in the study to be repeated and reproduced by other researchers in the field. However, only truly new procedures should be described in detail; while previously published procedures should only be cited. Important modifications of published procedure should be mentioned only briefly. Capitalize Trade Names and include the Manufacturers names and addresses. Sub-headings should be used.

The 'Results' should be presented with clarity and precision. The results should be written in the past tense when describing findings in the authors' experiments. The findings should be precisely explained.

The 'Discussion' should interpret the findings in the light of the results obtained in the present experiments, and in the previous studies on the topic.

The 'Conclusion' should briefly summarize the key findings of the study in a few sentences at the end of the manuscript.

The 'Conflict of Interest' section should bear statements on conflicts of interest within the authors and outsiders, and statements on competing interests (if any).

Acknowledgements should contain names of people who have contributed in one way or the other to the successful completion of the manuscripts, funds and grant providers, and so on. This should be as brief as possible.

Figures and Tables should be simple and kept to a minimum. Tables should be typed double-spaced throughout, including headings and footnotes. Each Table should be on a separate page, numbered consecutively in Arabic numerals, and supplied with a heading and a legend. Tables should be self-explanatory without reference to the text.

Figure legends should be typed single-spaced in numerical order on a separate sheet. Graphics should be prepared using applications capable of generating high resolution (GIF, TIFF, JPEG or Powerpoint) before pasting in the Microsoft Word manuscript file. Tables should be prepared in Microsoft Word. Use Arabic numerals to designate figures and upper case letters for their parts (Figure 1). Begin each legend with a title and include sufficient description so that the figure is understandable without reading the text of the manuscript. Information given in legends should not be repeated in the text. Insert figures and Tables in the appropriate places of the manuscript.

References: In the text, a reference identified by means of an author's name should be followed by the date of the reference in parentheses. When there are more than two authors, only the first author's name should be mentioned, followed by 'et al'. In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like, 'a' and 'b' after the date, to distinguish the works. Examples: Ojewole (2000), Adewunmi et al. (2003), (Kelebeni, 1983), (Addy, 1992), (Chege, 1998; Elujoba, 1987a,b), (Tijani, 1993,1995), (Gamaniel et al., 2001).

References should be listed at the end of the manuscript in alphabetical order. Full journal names must be used for all journals listed in the references section. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc., should not be included in the reference list, but should only be mentioned in the article text (e.g. Elujoba, A., Obafemi Awolowo University, Ile-Ife, Nigeria - personal communication).

Authors are fully responsible for the accuracy of their references.

1. Kamanzi-Atindehou, K., Koné, M., Terreaux, C., Traore, D., Hostettmann, K. and Dosso, M. (2002).

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2. Vinegar, R.; Truax, J.F., Selph, J. L. and Voelker, F. A. (1982). Pathway of onset, development and decay of carrageenan pleurisy in the rat. *Federation Proceedings*, 41: 2588- 2595.

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Regular articles: These should describe new and carefully-researched findings that have arisen from experimental procedures. The articles should contain sufficient details for other investigators to verify the work. Authors should submit data that have arisen from animal and/or human studies in an ethically-guided way by following the guidelines set up by the World Health Organization (WHO).

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Manuscripts Submission Steps: logging in/creating an author account, uploading and submitting the manuscript and supplementary files, checking the status of your article.

Decisions:

Corresponding authors will be notified by e-mail once a decision regarding their articles have been made. If any further actions are required, they will be outlined in the e-mail.

Revisions: When a revision of a manuscript is requested, it is important that the authors carefully follow the instructions given in the Editor's e-mail, which includes reviewers' comments point-by-point.

Uploading a revised Article: Authors must log into AJTCAM'S Website and then select "Author" from the profile. Then click on the "Revise" tab and upload the revised manuscript.

Proof-Reading: Prior to publication of manuscripts, authors must proof-read their articles for correctness, it is the author's responsibility to complete the proof-reading within 10 days.

Fast-Tracking Accepted Article (Optional): After acceptance, authors may request the Editorial Office of AJTCAM to fast-track their articles. Such articles will attract an additional fast-Track Publication Fee of USD600.00.

Fast-tracked articles are usually quickly published. They are normally scheduled for publication in the next

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issue of the journal.

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Book reviews: Books for review should be sent to the Editor.

Conference Announcements and News: These should be sent to the Editor.

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