

CANADIAN JOURNAL OF ABORIGINAL COMMUNITY-BASED HIV/AIDS RESEARCH (CJACBR)

Policies to Guide Article Submission, Review and Publication Format



The Canadian Aboriginal AIDS Network (CAAN) has developed¹ the following guide to assist those who submit articles for publication in the CJACBR.

1. Type of Submissions to CJACBR

The CJACBR is a peer-reviewed journal which welcomes contributions from any author. Priority will be given to an author of Aboriginal ancestry/background should manuscripts of comparable quality be submitted. Priority will be given to innovative articles covering areas identified as HIV/AIDS research which demonstrate the use of Aboriginal Community-Based Research (ACBR) methods or philosophy. Articles must fall under one or more of the following headings:

- **Aboriginal community-based HIV/AIDS research and development:** Either quantitative or qualitative research, community-based in design and process.
- **Dissemination of Results / Findings:** These articles focus on results or recent findings related to Aboriginal Community Based HIV/AIDS Research.
- **Commentary:** Opinion pieces which speak to trends in Aboriginal community-based research, Knowledge Translation or other issues of importance to Aboriginal stakeholders.
- **Emerging Issues in Aboriginal Community-based HIV/AIDS Research (ACBR):** These articles focus on ground-breaking issues, findings and/or reports grounded in ACBR.
- **Ownership, Control, Access, and Possession:** Focus on the application of the Ownership, Control, Access and Possession principals.

¹The CJACBR policies have been modeled on that of the Ontario HIV Treatment Network (OHTN) and Nature Magazine and were reviewed by Project Steering committee members for the “Enhancing Dissemination: Including Establishing an Aboriginal Community-Based HIV/AIDS Peer Reviewed Research (Annual) Journal, Promoting a Web Presence and Conference Participation” project, the inaugural members of the Editorial Review Board, and members of the CAAN Research Unit. CAAN gratefully acknowledges the contribution of the reviewers and the open access policy of the OHTN and Nature magazine.

- **International work that includes an Aboriginal Canadian component:** Articles written for an International audience about Indigenous peoples, HIV/AIDS and/or related issues. Articles must include a Canadian component.
- **Stories:** Personal accounts of experiences related to HIV/AIDS or accounts of successful and innovative approaches that address HIV/AIDS in Aboriginal communities.
- **Student work:** Students can submit articles (term papers, thesis, etc) that focus on HIV/AIDS in Aboriginal communities.

2. Purpose

The CJACBR is an annual on-line and paper journal published by CAAN as a service to its members and others with an interest in Aboriginal Community-Based HIV/AIDS Research. The journal was established to highlight and showcase community-based HIV/AIDS research being undertaken related to Aboriginal Peoples which has not been published in a community friendly format. CAAN would like to fill this void and continue to promote more Aboriginal HIV/AIDS CBR throughout the country in a more accessible format.

3. Audience

Articles published in CJACBR are directed toward several audiences. The primary audience is Aboriginal HIV/AIDS service organizations, community health service providers and Aboriginal People living with HIV/AIDS (APHAs). The CJACBR secondary audiences include anybody interested in HIV/AIDS particularly within the Aboriginal populations as well as Aboriginal leadership, policy makers, researchers, students, and funding organizations.

4. Criteria for Publication

The CJACBR values all submissions. In general, to be acceptable, a paper should represent an advance in understanding likely to influence thinking in the field and motivate action. To be published in the CJACBR, a paper should meet five general criteria:

- Demonstrates the implementation of OCAP principles;
- Provides strong evidence for its conclusions;
- Introduces new information;
- Important and relevant to the Aboriginal HIV/AIDS movement in Canada; and
- Ideally, interesting and applicable to the broad audience of the CJACBR and researchers in other disciplines.

As outlined by the Canadian Code of Human rights, every person has the right to freedom from discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partner status, family status or disability. Literature that discriminates based on any of these criteria will not be accepted.

5. Publication Deadlines

The CJACBR is published once a year. However, submissions are accepted throughout the year.

6. General Submission Requirements

Authors are to submit electronically, by e-mail, as a Microsoft Word or Word Perfect document attachment. If submitted by hand or mail, the manuscript should be provided on a CD-ROM, and accompanied by a hard copy printout of the file(s) on the disk. To ensure an anonymous and impartial review of the manuscript, authors' names, affiliations, biographies, and information which might give away their identity should be on a separate cover page.

Manuscripts should be submitted using the following basic formatting:

- Separate title page listing all participating authors' with full names, short biography, academic/professional titles, academic degrees, professional credentials, organizational/academic/community affiliation, complete address, e-mail address, telephone and fax numbers. If an article is written by several people, please underline the name of the lead author.
- Abstract which summarizes in roughly 300 words: background information, purpose, methodology, major results, and conclusions
- Excluding cover page, abstract, tables and references a maximum length of:
 - 6,500 words for Aboriginal community-based HIV/AIDS research and development, Dissemination of Results / Findings, International work that includes an Aboriginal Canadian component and student work; and
 - 2,000 words for Commentary, Emerging Issues in Aboriginal Community-based HIV/AIDS Research (ACBR), Ownership, Control, Access, and Possession, Stories
- Text typed in double line space using Times New Roman font, 12 point, and 1 inch margins on letter size (8.5 x 11 inches) paper.
- Include no more than six tables or figures.
- Numbering should be at the bottom right-hand side of each page.
- Acknowledgment of any funding source.
- Acknowledgment if manuscript is based on prior presentation(s).
- Do not tab or space the beginning of each paragraph or have more than one space following the end of punctuation.

Further details regarding submission format are available in the policy statement "*Detailed Manuscript Formatting Policies*".

Cover Letter

The cover letter should briefly and clearly state what is included in the submission including; number of words of text, number of figures, supporting manuscripts and any supplementary information (specifying number of items and format). A rough estimate of the desired final size of figures in terms of number of pages is also needed. CAAN communicates with authors by e-mail; authors must specify if they wish to exclude a method of communication.

Authorship

Submission to *CJACBR* is taken to mean that all authors of a paper have agreed to the content. The submitting author, who signs the cover letter, is responsible for ensuring this agreement. All authors should be listed with full names, short biography, academic/professional titles, academic degrees, professional credentials, organizational/academic/community affiliation, complete address, e-mail address, and telephone and fax numbers. If an article is written by several people, please underline the name of the lead author. The *CJACBR* does not impose an order on the list of authors.

7. Author Compensation

The *CJACBR* does not provide financial or other compensation for a manuscript submission.

Content-related Issues

CJACBR does not consider contributions under consideration or published in full elsewhere. This policy does not apply to conference abstracts or to prior postings on recognized community preprint servers. If **part** of a contribution has appeared or has been submitted elsewhere, the corresponding author must specify in the covering letter which part of the contribution will appear or has appeared elsewhere, indicating the publication (or preprint server) concerned. CAAN must be consulted if authors wish to publish/publicize any part of their submission elsewhere during the consideration process.

In addition, the following points must be addressed;

- A copy of a permission letter or e-mail must be included for any work described in the paper as "personal communication" and for any licensed but unpublished work cited.
- *CJACBR* expects that, as a rule, figures in research papers will be original figures generated by the authors. If this is not the case, the corresponding author must inform the editors at submission, and include written permission for use of such figures before acceptance.

8. Commercialism

The *CJACBR* does not promote or profile commercial services, products, or organizations in its editorial content. Submitted manuscripts should not be linked to proprietary products or services. Specific commercial services, products, or organizations should not be mentioned or alluded to.

9. Who Decides What to Publish?

All manuscripts are considered for publication; however, prospective contributors are encouraged to be aware of the purpose, audience and publication criteria of this journal. Articles are published based upon the recommendations of the Editorial Review Board. Further details regarding the Editorial Review Board are available in the policy statements "*Editorial Peer Review Policies*" and "*Conflict of Interest Policies*".

10. What Happens to a Submission?

The first stage for a new submission is a review by CAAN staff to consider whether to send it for peer-review based upon the *Criteria for Publication* outlined above in Section 4. The initial judgment is not a reflection of the technical validity of the work described, or its importance to people in the same field.

Once the decision has been made to send the submission to peer-review, it is blinded and sent to members of the Editorial Review Board. Most papers are sent to two or three referees, but some are sent to more. Referees are chosen for the following reasons:

- Independence from the authors and their institutions;
- Ability to evaluate the technical aspects of the paper fully and fairly;
- Currently or recently assessing related submissions; and
- Availability to assess the manuscript within the requested time.

Reviewers consider each manuscript on the basis of technical accuracy, usefulness to readers, timeliness, methodological soundness and whether the research is culturally sensitive, relevant, and beneficial to community members. Feedback is gathered from the peer review committee and a decision is made about how to proceed based upon the reviewer's input.

If reviewers believe a manuscript is not appropriate for the CJACBR, the lead author is notified by letter. If reviewers believe additional clarification, information, or revision is needed before a manuscript can be evaluated, authors are contacted and asked to make changes before a final decision on publication is made. The primary author is responsible for responding to comments from the peer review committee. When a paper is accepted for publishing, authors are notified by email and are asked to sign a *Manuscript Release Form (MRF)*. After receiving the completed *MRF*, approved submissions will proceed to translation (English to French) and layout. A proof of the final document will be sent to the corresponding author before the journal is printed and/or posted electronically.

11. Publication Schedule

The CJACBR is published annually. CAAN begins actively planning an issue approximately four months before the publication date. When combined with the time needed for editing and review, eight or more months may elapse from the time a manuscript is received until it is published. Other factors affecting the publication date include the existing backlog of accepted manuscripts, the subject matter of the manuscript (an article on a similar topic may have appeared recently), or an issue's theme.

12. Publication Agreement

A manuscript is accepted with the understanding that the CJACBR has an exclusive license to publish, which means that the manuscript has not been submitted concurrently, accepted for publication, or published in full elsewhere. All submissions to the CJACBR are peer-reviewed (blind).

Articles published in full elsewhere are not accepted. The CJACBR assumes shared copyright with the author(s) of any article published in the CJACBR. Reference to the publisher is required before an article published in the CJACBR can be copied or reproduced. Requests for reprints of an article as well as requests for permission to reprint an article in another publication should be directed to CAAN.

Rights to Publish: In order to publish material CAAN must acquire the legal rights to do so from the author(s) of the article. In order for a submitted work to be accepted and published by the CJACBR, the author(s) agree to transfer Rights to Publish of the work to CAAN. CAAN must obtain from the original author(s) the right to publish the material in all formats, in all media known or later developed (including but not limited to electronic databases, microfilm, anthologies, and specifically print), with the right to sublicense those rights. For the papers in the CJACBR journal CAAN takes an exclusive License to Publish, and the copyright owner retains copyright and certain other rights.

Author warranties: The authors(s) represent(s) and warrant(s) the following conditions:

- that the manuscript submitted is his/her (their) own work;
- that the work has been submitted only to this journal and that it has not been previously published;
- the article contains no vilifying or illicit statements and does not infringe upon civil rights of others; and
- that the author(s) is (are) not infringing upon anyone else's copyright.

The authors agree that if there is a breach of any of the above representations and warranties that (s)he (they) will indemnify the publisher and editor and hold them blameless.

13. Copyright

CJACBR does not require authors of original research papers to assign copyright of their published contributions. Authors are encouraged to submit their version of the accepted, peer-reviewed manuscript to their funding body's archive, for public release six months after publication. Authors are encouraged to post their version of the manuscript on their institution's as well as on their personal web sites six months after the original publication. This policy is designed to comply with OCAP while protecting the integrity and authenticity of the scientific record, with the published version clearly identified as the definitive version of the article.

Corrections, Errata, Retractions and Addenda

If authors of a published paper subsequently become aware of a significant error in it, they should send a paragraph of correction to the CJACBR. Procedures for submitting a paragraph of correction include:

- Corresponding author's name;
- Publication date;
- "Correction" in the subject or memo line of the email or letter;
- The corrected paragraph(s) should be sent in Word format and also as a PDF attachment containing all authors' signatures. (Without the signature of all authors, any correction cannot be considered, unless there are extenuating circumstances, which must be clearly explained by the corresponding author in the letter or email outlining the correction(s) required.)

In cases of disagreement, the CJACBR reserves the right to impose a published correction in the interests of accuracy and transparency of the published record, but in this event the CJACBR will note in the published correction the dissent among co-authors.

If the mistake is judged significant enough to warrant a published correction, the correction will be made after the end of the Letters section, as an "erratum" if the fault is the CJACBR's; "correction" if the fault is the author's; "addendum" if the authors inadvertently made a significant omission from the paper which, after further peer-review, requires addition; and "retraction" if the main conclusion of the paper no longer holds or is seriously undermined as a result of subsequent information coming to light of which the authors were not aware at the time of publication.

Complaints Procedure and Refutations

Readers believing a publication in CJACBR to contain an important error should submit a review to the CJACBR. The CJACBR will not consider such complaints unless they contain substantiation which can be verified, and make their case using reasoned language.

Published clarifications can be in a variety of formats, for example an author's correction or a correction imposed by the CJACBR. They will not necessarily take the form of a publication by the person who sends the initial complaint to the CJACBR. The CJACBR's decisions about complaints are made in the interests of maximum clarity for readers, succinctness, fairness, and to maintain the integrity of the published record.

14. Queries

All queries must include full details on the article idea, a writing sample, bibliographical information, any publishing credits or references, and an estimated length of the article. For best consideration, send the article itself. Completed articles need to be concise, tight, and professional, and should include a short biography. If your query or submission is accepted, you will be notified within 30 days of submission.

Note:

Correspondence with CAAN, referees' reports and other confidential material must not be posted on any website or otherwise publicised without prior permission from the editors.

Additional Supplementary Policies for CJACBR:

- Confidentiality Statement
- Conflict of Interest Policy
- Detailed Manuscript Formatting Policy
- Editorial Peer Review Policies

Forms:

- Confidentiality Form
- Conflict of Interest Declaration Form (for Authors re: submission and members of the Editorial Review Board)
- Manuscript Release Form
- Peer Review Assessment Form
- Standard Title Page Template