**Editor Guide**

**Introduction**

This page provides guidelines, policies, and resources for our editors. LUANAR Research Journal (LURJ) is a biannual, double-blinded peer-reviewed, open-access journal that publishes original research papers, short communications and review papers on the following subject areas: animal production and veterinary sciences; aquaculture and fisheries sciences; bio-resources systems, engineering, and technology; biotechnology; crop sciences; agricultural and development economics, agribusiness, extension, and rural development; natural resources, energy, and climate change; health, nutrition and food science, cross-cutting issues and any other related areas. It can also provide an excellent opportunity to review a particular theme, examine previously unaddressed aspects, propose and develop new approaches, exchange perspectives, and encourage new lines of research.

**Welcome by Chief Editor**

Welcome to LURJ!

As an editor, you play a crucial role in advancing knowledge by curating a collection of insightful articles. Whether you are new to editing or an experienced professional, our LURJ team is here to provide full support, ensuring a smooth and rewarding editing experience.

**Editor Responsibilities**

Editors play a crucial role in shaping high-quality scholarly content by overseeing the editorial review process and ensuring the integrity of publications. Their responsibilities include:

* **Managing the Peer Review Process:** Ensuring that reviews are fair, unbiased, and conducted promptly by selecting qualified reviewers and facilitating the review process through the submission platform.
* **Assessing Manuscripts Objectively:** Evaluating submissions based solely on intellectual merit, free from bias or external influence.
* **Maintaining Ethical Standards:** Avoiding actions that could artificially manipulate journal metrics and rankings.
* **Ensuring Confidentiality:** Protecting all submitted materials and reviewer communications from unauthorized access.
* **Avoiding AI Misuse:** Refraining from uploading submitted manuscripts or any portion of them into generative AI tools.
* **Defining the Scope and Importance of Topics:** Refining the subject focus and emphasizing its significance within the field.
* **Identifying and Inviting Contributors:** Collaborating with the journal’s editorial team to select potential authors and curate content for special issues.
* **Managing Timelines:** Overseeing the article production schedule, including writing, reviewing, and final submission, to ensure timely publication.
* **Coordinating with Other Editors:** Working alongside the journal editor and fellow editors to identify suitable contributors and respond to author inquiries.
* **Overseeing Initial Peer Review:** Using subject matter expertise to guide the preliminary review process, including making initial desk decisions and suggesting revisions. However, the Editor-in-Chief retains the final decision on acceptance.
* **Structuring and Summarizing Content:** Organizing the publication’s running order, drafting an editorial summary, and providing any additional information requested by the editorial team.
* **Promoting Published Work:** Assisting in marketing efforts by identifying relevant events, partnerships, funding opportunities, or other elements that could enhance the article’s reach and visibility.

**Editorial Appointment and Ethical Responsibilities**

To uphold LURJ’s commitment to being a trusted partner in the research community, we ensure that all published articles adhere to the highest ethical standards. Your appointment as an editor is based on your agreement to uphold LURJ’s publishing and ethical policies, particularly those related to editorial responsibilities.

**Editor Validation Process**

Before an editor is appointed, a thorough validation process is conducted to confirm that candidates:

* Accurately represent their identity and are affiliated with a recognized academic, professional, or research institution.
* Possess the necessary subject matter expertise and experience to evaluate submitted articles.
* Disclose any potential or actual conflicts of interest related to the articles under review.

Once approved by the Editor-in-Chief, you will receive a formal appointment letter outlining your editorial responsibilities and the terms of your role.

**Ethical Compliance and Accountability**

If any unethical conduct is identified, the Editor-in-Chief reserves the right to revoke the appointment and make any necessary corrections to the editorial record. Editors are expected to familiarize themselves with LURJ’s ethical policies. In the event of an ethical concern arising within an issue, your cooperation may be required in the investigation and resolution process.

**Publication decisions**

The editor of a scholarly journal holds sole and independent responsibility for determining which submitted articles should be published. In cases where the journal is owned or sponsored by a society, these decisions may be made in collaboration with the relevant organization 1, 2. Editorial decisions must be based on the validity of the research and its significance to both researchers and readers. While the editor may follow the journal's editorial board policies, decisions must also comply with applicable legal requirements, including those related to libel, copyright infringement, and plagiarism. Additionally, editors may seek input from fellow editors, reviewers, or society officers when making publication determinations.

**Peer review**

The editor is responsible for maintaining a fair, unbiased, and timely peer review process. Research articles should generally be evaluated by at least two independent external reviewers, with additional expert opinions sought when necessary.

To uphold the integrity of the review process, the editor must:

* Select reviewers with appropriate expertise while ensuring diverse and inclusive representation.
* Follow best practices to prevent the selection of fraudulent peer reviewers 3.
* Assess all disclosures of potential conflicts of interest and any self-citation suggestions made by reviewers to identify and mitigate possible biases.

**Fair play**

The editor must evaluate manuscripts based solely on their intellectual merit, without bias toward an author’s race, gender, sexual orientation, religious beliefs, ethnicity, citizenship, or political views. When selecting editorial board members, the editor should ensure appropriate, inclusive, and diverse representation.

Additionally, the editor must:

* Promote editorial policies that encourage transparency, accuracy, and honest reporting.
* Clearly communicate expectations to both peer reviewers and authors.
* Use the journal’s standardized electronic submission system for all communications.
* Work with the publisher to establish a clear and transparent process for authors to appeal editorial decisions.

**Journal Metrics**

The editor must refrain from attempting to manipulate the journal's ranking by artificially inflating any journal metrics. Specifically, the editor should not mandate the inclusion of references to the journal's articles, or any other articles, unless it is for valid scholarly reasons. Authors should also not be required to cite the editor's work or any products or services in which the editor has a personal interest.

**Confidentiality**

The editor must maintain the confidentiality of all submitted materials and communications with reviewers unless explicit consent is given by the relevant authors and reviewers. In exceptional cases, and consultation with the publisher, the editor may share limited information with editors of other journals, institutions, or organizations investigating research misconduct, but only when necessary to address potential ethical violations 4.

Unless the journal follows an open peer-review system and/or reviewers have consented to disclose their identities, the editor must protect the anonymity of reviewers.

Unpublished materials disclosed in a submitted manuscript should not be used in the editor's research without the author's explicit written consent. Any privileged information or ideas gained through peer review must remain confidential and not be exploited for personal gain.

Regarding the use of generative AI and AI-assisted technologies in the editorial process, editors should consult the journal's generative AI policies for further guidance.

**Declaration of competing interests**

Potential conflicts of interest must be declared to the publisher in writing before the editor's appointment and updated as new conflicts arise. The publisher may choose to publish these declarations within the journal.

The editor must refrain from making decisions on manuscripts they have written themselves, those written by family members or colleagues, or those related to products or services in which the editor has a personal interest. Such manuscript must go through the journal's standard procedures, with peer review conducted independently of the editor and their research group. A clear statement should accompany the paper confirming this process 5.

The editor is required to adhere to LURJ's policies on the disclosure of potential conflicts of interest by authors and reviewers, such as the ICMJE guidelines 6. .

**Vigilance over the published record**

he editor must actively protect the integrity of the published record by investigating reported or suspected misconduct (whether related to research, publication, reviewers, or editorial practices) in collaboration with the publisher (or society).

This process may involve contacting the author to address any complaints or claims and may extend to communications with relevant institutions and research bodies. The editor should also make appropriate use of the publisher’s systems for detecting misconduct, such as plagiarism.

When presented with credible evidence of misconduct, the editor should work with the publisher (and/or society) to promptly publish a correction, retraction, expression of concern, or any other necessary amendment to the record 5.

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**References**

1. [COPE Codes of Conduct opens in new tab/window](https://publicationethics.org/resources/code-conduct)
2. [Elsevier policy on editorial independence](https://www.elsevier.com/about/policies-and-standards/editorial-independence)
3. [World Association of Medical Editors (WAME) Best Practice opens in new tab/window](http://www.wame.org/about/policy-statements)
4. [Committee on Publication Ethics (COPE) Guidelines on Editors in Chief sharing opens in new tab/window](https://publicationethics.org/files/Sharing%20_of_Information_Among_EiCs_guidelines_web_version_0.pdf)
5. [Elsevier’s Publishing Ethics Resource Kit for Editors](https://www.elsevier.com/editor/perk)
6. [ICMJE Uniform requirements for manuscripts submitted to biomedical journals opens in new tab/window](http://www.icmje.org/)