



Author Assist: Policy, Author Agreement and Memorandum of Understanding

It is the aim of the African Journal of Emergency Medicine to be representative of all parts of the African continent; we recognise within this that some African researchers in emergency care may be disadvantaged in the available range of journals into which they can publish their work. We are aware that this is due to many reasons, including that topics are concerned with conditions which are largely irrelevant to other audiences.

AfJEM is dedicated to supporting all authors who wish to attempt publication on an African emergency care topic. In order to maintain and produce a high quality, international standard emergency medicine journal, AfJEM has devised *Author Assist*. AfJEM uses a team of experienced volunteers (*Author Assistants*) to help improve the quality of manuscripts before peer-review submission.

General rules and regulations:

- AfJEM's *Author Assist* functions independently from peer-review, and assistance rendered does not constitute an automatic indication of publication; it is rather a process to improve an author's chances in succeeding at peer review.
- A manuscript may be referred to *Author Assist* by the editor in the following instances:
 - on request of an author (either pre- or post- peer review),
 - on the advice of the editor in chief at the time of submission (if the author agrees to assistance) or
 - on the advice of a section editor following peer review (if the author agrees).
- By making use of *Author Assist*, authors agree to submit their revised manuscripts to AfJEM in the first instance.
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- Published material will contain no reference to whether *Author Assist* was used.

- Responsibility for a manuscript rests with the principal author (who cannot be the *Author Assistant*). Authors should complete the Memorandum of Understanding at the end of this document and submit this to the editor within ten days of being assigned an *Author Assistant* but before commencing the process. Likewise, authors should engage *Author Assistants* within ten days of receiving advice and should continue engaging on a regular basis in order to avoid a protracted process. *Author Assistants* should endeavour to provide clear and succinct advice starting within ten days of the date of agreement on the memorandum of understanding.
- Should creative differences exist between the author and the *Author Assistant*, authors may request a replacement by writing to the editor, motivating why a replacement is necessary. The editor may contact the *Author Assistant* for clarification in order to decide. The editor's decision in this situation is final. An opposite scenario is managed similarly.
- Authors may withdraw from *Author Assist* at any time during the process and should inform the editor as soon as a decision has been made to withdraw.
- *Author Assistants* may withdraw from *Author Assist* in exceptional circumstances and only with the explicit consent of the editor.
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Author Assist: Author/ Assistant Agreement

(Complete and submit with your manuscript to the editor before commencing with *Author Assist*)

***Author Assistant* details (for office use):**

Name of assistant:

Country of residence:

Contact details:

- Telephone (including country dialling codes):
- Email:
- Preferred means of communication:

(To be completed by Author)

Manuscript title:

Author details:

Name of author:

Country of residence:

Contact details:

- Telephone (including country dialling codes):
- Email:
- Preferred means of communication:

Outline of expectations and commitments:

Please provide an outline of expectations set out in as much detail as possible.

Author expectations:

Author/ *Author Assistant* commitments (access to *author assistant*; timelines; (co)authorship of articles):

Date of agreement (for office use):