

Ethiopian Journal of Biodiversity (EthJBD)

Instructions for authors

Introduction

Ethiopian Biodiversity Institute is a national institute that is duly mandated to undertake research, conservation, ensure sustainable utilization, and fair and equitable sharing of the benefits derived from biodiversity. To this end, the institute has intended to develop a scientific journal titled *Ethiopian Journal of Biodiversity (EthJBD)* through which research and conservation milestones, opinions and policy options could be communicated to scientific communities. The EthJBD publishes biannually peer reviewed scientific articles related to biodiversity, agriculture, natural resource use, community knowledge, access and benefit sharing, environment, climate change, modeling and related areas. This journal guideline is formulated with the intention of providing the processes on how to prepare, submit, review and publish manuscripts in this journal. Moreover, the guideline addresses the procedures on how to communicate and disseminate scientific findings. The key audiences of this journal include scholars in the fields of biodiversity, biology, environmental sciences, agriculture, sociology, geography, economics, law as well as policy and decision makers, practitioners and local knowledge holders.

Aim and scope

EthJBD aimed to disseminate scientific knowledge to broader national and international readership including researchers, practitioners and students in all scientific studies related to biodiversity, agriculture, natural resource use, community knowledge, access and benefit sharing, environment, climate change, modeling and related areas.

Article types

EthJBD publishes original research articles, review articles, book reviews, short communications, and opinions.

Editorial policy

Authorship

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. The corresponding author is responsible for ensuring that the contents of the

manuscript are accurate and agreed by all authors. The roles of all authors should be listed using the relevant above categories. The journal requires the manuscript submission form (see Appendix A) signed by a corresponding author. Any changes to the authors' list after submissions, such as a change in the order of the author, or the deletion or addition of authors, needs to be approved by the signed letter from every author. Proof of genetic materials access permit must be presented when necessary.

Disclosure and conflict of interest

The corresponding author is required to disclose any financial and personal relationship with other people or organizations that may influence the submitted work. Moreover, all authors should submit a statement of declaration of conflict of interest.

Originality and plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work of others with permission (e.g., figure, table etc.), the sources have to be appropriately cited.

Confidentiality

Editors, authors and reviewers are required to keep confidential all details of the editorial and peer-review process on submitted manuscripts. Unless otherwise declared as part of open peer-review, the peer review process is confidential and conducted anonymously; the journal follows double blind review system.

Correction policy

Editors should recognize their responsibility to correct errors that were previously published. The policy is to consider refutations of the first submitted version of the manuscript, and publish them (in a concise form) if and only if an author provides compelling evidence that a major claim of the original paper was incorrect. Refutations are peer-reviewed, and where possible they are sent to the same referees who reviewed the original paper. A copy is also sent to the corresponding author of the original paper for signed comments. Refutations are typically published in the commentary section, sometimes with a brief response from the original authors. What is more, complaints and disagreements over interpretation and other matters should be addressed to the editor of the journal to take corrective actions.

Article retraction and withdrawal

Infringement of professional ethical codes such as multiple submissions, false claims of authorship, plagiarism, fraudulent use of data, major errors (miscalculations or experimental errors) and invalid conclusion leads to retraction of articles.

Article sharing

Authors can share their research in several ways, such as accepted manuscript (article in press), pre-print, and published articles at any time. Moreover, the

institute reserves the right to post on its website and disseminate hard copies of the published articles. The journal may provide open access to all of its contents on the principle that making research freely available to the public supports and greater global exchange of knowledge

Copyright

To publish and disseminate research articles, an agreement shall be made between corresponding author and EthJBD (Appendix A). This agreement deals with the transfer or license of the copyright to EthJBD publisher and authors retain significant rights to use and share their own published articles. Moreover, to protect authors and the journal against unauthorized reproduction of articles, the journal requires copyright assigned to it as a publisher on conditions that authors may use their materials at any time without permission.

Types of papers

- **Research papers** - Research papers should not exceed 8000 words in length, including Figures, Tables and References. Moreover, they should not contain more than 10 Figures and/or Tables
- **Review papers** - Critical and comprehensive reviews that provide new insights into or interpretations of the subject through a thorough and systematic evaluation of available evidence that should not exceed 10,000 words including Figures, Tables and References
- **Short communications** - Short communications such as opinions and commentaries should not exceed 1500 words and they must be brief definitive reports which need not be divided into Materials and Methods, Results and Discussions
- **Book Reviews** - Book review which is a critical evaluation of published books in any discipline of biological sciences/biodiversity will be published under this column

Manuscript preparation

Article style and structure

Manuscripts should be written in American English, typed double-spaced, on A4 size, with margins of 1.5 cm on top and bottom sides of the paper, 2 cm on left and 1.5 cm on the right. A font size of 12 points (Times New Roman) should be used throughout the manuscript. The major sections of the manuscript include title, abstract, keywords, introduction, materials and methods, results, discussion, conclusion and recommendation, acknowledgements and references. Those sections having headings and sub-headings should not have more than three levels. All pages and lines should be numbered with the title page being page 1

Title page

- **Title:** the title should be clear, short and precise and it should not exceed 20 words.

- **Author name and affiliations:** Full name(s) of the author(s) and address (es) including institution(s) in which the research was carried out and affiliation(s) of the author(s) if more than one shall be indicated. Where there is more than one affiliation, match authors and their appropriate affiliations with superscript numbers
- **Corresponding author:** the corresponding author (identified with a superscript asterisk) and his/her email should also be shown on the title page
- **Abstract:** The abstract of the manuscript should not exceed 250 words. It should give the reader the objectives of the study, how the study is conducted, the main findings and major conclusions. There should be no reference citations and abbreviations
- **Keywords:** Four to six words and/or phrases should be listed in alphabetical orders at the bottom of the abstract
- **Introduction:** provides an adequate background, states the objectives of the work avoiding a detailed literature survey or a summary of the results
- **Materials and methods:** Provide sufficient detail to allow the work to be reproduced, methods already published should be indicated by reference; only relevant modification should be described
- **Results:** Should describe the result of the study clearly and concisely
- **Discussion:** explores the significance of the findings without repeating the results. Avoid extensive citations and discussions of published literature.
- **Conclusion and recommendation:** presented in a short form and appears after a discussion section. It highlights the implications of the key findings.
- **Acknowledgements:** appear in a separate paragraph before the reference, and should be as brief as possible. All sources of funding should also be declared.

References style

EthJBD follows referencing style described below. Unpublished results and personal communications are not recommended on the reference list, but maybe mentioned in the text and indicated in footnotes. Citation of a reference as 'in press' implies that the item has been accepted for publication. Moreover, citation in the text should follow the same referencing style

Citation in the reference list

For books with one author includes the following:

Example: One author AND first edition:

Acquaah, G. 2012. Principles of plant genetics and breeding. Oxford: Wiley-Blackwell.

Example: One author AND NOT the first edition

Dahl, R. 2004. Charlie and the chocolate factory. 6th ed. New York: Knopf.

Books with Two or More Authors:

Example:

Desikan, S. and Ramesh, G. 2006. Software testing. Bangalore, India: Dorling Kindersley.

For Chapters in Edited Books:

Harlan, J. R. 1971. On the origin of barley: a second look. In: R. A. Nilan, ed., *Barley Genetics vol. II Proc. 2nd Barley Genetics Symposium*. Washington State Univ. Press, Pullman, pp. 45 - 50.

Multiple Works by the Same Author:

Start from the oldest publication

Example:

Brown, D. 1998. Digital fortress. New York: St. Martin's Press. Brown, D. 2003. Deception point. New York: Atria Books.

For Print Journal Articles:

The standard structure of a print journal citation includes the following components:

Last name, First initial. Year published. Article title. *Journal*, **Volume (Issue)**, Page(s).

Examples:

Engels, J. M. J. 1994. Genetic diversity in Ethiopia in relation to altitude. *Genetic Resources and Crop Evolution*, **41: 61-73**.

Lemessa, D., Hylander, K. and Hambäck, P. 2013. Composition of crops and land-use types in relation to crop raiding pattern at different distances from forests. *Agriculture Ecosystems and Environment*, **167:71-78**.

For Journal Articles Found on a Database or a Website:

When citing journal articles found on a database or through a website, including all of the components found in a citation of a print journal, but also include the medium ([online]), the website URL, and the date that the article was accessed.

Structure:

Last name, First initial. Year published. Article Title. *Journal*, [online] Volume(Issue), pages. Available at: URL [Accessed Day Mo. Year].

Example:

Raina, S. 2015. Establishing Correlation Between Genetics and Nonresponse. *Journal of Postgraduate Medicine*, [online] **Volume 61(2)**, p. 148. Available at: <http://www.proquest.com/products-services/ProQuest-Research-Library.html> [Accessed 8 Apr. 2015].

For Websites:

When citing a website, use the following structure:

Last name, First initial. Year published) Page title. [online] Website name. Available at: URL [Accessed Day Mo. Year].

Bejiga, G. and van der Maesen, L.J.G. 2006. *Cicer arietinum* L. [online] PROTA. Available at: [https://uses.plantnet-project.org/en/Cicer_arietinum_\(PROTA\)](https://uses.plantnet-project.org/en/Cicer_arietinum_(PROTA)) [Accessed 1 Mar. 2020].

When no author is listed, use the following structure:

The website name, Year published. *Page title*. [online] Available at URL [Accessed Day Mo. Year].

Example:

Avogel.com, 2015. *A. Vogel plant encyclopaedia*. [online] Available at: <https://www.avogel.com/plant-encyclopaedia/> [Accessed 20 Apr. 2015].

Citation in text

One author: The last name of the author followed by year of publication will be cited in the text.

Example:(Brown, 2005).

Two authors: The last name of the authors are joined by "and" followed by year of publication.

Example: (Tesfaye and Girma, 2019).

More than two authors: The last name of the first author followed by "et al.," and year of publication

Example :.....(Adugna et al., 2019).

Tables

Tables should be as editable text and be placed on a separate pages at the end of the manuscript. Number tables consecutively (i.e. Table 1, Table 2 etc.) in accordance with their appearance in the text and avoid vertical lines and shading in the table cells. Table captions should be descriptive and appear above the table. Footnotes and sources to tables should be placed under the table. Larger datasets can be uploaded separately as Supplementary Files.

Figures

Figure should be prepared in formats like JPEG, TIFF and JPG, with the resolution of 300 dpi or higher. Captions should be numbered consecutively (Figure 1, Figure 2, etc.) and placed below the figure. Figures from other sources should be used with the permission of the publishers of the articles. Figure citations in the text should always be with capital "F" as follows:

One figure with a full stop (e.g. Fig. 1) and more than one figure without a full stop (e.g. Figs 1–3, Fig. 2A–E.)

Abbreviations and symbols – All abbreviations used in the text should be defined in their first use. Abbreviations used only in tables and figures can be defined in the table foot note or figure legend

Units – All measurements should be in the metric system. Geographic coordinates should be written as degree, minute and second. Example: 36°31'21"N; 114°09'50"W

Manuscript submission and checklist

Manuscripts should be submitted to the EthJBD via e-mail or online submission system in word format (.doc, .docx). The submission should be accompanied by a cover letter stating the novelty of the finding and the manuscript was neither submitted nor published elsewhere

The author(s) should ensure that the entire checklist stated in the guide for authors are present:

- Title and corresponding author with contact details (email and postal addresses)
- Abstract and Keywords
- Main text
- All figures with captions
- All tables with captions
- All figures and tables are cited in the main text
- All references appeared in the reference list are cited in the text and vice versa
- Declaration and conflict of interest statement is provided
- Referee suggestions and their contact details are provided (optional)

Proofreading

PDF proofs are sent by email to the corresponding author for correction. Authors are responsible for the final proofreading of their manuscripts and no corrections are accepted after re-submission. Proof corrections should be returned to the editor-in-chief/associate editor within two weeks.

**Appendix A: Manuscript Submission and Copy Right Agreement Form
(Date)**

{Editor-in-Chief's name/Associate Editor's name}
Ethiopian Biodiversity Institute
P. O. Box 30726
Addis Ababa, Ethiopia

Dear {Editor-in-Chief's name/Associate Editor's first name},

As required in the submission guidelines of the Ethiopian Journal of Biodiversity, I hereby warrant the following to be true regarding the manuscript entitled, "(Title of the manuscript)" submitted to your journal for publication.

The manuscript has been approved for submission to the Ethiopian Journal of Biodiversity by all authors. The manuscript has not been previously published nor accepted for publication in any other publications. Submission of this manuscript warrants the work is original and any borrowed material has an approval from the owner.

This letter constitutes the formal transfer, assignment, and conveyance to Ethiopian Journal of Biodiversity of the copyright to the manuscript and associate materials in the event they are accepted for publication.

I look forward to working with you during the publication process.

Sincerely,

(Signature)

{Corresponding Author's name}

Date of Submission: -----

Tel: Mobile -----Office ----- P. O. Box -----
--- city/town -----Country -----

Email -----