



MJ & M BIOLABS

POLICY ON MANUSCRIPT DATA REPOSITORY

1 PURPOSE

1.1 Statement of Purpose

The purpose of this policy is to establish guidelines for the submission, storage, and sharing of data associated with manuscripts published in journals managed by MJ & M BIOLABS. These journals are:

- African Journal of Epidemiology and Preventive Medicine (AJEPM)
- African Journal of Medical Biosciences (AJMBS)
- African Journal of Nutrition and Dietetics (AJND)
- African Journal of Pharmacy and Alternative Medicine (AJPAM)
- African Journal of Tropical and Infectious Diseases (AJTID)
- East African Journal of Nursing (EAJN)
- Journal of Clinical Care and Medical Advancement (JCCMA)
- Journal of Micro and Immunosciences (JMIS)

This policy ensures data transparency, reproducibility, and compliance with open access standards.

1.2 Scope

This policy applies to all authors, editors, reviewers, and staff involved in the publication process of MJ & M BIOLABS' journals.

2 DEFINITIONS

- **Open Access:** Free, immediate, online availability of research articles.
- **Manuscript:** A document submitted by an author for publication in a journal.
- **Manuscript Data:** All raw and processed data, including datasets, tables, and figures, associated with a submitted manuscript.
- **Data Repository:** A digital archive where research data is stored, preserved, and made accessible.

3 POLICY STATEMENT

3.1 General Policy

MJ & M BIOLABS requires that all manuscript data be deposited in a recognized data repository and made accessible under the Creative Commons Attribution-NonCommercial-Share Alike (CC BY-NC-SA) license to promote transparency and reproducibility in research.

3.2 Detailed Provisions

- **Data Submission:** Authors must submit all relevant data to a recognized, trusted data repository prior to manuscript publication.
This ensures that data is available for peer review and further research by the scientific community.

- **Data Accessibility:** Deposited data must be made openly accessible and linked to the published manuscript.
- **Licensing:** All data must be shared under the CC BY-NC-SA license.
- **Data Integrity:** Authors are responsible for ensuring the accuracy and integrity of the data submitted.
All submitted data must comply with ethical standards and relevant regulations, including patient confidentiality and data protection laws.
Authors must ensure that data sharing does not violate any consent agreements.

4 PROCEDURES

4.1 Step-By Step Procedures

- **Data Preparation:** Authors prepare their data according to repository guidelines.
- **Repository Selection:** Authors should select a repository for their data type that adheres to the FAIR principles (Findable, Accessible, Interoperable, and Reusable).
The repository must provide a unique digital object identifier (DOI) for each dataset, which must be citable.
- **Data Submission:** Authors submit data to the chosen repository and obtain a DOI or unique identifier.
Authors must include detailed metadata describing the dataset, methodologies used for data collection, and any software or tools necessary to access and analyze the data.
This documentation should be sufficient to allow other researchers to replicate the study.
- **Manuscript Submission:** In the manuscript, authors should include a Data Availability Statement that specifies where the data can be accessed.
This statement should include the repository name, DOI, and any conditions for data access.
Authors must properly cite their data in the reference section of their manuscript, following the citation guidelines provided by the journal.
- **Verification:** During the peer review process, editors and reviewers may request access to the raw data to verify results.
Authors should ensure that the data is accessible and provide any necessary instructions for data access and use.
Failure to comply with the data availability policy may result in the manuscript being rejected.
- **Exceptions:** In certain cases, where data cannot be shared publicly due to confidentiality, legal, or proprietary restrictions, authors must provide a detailed justification.
The journal will review these cases individually to determine if exceptions can be granted.

4.2 Responsibilities

- **Authors:** Ensure data is accurately prepared, submitted to a recognized repository, and properly linked in the manuscript.
- **Editors:** Verify the inclusion of the data repository link and DOI in manuscript submissions.
- **MJ & M BIOLABS Staff:** Ensure compliance with data repository policies during the publication process.

5 COMPLIANCE

5.1 Monitoring and Enforcement

- **Monitoring:** Periodic audits will be conducted by editorial partner at MJ & M BIOLABS to ensure compliance with the data repository policy.

- **Enforcement:** Non-compliance will be addressed through follow-up with authors by section editor and editor-in-chief and potential manuscript rejection.

5.2 Consequences of Non-Compliance

Non-compliance may result in manuscript rejection, retraction of published articles, and prohibition from future submissions to MJ & M BIOLABS' journals.

6 RELATED POLICIES AND REFERENCES

6.1 Related Policies

- Author Guidelines
- Editorial Policy
- Open Access Policy

6.2 References

- Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License
- Recognized Data Repositories

7 REVIEW AND REVISION

7.1 Review Process

This policy will be reviewed annually by the editorial board to ensure it remains relevant and effective.

7.2 Revision History

- Initial version effective as of May 23, 2024

8 APPROVAL AND IMPLEMENTATION

8.1 Approval Authority

Approved by:

- Managing Partner
Dr. Michael N. Walekhwa, PhD



- Editorial Partner
Dr. Filex O. Otieno



8.2 Effective Date

Effective as of May 23, 2024.

8.3 Implementation Plan

Training sessions will be conducted for editorial staff within three months of the effective date. Guidelines on how to choose suitable repository and subsequently submit data will be made available in form of videos and presentations on the firm's website for authors to download and follow through.