FOREWORD

This document describes the mission, vision, and values of the BAHIANA Journals portal and the roles and responsibilities of those involved, the objectives, policies, and practices adopted. The journals allocated to the portal align themselves with principles of ethics, transparency, integrity, quality, and scientific reproducibility and make a public and irrevocable commitment to Open Science.

BAHIANA Journals is a full Open Access electronic portal that assembles the scientific journals maintained by BAHIANA – School of Medicine and Public Health (*Escola Bahiana de Medicina e Saúde Pública*), a nonprofit private higher education institution in Salvador, Bahia, Brazil. The portal serves as a platform for publications of original research reports and other scientific publications to inform research findings in the various subareas of health, developed with different scientific methods, according to each journal's focus and scope.

The portal target audience is the scientific community of Health Sciences and areas in this interface (such as Psychology and Biomedical Education), public managers, the third sector, and the community.

The portal is managed by the Scientific Communication Unit (NUCC), based at BAHIANA.

Each of the journals has its own scope, editorial board, reviewers, and submission rules. However, according to international standards of scientific publication, a common axis guarantees the portal alignment with the mission, vision, and values of BAHIANA and Open Science.

1 - Mission, Vision, and Values

MISSION

To publish qualified articles resulting from research that adheres to the best practices of scientific integrity to positively impact the development of the scientific community in health sciences and related areas, providing evidence for decision making.

VISION

To become a reference in scientific publications in health sciences and related areas, serving the national and international community focusing on social impact, fostering scientific collaboration among researchers from different geographic and cultural backgrounds.

VALUES

1. Transparency of flows, processes, and practices;
2. Scientific integrity in alignment with international standards of Open Science and observance of national and international standards of ethics and bioethics;
3. Reproducibility of published content;
4. Celerity in meeting the demands of all the agents that participate in the editorial process (authors, reviewers, editors, and others);
5. Valuing the diversity of socio-cultural backgrounds to foster interinstitutional and international collaboration;
6. Accountability of the agents involved;
7. Technical, procedural, and technological innovation;
8. Formative-pedagogical action in the construction of qualified evaluators and editors who can act as multipliers for the best practices in scientific publishing.

2 - Objectives, Policies, and Practices

OBJECTIVE

Each journal on the portal aims to become a reference in its scope, ensuring the professionalization of the processes, internationalization of collaborations between authors, editors, and reviewers, besides financial and operational sustainability. Their respective editorial policies manifest their objectives.

POLICIES

The editorial policies of each journal of BAHIANA Journals follow Open Science guidelines and aims at free and universal access to scientific knowledge. It also aligns with the Declaration of Helsinki's ethical principles, the Brazilian National Health Council's norms, and the recommendations of The EQUATOR Network[1] for transparency and quality of health research reporting.

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[1] https://www.equator-network.org/

PRACTICES

Implementing policies in editorial practices involves compliance with the rules of the International Committee of Medical Journal Editors (ICMJE); the adoption of the peer review model; consultation of the flows and procedures of the Committee on Publication Ethics (COPE); double-blind peer review and experimentation with an open review for specific disciplines or fields when deemed appropriate by each journal's editorial board; the preservation of copyrights with retention of the right of first publication only; the authorization of the research by an ethics committee affiliated to the National Council of Ethics in Research on Human Subjects (CONEP) for national works and registration of clinical trials (ReBEC or Clinical Trials); proof of research authorization by an ethics committee for papers from foreign countries; proper declaration of competing interests by both authors and reviewers; attribution of authorship permanently identified by ORCID and also permanent identifiers at article and title level (Digital Object Identifier and International Standard Serial Number); use of plagiarism identification software; the control of versions to allow the use of preprints; the listing of authorial contributions to allow the practice of fair attribution of authorship and the concomitant fight against ghost authorship; the publication in continuous flow (ahead of print), the communication with the scientific community and with society through strategic planning of scientific communication and marketing; and the perennial commitment to not receiving subsidies from industry to avoid bias.

3 - Editorial flow

The evaluation process is conducted by at least two ad hoc reviewers. The complete list of reviewers who participated in the volume is published extensively. At the desk review stage, authors are required to provide relevant records and supporting evidence (research ethics committee, clinical trial registration, ORCID, authorship responsibilities, and attributions) and to recommend the application of the checklists for the different study designs according to the EQUATOR initiative depending on the scope of each journal. All phases are documented in the Electronic Journal Editing System (translation of the Open Journals System - OJS). Authors' names and other identifying data remain hidden until publication. Submissions must be made exclusively through SEER. Submission rules are didactic, objective, and concise and are available in Portuguese and English for all titles.

UNCONTROLLED
COPY

TECHNICAL EVALUATION (DESK REVIEW)

The submitted article goes through a desk review, which removes data that could identify the authors, examines whether the authors have complied with the submission rules, and submitted the necessary records and supporting documents. If flaws are identified, the articles return to the authors for necessary adjustments. Once approved at this stage, the articles are forwarded to the editors-in-chief to indicate which section editor should assign the referees.

SCIENTIFIC EVALUATION

The section editors are contacted and indicate two referees specialized in the topic and the appropriate evaluation form for the study design. The Executive Editor forwards the review request to the reviewers and follows up on the results. When one referee refuses the evaluation or has a conflict of interest and is unable to evaluate, the appointment of a third referee is requested from the respective section editor. In exceptional cases, the editor-in-chief may also act as a section editor.

The system contains evaluation forms based on the EQUATOR checklists (CONSORT, STROBE, PRISMA, COSMIN, STARD, CARE, COREQ, among others) and/or orientation and methodological evaluation forms according to the scope of each journal. In parallel, the reviewers are encouraged to make constructive comments on the text itself through evaluation scripts elaborated by each journal's scientific team.

Once returned, the evaluators' comments are sent to the authors to be aware of the items to be revised in the manuscript. The authors post the new corrected version in the system, which is then returned to the section editors for final review. The executive editor ensures the process is blinded.

The editors-in-chief and section editors contribute to the evaluations when there is difficulty in the reviewers' availability.

RESEARCH ETHICS

All journals on the portal follow the Helsinki declaration recommendations and the National Health Council's current resolutions, a body of the Ministry of Health of the Brazilian government.

It is requested in the submission guidelines of each title that all research involving studies with human beings and/or animals cite the research protocol approved by the ethics committee of the institution where the research was carried out.

With research involving human subjects and clinical case reports, the registration number in the National Information System database on Ethics in Research involving Human Subjects (SISNEP) must be informed in the manuscript. The Certificate of Submission for Ethical Appraisal (CAAE) is validated on Plataforma Brasil at the desk review. If the CAAE has not been approved or is not at Plataforma Brasil, the article is either withheld until the correct CAAE is provided or rejected for resubmission upon ethical approval.

It is also required that the clinical trials have been previously registered in the platforms WHO International Clinical Trials Registry Platform (ICTRP), ClinicalTrials.gov, or the Brazilian Registry of Clinical Trials (ReBEC) platforms before the clinical trial was initiated. The clinical trial registration number must appear on the manuscript and at the end of the abstract. This number is also verified at the desk review.

Submissions that do not conform to the procedures listed above are rejected.

PUBLICATION

Once approved, the article goes through the plagiarism detector and, if it reaches an index less than or equal to 30% in the total absolute value (and less than or equal to 5% in the similarities per source), it is released for layout, and the authors receive the acceptance communication and translation request.

Once the marks listed above are exceeded, the scientific editors are summoned to evaluate if the parts pointed out in the anti-plagiarism constitute plagiarism, if it is a replication or refutation of previous studies. Once plagiarism is confirmed, the articles are rejected, and the authors are immediately communicated in writing.

In cases of plagiarism, the scientific staff of the journal is available to assist authors in improving their research reports, guiding them when appropriate and desirable by the authors on adherence to best practices in bioethics, ethics in general and in writing, and scientific publishing.

Upon acceptance, the article is published as an ahead of print PDF version as soon as approved by the editors responsible for submitting and by the article's authors.

When the months determined for the publications are reached, the complete layout of the issue and the articles published in the ahead of print version are replaced by the final version.
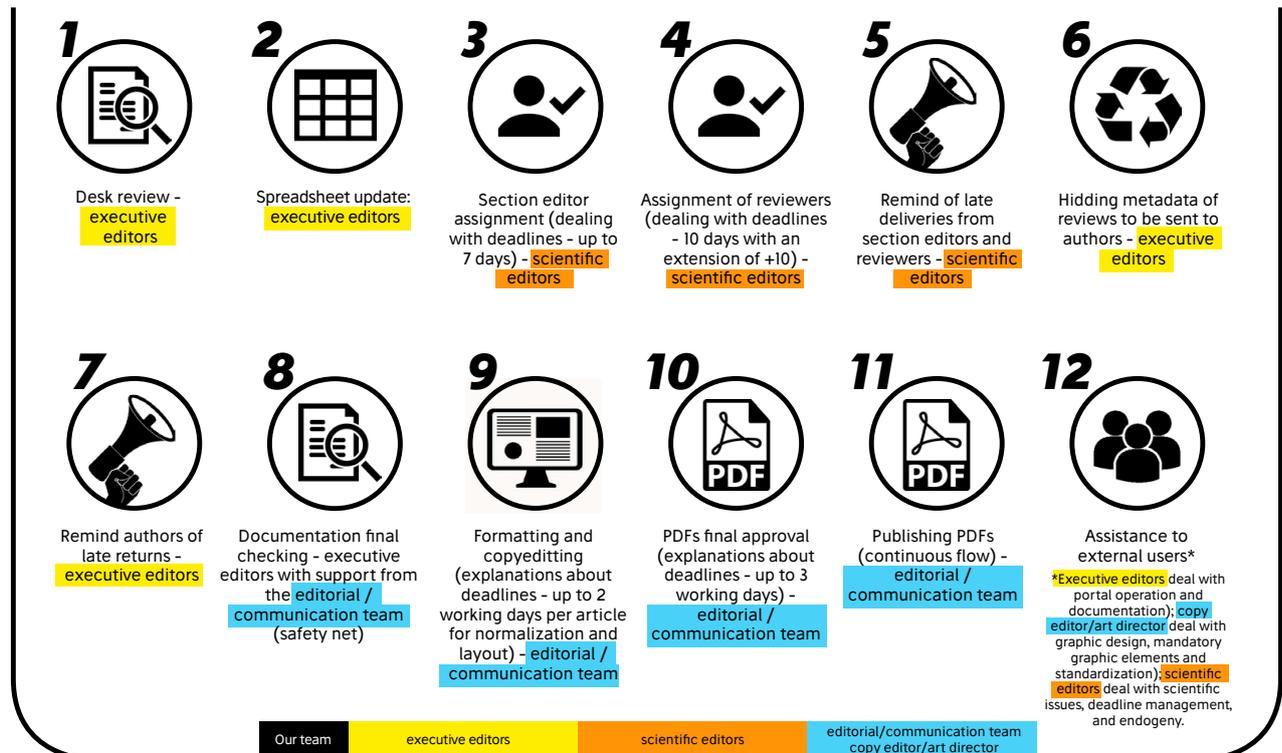
DISSEMINATION OF SCIENTIFIC KNOWLEDGE

As soon as the issue is published, dissemination posts are triggered through email-marketing to registered authors, readers, and reviewers. Facebook, Twitter, BAHIANA's website, among other spaces for scientific dissemination, are used according to the strategic planning of communication and scientific marketing, which is updated annually.

SUPPLEMENTS

The portal publishes supplements, annals of national or international events that have as their proposal the dissemination of themes related to scientific development in the respective journals' areas as evaluated by the Editorial Committee and scientific editors of the publication. The publication of the supplement follows the rules of submission of each scientific journal, including the observance of ethical standards, under consultation and approval of each title's editorial board.

Publishing flow

1 Desk review - executive editors

2 Spreadsheet update: executive editors

3 Section editor assignment (dealing with deadlines - up to 7 days) - scientific editors

4 Assignment of reviewers (dealing with deadlines - 10 days with an extension of +10) - scientific editors

5 Remind of late deliveries from section editors and reviewers - scientific editors

6 Hidding metadata of reviews to be sent to authors - executive editors

7 Remind authors of late returns - executive editors

8 Documentation final checking - executive editors with support from the editorial / communication team (safety net)

9 Formatting and copyediting (explanations about deadlines - up to 2 working days per article for normalization and layout) - editorial / communication team

10 PDFs final approval (explanations about deadlines - up to 3 working days) - editorial / communication team

11 Publishing PDFs (continuous flow) - editorial / communication team

12 Assistance to external users*

*Executive editors deal with portal operation and documentation); copy editor/art director deal with graphic design, mandatory graphic elements and standardization); scientific editors deal with scientific issues, deadline management, and endogeny.

Our team	executive editors	scientific editors	editorial/communication team copy editor/art director

4 - Duties of the editorial team

EDITORIAL COMMITTEE

It is a collegiate, non-scientific advisory board that guides, in biannual or annual meetings, the construction of editorial policies in the institution's scientific journals' broad sense. It aims at the quality of content, transparency, reproducibility, and preservation of the vision, mission, and values of BAHIANA and the BAHIANA Journals portal. This council resolves issues and conflicts that arise in the editorial process through deliberation among its members and is recorded in minutes. The council is composed of an editor of each active journal on the portal, the executive editors, and the Scientific Communication Unit coordination. Besides being a forum for debate, it is the instance responsible for the dialogue between the demands of the journals and the sponsoring institution, under the management of the Scientific Communication Unit's coordination.

EDITOR-IN-CHIEF

The Editor-in-Chief is a researcher with a doctoral degree and notorious knowledge in the subject of the journal he manages. His responsibility is to ensure the fulfillment of the institutional strategic planning goals, the respect for the norms and recommendations of committees and societies related to ethics and scientific integrity, the full exercise of the professional field, and qualified scientific publishing of international standards. The annual planning involves strategic objectives and goals that allow the journal's permanent improvement under its responsibility and the fulfillment of the goals established by international indexing bodies.

They are the guardians of the mission, focus, and scope of the journal, being primarily responsible for the scientific content published and the adherence of this content to international standards of transparency, integrity, and scientific reproducibility, manifested in the editorial policies of each journal. They are thus responsible for the adherence of the published content to the journal's focus and scope. They seek, invite, and appoint section editors; and oversee compliance with deadlines, indexing goals, and scientific quality. They support the professionalization of section editors and referees in the best and most ethical editorial practices.

It is also the editor-in-chief's role to seek creative ways to recognize the collaboration of section editors and reviewers publicly. Furthermore, in an ethical and unbiased manner, they should also aim to develop the journal, seeking internationalization and minimizing regional endogeny, the intake of well-qualified articles that contribute to the development of science with social impact .

SECTION EDITOR

The section editor is a deputy editor who works in association with the editor-in-chief and handles a subfield or specialty in which they have recognized research skills and competencies.

Their responsibility is to monitor the entire process of evaluating an article: assigning ad hoc reviewers who are specialists in the topics of the submitted articles, rejecting articles that do not meet the levels of excellence recommended by the subarea or the journal, ratifying the recommendations made by the reviewers, and analyzing the authors' responses, suggesting new adjustments, and approving the final version to be published. They are responsible for the reviewers' work regarding ethics, transparency, confidentiality, compliance with deadlines, and respect for intellectual property. To support the editors-in-chief, they are co-responsible for the published scientific content and the expansion of each journal's pool of reviewers.

EXECUTIVE EDITOR

The executive editor must act as a mediator of demands among authors, reviewers, and scientific editors (section editors and chiefs). They handle adherence to current norms and acceptable editorial practices, supporting the scientific editors (chief and section editors) with editorial inputs and technical/operational knowledge so that the scientific editors can focus on the scientific performance of the journal.

They are the first filter for each journal and handle desk review and authors' adherence to technical guidelines and submission of mandatory metadata. They must, therefore, observe the influx of documents at the time of submission to support authors in sending documents essential to the good progress of the submission in alignment with international best publishing practices. They support the scientific editors in elaborating editorial policies in their communicational, normative, and technical dimensions, in compliance with deadlines; and in the follow-up of bibliometric, scientometric, and webometric performance indicators of each title of the portal. It is, therefore, the executive editor's function to be attentive to innovations in editorial practices.

REVIEWERS

The referees (or ad hoc consultants or scientific reviewers) are experienced researchers in the articles' subjects, with experience in research in that sub-area of knowledge. Their function is to analyze critically the research reports developed by other researchers focusing specifically on the method used and the discussion of findings in light of the updated and pertinent literature. They are under the direct supervision of the section editors. The reviewers receive assistance through scripts and forms to guide them to be coherent and align to a quality standard established by the indexing and certifying agencies and the editors-in-chief. That is an unpaid job, voluntary work that improves the research, the researcher, and the reports, boosting science. The reviewers receive certificates for their evaluation, and their names appear in the list of journal reviewers published at the end of each year.

EDITING/COMMUNICATION

Formatting: A set of tasks that allows articles accepted for publication to adhere to the citation standards, construction of references, construction of tables and charts of each journal.

It observes the publication of recent versions of the reference systems adopted by the different journals. It results in compliance with the technical specificities of citation and reference recommended by the journals' indexing collections and databases.

Art Direction: Management of the design activity and artistic conception of the graphic pieces produced for the journals and their communication with the scientific community and society. Decision on and implementation of routines in desktop publishing, including layout and graphics decisions, color palette, and audiovisual information hierarchy. Creation of graphic pieces, updating of the news section of BAHIANA Journals portal, webometrics analysis. Strengthens the visual identity of BAHIANA Journals and observe the trends and innovations in design and audiovisual communication for science.

Relationship with the community:

Study of the community's profile and demands for access of scientific content in BAHIANA Journals by analyzing webometrics and altmetrics. It understands the management and consumption of information on the Internet and social networks, metrics for monitoring and evaluating the relationship between users and brands on the web. Construction of a communicational identity with the portal users that clarifies the journals' expectations towards the authors that publish in them. Attention to the tone and wording of communication between scientific editors and reviewers to build, maintain and enhance the sense of community with transparency, objectivity, clarity of expectations, and mutual respect.

5 - Best practices in scientific publishing

This statute states that for any question involving ethical dilemmas in the field of scientific publishing, the recommendations and consensus of the following bodies will be followed by international scientific integrity bodies:

- Committee of Publication Ethics - COPE - https://publicationethics.org/
- International Committee of Medical Journals Editors - http://www.icmje.org/
- Office of Research Integrity - https://ori.hhs.gov/

Salvador, Bahia, Brazil
Scientific Communication Unit
BAHIANA – School of Medicine and Public Health

Written by	Reviewed by:	Approved for use:	Translated by:
Katia Sá, Edileno Capistrano, João de Deus Barreto, José Elias Nery Date: 10/04/2018	Sara Vieira Lima Saraceno Date: 10/05/2018	Maria Luisa Soliani Date: 10/05/2018	Monique Souza Date: 03/12/2021