

## **Rules Governing the 3<sup>rd</sup> IGMC Articles' Supplement**

### **1. Editorial Board of the Supplement:**

#### **(A). The Editor:**

- 1.1. Dr Muhammad Abu-Elmagd has been appointed by the Executive Editor of BMC Genomics on 10<sup>th</sup> December, 2015 as the supplement editor and he will liaise with the journal to get the supplement completed and published.
- 1.2. The role of the supplement editor is to lead the reviewing process including appointing Associate Editors of the supplement, inviting for article submission, selecting reviewers and taking decision(s) in accepting or rejecting reviewed articles. Only accepted (not rejected) articles are subject to the final approval of the BMC Genomics Executive Editor.
- 1.3. The Editor will aim to create a right balance on the number of invited articles by any one author either as a first or co-author in order to provide an equal opportunity for submission.
- 1.4. The Editor will aim to treat all authors with fairness, courtesy, objectivity, honesty, and transparency. All the Editor's decisions will be solely based on the scientific merits of the articles.

#### **(B). The Associate Editors:**

The Editor will nominate carefully selected national and international highly credible scientists as Associate Editors. If needed, the editor will consult the associate editors and the 3<sup>rd</sup> IGMC scientific committee members for a second opinion about accepting or rejecting reviewed articles. In general, the editor works in accord with the 3<sup>rd</sup> IGMC scientific committee.

### **2. Time frame:**

- 2.1. Deadline for article submission is 15<sup>th</sup> of February, 2016. It is anticipated that the reviewing process will take between four to six weeks after which, it is hoped that the supplement will be sent to BMC Genomics without any delay.
- 2.2. If the reviewing of an article led to a request (by the referees or by the Editor of the supplement) for a major revision, this article will be rejected since it will hinder sending off the rest of the accepted articles to BMC Genomics since articles have to be sent altogether.

### **3. Articles submission:**

- 3.1. All authors have to be aware of and comply with all terms and conditions including guidelines of submission set up by the BioMed Central and BMC Genomics.
- 3.2. Authors interested to submit articles will be requested to fill in an intent form for article submission. These will be checked after which invitations to authors to submit research and/or review articles will be sent.
- 3.3. Articles should be sent directly to the editor of the supplements alongside a submission letter explaining why the article is suitable and should be considered for BMC Genomics publication.

- 3.4. The editor of the supplement has agreed with BMC Genomics that a number of articles which do not fit the scope of BMC Genomics may be referred to other BMC Journals based on the editor's suggestions. The final decision in transferring those articles will be made by the BioMed Central Executive Editors.
- 3.5. Where reviewed abstracts indicated clear breach of known publication ethics and guidelines, authors will not be encouraged to submit full articles.
- 3.6. Changing the authorship will not be encouraged and agreed on unless there is legitimate reason(s) to request it. A form for changing authorship has to be filled in and approved by the editor.
- 3.7. Upon accepting an article, the corresponding author must sign in a copy right and no conflict of interests' forms.
- 3.8. All submitted articles should be sent directly to the editor of the supplement at [mabuelmagd@kau.edu.sa](mailto:mabuelmagd@kau.edu.sa)

#### 4. How articles will be reviewed:

- 4.1. Upon receiving an article, two quick checks will be carried out: BMC formatting and Plagiarism. Authors should aim for 0 % plagiarism. Any article failing the initial screening stage will not be sent for reviewing.
- 4.2. The corresponding author will be encouraged to suggest three reviewers for his/her submitted article. However, it's the Editor's decision whether or not to use the suggested reviewers.
- 4.3. The Editor will send each article to two referees, one national and another international. After reviewing and in case of reviewers' disagreement, the Editor will make the final decision. Alternatively, the Editor may decide to send the article to a 3<sup>rd</sup> reviewer if deemed appropriate or in case of a 3<sup>rd</sup> reviewer is available.
- 4.4. The corresponding author cannot make the request to the Editor for sending the article to a 3<sup>rd</sup> reviewer.
- 4.5. All articles accepted by the Editor of the supplement are subject to the final approval of the Executive Editor of the BMC Genomics.
- 4.6. All accepted articles will have a provisional PDF version (proof reading) for the corresponding author to approve. The supplement articles will be published together once any proof corrections have been processed. Published articles will be submitted to PubMed and supplement articles usually take 3-6 weeks to appear on PubMed.
- 4.7. All rejected article(s) will **not** be sent to BMC Genomics **but only** all the accepted articles.
- 4.8. All corresponding authors should make all correspondence to the Editor of the supplement and no contacts should be made to the BMC Genomics.

#### 5. Publication fees:

Upon final acceptance of the article by the Executive Editor of BMC Genomics, the corresponding author will be asked to pay £725 (Seven Hundred and Twenty Five Sterling pound per article if fund is supported by CEGMR) but if payment is made by the author directly to BMC Genomics then it will cost £747 per article.