The African Human Mobility Review (AHMR)

Editorial Policy

**Revised
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General

The African Human Mobility Review (AHMR) is an interdisciplinary peer-reviewed open access academic journal accredited by the South African Department of Higher Education and Training (DHET). The AHMR is jointly owned by the Scalabrini Institute for Human Mobility in Africa (SIHMA) and University of the Western Cape (UWC). The journal seeks to continually reflect is regional character, which means that papers from a diversity of countries are represented in each edition.

Aim and scope

The aim of the AHMR is to encourage and facilitate the study of all aspects (socio-economic, political, legislative and developmental) of human mobility in Africa. It is published three times per year in April, August and December and is available both in print and online.

Through the publication of original research, policy discussions and evidence-based research papers, the AHMR provides a comprehensive forum devoted exclusively to the analysis of contemporaneous trends, migration patterns and some of the most important migration-related issues. Full research papers can be either theoretical or empirical, and include methodological detail, theoretical and/or literature review material and a clear argument, as relevant.

Originality

All submitted manuscripts must be original. Manuscripts which have already been published by another journal or are being considered for publication will not be accepted. By submitting a manuscript, the author(s) acknowledge that the paper in question is not under consideration by another journal, and will not be submitted to such a journal until and unless a final, written rejection decision from the AHMR has been received.

Authorship

The authorship listing should include the 'lead' author as well as all individuals who have contributed directly to the production of the work at intellectual and conceptual levels. Other individuals who have made additional contributions to the paper can be listed in the Acknowledgment section. Acknowledgment of funding sources and possible conflict of interest must also be made explicit.

Submission of manuscript

The AHMR welcomes manuscripts on the various aspects of human mobility in Africa. Contributors are requested to submit their manuscripts in English (US) to the Editor-in-Chief. Manuscripts should be uploaded electronically in Microsoft Office Word as an attachment using the available online system. Authors are requested to prepare their manuscripts as per the style of the journal and read the detailed Submission Guidelines for the AHMR. Manuscripts which do not satisfy all the specific requirements for submission will be returned to the author(s) for modification and resubmission.

Conflict of interest

Any potential or real conflict of interest must be declared to the editors. Papers received by editors of the journal or members of the Board Members will be handled transparently and in the most appropriate way to avoid any possible bias in the review process.

Editors should avoid making decisions on manuscripts that conflict with their own interest, or those addressing an issue in which they stand to gain financially. If they may have a perceived or possible conflict of interest, they should delegate handling of any decision to other editors.

Misconduct, correction and retraction of articles

Misconduct (e.g. presentation of data, graphs or figures already published elsewhere, inconsistent data sets, plagiarism) constitutes violation of this editorial policy and can lead to the retraction of articles. Published articles will not be removed or altered. Corrections of articles, when necessary, will be published both online and in the print version as Errata or Corrigenda.

Peer review process

Manuscripts are first reviewed by the editorial office to check if they are in line with the scope of the journal and if they meet all its specific requirements. Once a manuscript successfully completes the editorial office review process it is sent for blind peer reviewing to two anonymous reviewers who have expertise and special knowledge of the subject area of the manuscript. The peer review system is double-blind so that both authors' and reviewers' identities are concealed.

As per the Academy of Science of South Africa (ASSAf) *National Code of Best Practice in Editorial Discretion and Peer Review*, editors will approach peer reviewers "who have not previously co-published extensively with the author(s), who are for this and other reasons free of known bias in relation to the subject matter, the author(s) and/or their institutions, and who can cover, from a position of authority and peer expertise, the topic(s) dealt with in the paper concerned".

Reviewers are invited to review the manuscript by sending them the abstract of the manuscript. Upon acceptance to review the manuscript, the full text of the manuscript is sent to the reviewers after the author(s) have been concealed. Reviewers are required to provide a report in writing with clear recommendations for acceptance of the paper, with or without any revision, or rejection. If the two reports differ widely, the editor may invite a third reviewer. The reviewing process relies on the availability of qualified and expert reviewers and it may take up to six to eight weeks to complete.

The AHMR endeavors to have papers reviewed within a one to four week period where possible. The review process may, however, take longer than this. The AHMR Editor-in-Chief mediates the blind reviews with authors. All reviewers' comments are sent to the author(s) who are requested to make the necessary adjustments and resubmit their manuscripts to the Editor-in-Chief.

The journal's Chief Editor will check that all recommended changes have been substantively attended to. Authors are required to submit a report to the Editor-in-Chief, documenting how they have responded to reviewers' suggestions and recommendations, to the following email address: ahmr@sihma.org.za.

Turnitin (checked for plagiarism)

Papers will be checked for plagiarism using Turnitin if editors detect potential plagiarism problems. Authors are fully responsible for any plagiarism, and should check their own papers before submission. By submitting a paper to the journal, authors agree that the journal's Chief Editor may check the paper via Turnitin if necessary. Besides, authors must obtain permission for all graphics and extensively used citations *before* submitting the paper to the AHMR, should these not be original work.

Accessibility

The AHMR is an open access journal, available at no charge and the PDF versions of all papers are available on SIHMA's website (http://sihma.org.za/journal#). The AHMR is also distributed via scholarly websites such as Google Scholar, Google Books, ResearchGate, Facebook, SIHMA and UWC networks, which enhances its distribution globally.

Report and term of office

The Editor-in-Chief should provide an annual report on the AHMR and its publication to the Board Members, the Scalabrini Institute for Human Mobility in Africa (SIHMA) and the University of the Western Cape (UWC). The Editor-in-Chief would normally serve a six-year term of office. This term of office can be renewed by the Board Members, the Scalabrini Institute for Human Mobility in Africa (SIHMA) and the University of the Western Cape (UWC).

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Editorial office

The editorial office consists of the Editor-in-Chief, Managing Editor and other administrative staff members of the AHMR. Their duties and responsibilities are described below:

Editor-in-Chief*:* is entrusted with the overall responsibility for the management of all aspects of the AHMR journal. The Chief Editor provides leadership pertaining to the journal's content, editorial policies and editorial decisions. The Editor-in-Chief is responsible for: liaising with the peer reviewers who comment on the suitability of manuscripts for publication; working closely with a professional language editor to ensure the integrity of the technical aspects of the publication process; liaising with the journal's readers, the scientific community, and the public as a whole; clarifying the journal's policies on authorship criteria; providing guidelines to authors for preparing and submitting manuscripts; assigning papers for review appropriate to each reviewer's

area of interest and expertise; establishing a process for reviewers to ensure that they treat the manuscript as a confidential document and complete the review promptly; treating all authors with fairness, courtesy, objectivity, honesty, and transparency; protecting the confidentiality of every author's work; establishing a system for effective and rapid peer review; making editorial decisions with reasonable speed and communicating, and establishing a procedure for reconsidering editorial decisions; describing, implementing, and regularly reviewing policies for handling ethical issues; informing authors of solicited manuscripts that the submission will be evaluated according to the standards and requirements of the journal and the DHET.

Managing Editor: is responsible for providing direct assistance and administrative support to the Editor-in-Chief, deputizing for the Editor-in-Chief, when required. The responsibilities of the Managing Editor include: managing the day-to-day operation of the journal's online database; processing correspondence to and from the editors; maintaining adequate files and records; participating in AHMR meetings as required; being a point of contact for authors; keeping databases, spreadsheets and other records up to date; reading and copy-editing documents; proofing and editing online text, including social media. The Managing Editor reports directly to the Editor-in-Chief.