

The Ponce Health Sciences University Scientific Journal

**DOAJ Requirements**

Required Fields

1. Open access policy
2. Aims and scope
3. Editorial board (including institutional affiliations of all members)
4. Instructions for authors
5. Editorial process (peer review)
6. Licensing terms
7. Copyright terms
8. Author charges
	1. If a journal doesn't have any charges then this must be stated
	2. Must include all fees that may be charged to the author, from submission to publication, including:
		1. submission fees
		2. editorial processing charges
		3. article processing charges (APCs)
		4. page charges
		5. color charges
	3. Any fee waiver must be clearly specified with the conditions of waiver e.g. amount, time period.
	4. If there are charges for withdrawing the article after submission, they cannot exceed the author's charges.
9. Contact details
	1. Include the name of a contact person and the journal's dedicated email address.
	2. The country in the application and on the journal website must be the country where the publisher is registered and carries out its business activities.

Open Access Policy

Our journal is committed to the unrestricted access of scientific knowledge. All articles published in our journal will be freely available to read, download and print, without any subscriptions or fees. This ensures maximum visibility and accessibility for the research community and general public.

​​Authors publishing in our journal retain copyright of their work and grant a non-exclusive license to the journal to ensure its permanent availability. This license allows us to host,

disseminate, and index the articles in our journal website, to ensure long-term preservation and visibility.

We are proud to support the principles of open access and knowledge sharing, and we invite researchers from all disciplines to contribute their valuable work to our journal.

Aim and Scope

**Aim**

The Ponce Health Sciences University Scientific Journal (PHSU-SJ) will serve as a collaborative space for faculty and students across the different disciplines in our institution to showcase their research. It is our mission to develop a self-sustaining scientific journal pioneered by our faculty, students, and alumni that facilitates the publication of academic research and enhances the exposure and reach of our institution. The creation of this scientific journal will also allow our students to gain valuable research experience in all aspects of academic publishing: as researchers, authors, and reviewers. Moreover, the proficiency obtained through working alongside healthcare leaders will provide PHSU students the opportunity to refine their ability to conduct research, organize information, and perfect their oral communication. Students will carry these skills throughout their professional development and apply them across different fields. Together we will expedite ongoing research efforts by our academia and further assist in addressing all health challenges faced by the Hispanic community.

**Scope**

The scope of PHSU-SJ includes the whole Ponce Health Sciences University community: the School of Medicine, Behavioral & Brain Sciences, the Public Health Program, and the School of Nursing. The array of literary works will include basic science, clinical research, case reports, case series, systemic reviews, meta-analyses, and much more.

Our article submission cycle will open in August and close in March of every year.

Editorial Board

Example:



Name: Dra. Georgina Aguirre, MD

Specialty: Family Medicine

Affiliation: Ponce Health Sciences University, Saint Luke’s Hospital

About: Description of the editor’s achievements, research interest, role in school or affiliated institutions, publications, etc. **Should not exceed 150 words**.

Instructions for Authors

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This should include:

* Author Guideline
* Authors Responsibilities
* Preparation of Manuscript
* Submission Procedure
* Submission Timing
* Review Process
* Copyright and cover letter
* <http://www.ijmi.ir/index.php/IJMI/about/submissions#authorGuidelines>
	+ This website has a great example on what should be included for this

Editorial Process

The PHSU Scientific Journal ensures a rigorous and transparent editorial process to maintain high-quality publications. The key stages include:

1. **Submission**
Authors submit manuscripts via the journal's online portal, adhering to the guidelines provided in the [Author Guidelines](http://www.phsujournal.com/). Submissions must include all required documents, such as a cover letter and proof of ethical compliance.
2. **Initial Review**
The editorial office reviews submissions to verify compliance with the journal’s scope, formatting, and ethical standards. Submissions that do not meet these requirements may be returned to authors for correction.
3. **Peer Review**
The journal employs a single-blind peer review process, where independent experts assess the manuscript’s originality, scientific quality, and relevance. Authors may suggest reviewers without conflicts of interest.
4. **Decision Making**
Based on peer reviewer feedback, the editorial board determines whether the manuscript is accepted, rejected, or requires revisions. Decisions are communicated within 4-6 weeks.
5. **Revisions**
Authors must address reviewer comments and resubmit within 1-2 weeks. Revised manuscripts undergo further evaluation before final acceptance.
6. **Final Approval and Publication**
Accepted articles are formatted and published under an open-access model. Articles are archived on the journal’s website, ensuring easy accessibility and searchability.

**Publication Schedule**
The journal operates on a quarterly publication cycle, with each issue featuring 10-15 articles. The editorial process from submission to acceptance is estimated to take six months, with an additional six months from acceptance to publication.

This structured approach supports timely dissemination of high-quality research while fostering transparency and collaboration between authors, reviewers, and editors.

Licensing & Copyright Terms

The PHSU Scientific Journal is committed to fostering accessibility and collaboration within the academic and scientific communities through open-access publishing. Below are the key terms regarding licensing and copyright:

1. **Copyright Ownership**
All authors retain copyright ownership of their published work. This ensures that authors maintain full rights to their intellectual property while allowing for broad dissemination of their research.
2. **Exclusive Publication**
Once a manuscript is accepted and published in the PHSU Scientific Journal, the authors agree not to submit or publish the work in any other journal or platform. This exclusivity ensures the integrity of the publication process and the originality of the journal's content.
3. **Open-Access Policy**
The journal adheres to an open-access model, enabling unrestricted access to published articles. Users can read, download, distribute, and reference articles without subscription or payment barriers, in alignment with open science principles.
4. **Creative Commons Licensing**
Articles published in the journal are distributed under a Creative Commons license (specific license type, e.g., CC BY or CC BY-NC, to be determined). This license allows users to share and adapt the work, provided proper credit is given to the authors and the original source, and any adaptations are shared under similar terms if applicable.
5. **Permission for Reuse**
Authors must secure permissions for any third-party copyrighted material (e.g., images, graphs, or tables) included in their manuscript. Proper attribution must be provided for reused content.
6. **Archiving and Distribution**
All published articles are archived on the journal's website and tagged for enhanced discoverability. Authors are encouraged to share their work on institutional repositories and personal platforms, further promoting the reach and impact of their research.

These licensing and copyright policies ensure that authors retain ownership of their work while maintaining the originality and exclusivity of the journal's content.

Author Charges

The PHSU Scientific Journal is committed to fostering open-access publication to ensure the broad dissemination of research without barriers. As of now, fees associated with open-access publication are still under review and have not been finalized.

Currently, the journal does not charge authors for manuscript submission or publication. This approach aligns with the journal's mission to support researchers, particularly those from resource-limited settings, and to encourage high-quality submissions from diverse contributors.

Any future updates regarding author charges will be communicated transparently to ensure authors are informed well in advance. If publication fees are introduced, they will be designed to support the journal's operational costs while remaining accessible to researchers globally.

Authors are encouraged to contact the editorial office with any questions regarding current or future author charges.

Contact Details

The PHSU Scientific Journal values open communication with authors, reviewers, and readers. For inquiries, submissions, or assistance, we encourage you to visit our official website, **phsujournal.com**, which serves as the preferred platform for accessing resources, submitting manuscripts, and staying updated on the journal’s activities.

Alternatively, you can reach us via email at **phsujournal@psm.edu** for additional support or specific inquiries.

These channels ensure seamless access to information and assistance, reflecting our commitment to fostering collaboration and transparency.