

INSTRUCTIONS TO PARTIES REQUESTING FOR PUBLICATION OF A SPECIAL ISSUE OR SUPPLEMENT IN THE EAST AFRICAN MEDICAL JOURNAL

- 1:** The requesting party will pay a non- refundable application fee of KES 60,000 (USD 466) This will be valid for six months only.
- 2:** The requesting party must identify a lead person who will undertake to gather all the materials to be published, read them, copy edit them or have them copy edited by one of the peers.
- 3:** The lead person will be the liaison between the journal and the requesting party
- 4:** The lead person will be the contact person to whom all communications will be addressed.
- 5:** The Journal will organize and expedite the peer review process of all manuscripts presented for publication in the supplement. In order to facilitate expedited review, the supplement lead person is required to submit the names of at least five potential reviewers who may be contacted by the journal to review the manuscripts in the supplement.
- 6:** The requesting party must understand that the quality of papers published in a supplement within the covers of our journal should be similar to those published under ordinary circumstances; the only difference being that the requesting party pays for the publication of the supplement, and peer review is expedited.
- 7:** The special issue or supplement will be published online as soon as reviewers and editors accept publication of all the submitted manuscripts.
- 8:** Prior to publication, but after acceptance for publication, the Journal will organize for typesetting and design of the manuscripts. The lead person will at this point be required to pay a fee of USD 4400 before publication.
- 9:** After getting these quotations we will ask the lead person to make full payment before the work can start. The quotations are usually valid for one month only.
- 10:** Payment must be made in full before technical typesetting and design can begin.
- 11:** The supplement will be attached to any regular number and the prerogative of this decision rests with the Editor in Chief.

12: The Journal will send pdf copies of the special issue or supplement to the lead person at the point of submission to the publisher for online publication. The pdf copies will be final and conclusive proof of publication of the special issue or supplement.