NIGERIAN SOCIETY FOR BIOMEDICAL AND CLINICAL ENGINEERING

NSBCE

JOURNAL INSTRUCTIONS FOR AUTHORS



Prepared for
NIGERIAN SOCIETY FOR BIOMEDICAL AND CLINICAL ENGINEERING (NSBCE)

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PART I

Section 1: Scope and Purpose of the Journal

1.1 Introduction

The Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ) is the official scholarly publication of the Nigerian Society for Biomedical and Clinical Engineering (NSBCE). The Journal provides an international platform for disseminating high-quality scientific knowledge, engineering innovations, technological developments, and evidence-based practices that advance biomedical engineering, clinical engineering, healthcare technology, rehabilitation engineering, and related interdisciplinary fields.

The primary objective of NSBCEJ is to facilitate the exchange of scientific knowledge between researchers, clinicians, engineers, healthcare professionals, educators, policymakers, regulators, industry partners, and innovators working to improve healthcare systems through engineering principles and technological innovation. The Journal welcomes contributions from authors worldwide whose work aligns with its mission and scope.

1.2 Aim of the Journal

NSBCEJ aims to publish peer-reviewed scholarly articles that promote excellence in biomedical and clinical engineering by disseminating original research findings, technological innovations, engineering designs, clinical applications, educational research, and policy perspectives.

Specifically, the journal aims to:

- Advance biomedical and clinical engineering research in Nigeria and internationally.
- Promote innovation in medical devices, diagnostic technologies, therapeutic systems, and healthcare technologies.
- Encourage collaboration between engineers, clinicians, scientists, educators, and healthcare institutions.
- Support evidence-based engineering practices that improve patient safety, healthcare quality, and clinical outcomes.
- Provide an avenue for researchers to communicate novel scientific discoveries and engineering solutions.
- Promote sustainable healthcare technologies suitable for both developed and resource-limited healthcare environments.
- Encourage research that supports national and international healthcare priorities, regulatory standards, and technological advancement.

1.3 Scope of the Journal

NSBCEJ welcomes manuscripts covering a broad spectrum of biomedical engineering, clinical engineering, and healthcare technology disciplines. Manuscripts should demonstrate scientific merit, engineering innovation, and practical relevance.

Areas of interest include, but are not limited to:

Medical Devices and Instrumentation: Research involving the design, development, testing, validation, maintenance, regulation, calibration, performance evaluation, and lifecycle management of medical devices and healthcare technologies.

Clinical Engineering: Studies related to healthcare technology management, equipment maintenance strategies, asset management, patient safety, technology assessment, procurement, risk management, and hospital engineering services.

Biomedical Signal and Image Processing: Research involving physiological signal acquisition, biomedical data analysis, medical imaging systems, computer vision, image reconstruction, image segmentation, machine learning applications, and diagnostic algorithms.

Biomaterials and Tissue Engineering: Development and evaluation of biomaterials, prosthetic devices, implants, regenerative medicine, tissue scaffolds, biofabrication technologies, and biomedical manufacturing.

Rehabilitation Engineering and Assistive Technologies: Research addressing assistive devices, rehabilitation robotics, prosthetics, orthotics, mobility technologies, human-machine interfaces, and technologies supporting individuals with disabilities.

Artificial Intelligence and Digital Health: Applications of artificial intelligence, machine learning, deep learning, digital diagnostics, telemedicine, wearable technologies, electronic health records, mobile health applications, and decision-support systems.

Biomedical Sensors and Biosensors: Development of biosensing technologies for clinical diagnostics, environmental monitoring, wearable sensing, point-of-care testing, and physiological monitoring.

Microfluidics and Lab-on-a-Chip Technologies: Research involving microfluidic systems, droplet-based technologies, organ-on-chip systems, diagnostic platforms, biosensing devices, and integrated analytical systems.

Healthcare Innovation: Engineering solutions that improve healthcare delivery, affordability, accessibility, sustainability, and patient-centred care.

Biomedical Education: Educational innovations, curriculum development, competency-based education, simulation training, laboratory education, accreditation, and workforce development in biomedical engineering.

The Editorial Board reserves the right to determine whether submitted manuscripts fall within the journal's scope.

1.4 Manuscripts Outside the Journal Scope

The journal does not normally consider manuscripts that:

- Lacks a clear biomedical or clinical engineering component.
- Primarily focus on basic medical sciences without engineering applications.
- Present purely commercial product advertisements.
- Report routine clinical practice without engineering innovation.
- It contains insufficient scientific methodology.
- Lacks originality or technical contribution.
- Have previously been published or are simultaneously under consideration by another journal.

Authors are encouraged to review the journal's aims and previously published articles before preparing a submission.

1.5 Intended Readership

NSBCEJ is intended for a diverse audience involved in biomedical and clinical engineering, including:

Biomedical Engineers, Clinical Engineers, Medical Physicists, Healthcare Technology Managers, Biomedical Scientists, Physicians and Surgeons, Medical Laboratory Scientists, Rehabilitation Specialists, Hospital Administrators, Regulatory Agencies, Academic Researchers, University Faculty, Graduate Students, Healthcare Technology Manufacturers, Medical Device Industry Professionals, Government Ministries, and Healthcare Policy Makers.

The journal aims to publish content that is scientifically rigorous while remaining accessible to both researchers and practicing professionals.

1.6 Editorial Standards

All manuscripts submitted to NSBCEJ are expected to meet high standards of scientific quality and professional presentation. Authors should ensure that their work:

- Addresses a clearly defined research question or technical problem.
- Demonstrates originality and contributes new knowledge or innovation.
- Employs appropriate research design, engineering methods, or analytical techniques.

- Presents accurate and reproducible results.
- Includes a balanced discussion of findings.
- Adheres to ethical standards for research and publication.
- It is written in clear, concise, and grammatically correct English.
- Complies with all formatting and submission requirements outlined in these guidelines.

Failure to meet these standards may result in the manuscript being returned to the authors for revision or declined before peer review.

1.7 Author Responsibilities

By submitting a manuscript to NSBCEJ, authors confirm that:

- The work is original and has not been published elsewhere.
- The manuscript is not under consideration by another journal.
- All authors have approved the submitted version.
- Appropriate ethical approvals have been obtained where required.
- All conflicts of interest have been disclosed.
- The data presented in the manuscript are accurate and honestly reported.
- Permission has been obtained for any copyrighted material included in the manuscript.

Authors are responsible for ensuring the accuracy of all information provided during submission, including author names, affiliations, funding information, acknowledgments, and references.

Section 2: Types of Manuscripts Accepted

2.1 Introduction

NSBCEJ publishes a diverse range of scholarly articles that advance knowledge, innovation, and professional practice in biomedical and clinical engineering. To accommodate the broad scope of research and technical developments within the discipline, the Journal accepts several categories of manuscripts, each serving a distinct purpose and audience.

Authors are encouraged to carefully select the manuscript category that best reflects the objectives, methodology, and contribution of their work. Choosing the appropriate manuscript type facilitates efficient editorial assessment, ensures appropriate peer review, and enhances the overall quality and consistency of published articles.

Each manuscript category has specific expectations regarding content, structure, depth of analysis, and scholarly contribution. Authors should prepare their submissions in accordance with the requirements described in this section.

2.2 Original Research Articles

Original Research Articles constitute the primary category of manuscripts published in NSBCEJ. These articles report novel scientific findings, engineering innovations, experimental investigations, computational studies, translational research, or technological developments that significantly contribute to biomedical and clinical engineering.

Research articles should present original work that has not been previously published or submitted elsewhere. The study should be based on a clearly defined research question or hypothesis, supported by an appropriate methodology, rigorous data analysis, and well-founded conclusions.

Author Instructions

Original Research Articles should include the following sections:

- Title
- Abstract
- Keywords
- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusion
- Acknowledgments (where applicable)
- Funding Statement
- Conflict of Interest Declaration
- Data Availability Statement
- References

The manuscript should present sufficient methodological detail to enable independent researchers to reproduce the study. Statistical analyses should be clearly described, and all results should be supported by appropriate evidence.

Editorial Expectations

Editors and reviewers will assess Original Research Articles based on:

- Scientific originality and novelty
- Technical quality
- Methodological rigor
- Reproducibility
- Clinical or engineering significance
- Quality of data presentation
- Validity of conclusions
- Contribution to biomedical and clinical engineering

Studies that merely repeat previously published work without providing significant new knowledge are unlikely to be considered for publication.

2.3 Review Articles

Review Articles provide a comprehensive and critical evaluation of published literature on a specific topic within the scope of NSBCEJ. Rather than simply summarising existing publications, review articles should analyse current knowledge, identify emerging trends, evaluate conflicting findings, and highlight research gaps that warrant further investigation.

The Journal welcomes both narrative reviews and systematic reviews. Authors are encouraged to clearly state the type of review being submitted and describe the methodology used for literature selection and evaluation.

Author Instructions

Review Articles should include:

- A clearly defined objective
- Comprehensive literature coverage
- Critical analysis rather than descriptive summaries
- Identification of research gaps
- Discussion of future research opportunities
- Conclusions supported by evidence

Authors should ensure that references are up to date and representative of the current state of the field. Excessive reliance on outdated literature should be avoided unless it is historically relevant.

Editorial Expectations

Review Articles should demonstrate:

- Extensive knowledge of the subject area
- Balanced interpretation of published studies
- Scientific objectivity
- Logical organization
- Comprehensive referencing
- Original scholarly insight

The Editorial Board may invite recognised experts to submit review articles on topics of strategic importance to the Journal.

2.4 Systematic Reviews and Meta-Analyses

Systematic Reviews and Meta-Analyses are considered high-level evidence and are encouraged where appropriate. These studies must employ transparent, reproducible methods for identifying, selecting, appraising, and synthesising published evidence.

Where statistical pooling of data is performed, authors should clearly describe the analytical methods used and discuss sources of heterogeneity and bias.

Author Instructions

Authors should:

- Clearly define the review question.
- Describe the search strategy in sufficient detail.
- State inclusion and exclusion criteria.
- Describe quality assessment methods.
- The present study used an appropriate flow diagram for selection.
- Discuss limitations of the available evidence.

Authors are encouraged to follow internationally recognised reporting guidelines for systematic reviews and meta-analyses.

Editorial Expectations

Editors will evaluate:

- Completeness of literature search
- Transparency of methodology
- Risk-of-bias assessment
- Statistical appropriateness
- Interpretation of findings
- Clinical or engineering relevance

2.5 Technical Notes

Technical Notes are concise reports describing innovative engineering methods, laboratory techniques, software tools, instrumentation improvements, prototype development, calibration procedures, manufacturing processes, or other technical advances.

These articles are intended to rapidly communicate practical innovations that may benefit researchers, clinicians, or industry professionals.

Author Instructions

Technical Notes should:

- Clearly describe the innovation.
- Explain its practical application.
- Include sufficient technical detail.
- Demonstrate validation where applicable.
- Highlight advantages over existing methods.

The manuscript should remain concise while maintaining scientific accuracy.

Editorial Expectations

Editors will consider:

- Novelty
- Technical merit
- Practical usefulness
- Engineering innovation
- Clarity of presentation

2.6 Case Studies and Case Reports

Case Studies describe practical biomedical or clinical engineering experiences that provide valuable technical, operational, educational, or clinical insights.

Examples include:

- Medical equipment failures
- Equipment management strategies
- Hospital technology implementation
- Innovative maintenance solutions
- Clinical engineering interventions
- Risk management investigations
- Technology assessment projects

Case reports involving patients should only be submitted when they demonstrate a significant engineering contribution rather than purely clinical observations.

Author Instructions

Case Studies should include:

- Background
- Description of the problem

- Investigation
- Intervention
- Outcomes
- Lessons learned
- Practical recommendations

Where patient information is included, appropriate ethical approval and consent must be obtained.

2.7 Short Communications

Short Communications provide rapid publication of preliminary findings, innovative concepts, pilot studies, or important technical observations that warrant prompt dissemination but do not require a full-length research article.

These manuscripts should present complete scientific information despite their shorter length.

Author Instructions

Authors should:

- Present concise objectives.
- Describe essential methods.
- Report key findings.
- Discuss significance.
- Avoid unnecessary background information.

2.8 Perspective and Commentary Articles

Perspective articles present informed opinions on emerging technologies, policy developments, educational issues, regulatory matters, healthcare innovation, or future directions in biomedical and clinical engineering.

Commentary articles should stimulate scientific discussion while remaining balanced, evidence-based, and professionally written.

Editorial Expectations

Perspective articles should:

- Address timely issues.
- Present balanced arguments.
- Support opinions with appropriate references.
- Encourage scholarly discussion.

Unsupported personal opinions or promotional material will not be considered.

2.9 Letters to the Editor

Letters provide readers with an opportunity to comment on previously published articles, discuss current issues, or communicate brief scientific observations.

Letters should remain concise, respectful, and evidence-based.

Where appropriate, authors of the original article may be invited to submit a response for publication alongside the letter.

2.10 Editorials

Editorials are generally commissioned by the Editor-in-Chief or Editorial Board. They discuss topics of strategic importance to the Journal, emerging research priorities, healthcare policy, or significant developments within biomedical and clinical engineering.

Unsolicited editorial proposals may be considered at the discretion of the Editorial Board.

2.11 Special Issue Articles

From time to time, NSBCEJ may publish Special Issues focusing on emerging research themes or conference proceedings. Authors submitting to a Special Issue must comply with both the general Instructions for Authors and any additional requirements specified in the Special Issue call for papers.

2.12 Selecting the Appropriate Manuscript Type

Authors should carefully evaluate the objectives and contributions of their work before submission. Selecting the correct manuscript category helps ensure that the manuscript is reviewed using the most appropriate evaluation criteria.

If authors are uncertain about the most suitable category, they are encouraged to contact the Editorial Office before submission for guidance.

Submission of a manuscript under an inappropriate category may result in delays during editorial processing or the manuscript being reassigned to a more suitable category.

Section 3: General Submission Requirements

3.1 Introduction

To maintain the quality, integrity, and consistency of all published articles, every manuscript submitted to the Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ) must comply with the Journal's general submission requirements. These requirements ensure that manuscripts are prepared in accordance with accepted scholarly publishing standards and facilitate efficient editorial processing and peer review.

3.2 Originality of Submitted Work

NSBCEJ publishes only original scholarly work that has not been previously published and is not under consideration by another journal, conference proceedings, or publisher. Originality is fundamental to scientific publishing and a primary criterion in editorial assessment.

Authors must ensure that their manuscript represents a genuine contribution to biomedical and clinical engineering. The manuscript should clearly demonstrate novelty, scientific merit, and relevance to the field.

Author Instructions

Before submission, authors must confirm that:

- The manuscript is original and represents their own work.
- The work has not been published previously in any language, except where clearly disclosed (e.g., preprints, if permitted by the Journal).
- The manuscript is not under consideration by another journal or publisher.
- All data, figures, tables, and illustrations are either original or used with appropriate permission.
- Previously published material is properly cited and acknowledged.

If the manuscript contains content that has appeared elsewhere, authors must disclose this at the time of submission and explain the extent of overlap.

Editorial Requirements

The Editorial Office reserves the right to reject manuscripts that:

- It contains substantial overlap with previously published work.
- Duplicate the authors' own earlier publications without an appropriate citation.
- Misrepresent previously published findings as new research.
- Fail to disclose prior dissemination of the work.

3.3 Simultaneous Submission Policy

NSBCEJ does not permit the simultaneous submission of the same manuscript to multiple journals. Multiple submissions consume editorial and reviewer resources unnecessarily and violate accepted standards of scholarly publishing.

Author Instructions

Authors must not submit the same manuscript, or a substantially similar version, to another journal while it is under consideration by NSBCEJ.

If authors decide to withdraw their manuscript from NSBCEJ, they must first receive written confirmation of the withdrawal before submitting the manuscript elsewhere.

Editorial Requirements

Evidence of simultaneous submission may result in:

- Immediate rejection of the manuscript.
- Notification of the authors' institution, where appropriate.
- Temporary restriction on future submissions to NSBCEJ.

3.4 Language Requirements

All manuscripts submitted to NSBCEJ must be written in clear, concise, and grammatically correct English. The Journal encourages authors to present their work in language that is scientifically accurate and accessible to an international readership.

Authors whose first language is not English are strongly encouraged to have their manuscript reviewed by a fluent English speaker or a professional language-editing service before submission.

Author Instructions

Authors should ensure that:

- Grammar and spelling are accurate and consistent.
- Scientific terminology is used correctly.
- Sentences are concise and easy to understand.
- Technical abbreviations are defined at first use.
- Units and symbols are used consistently throughout the manuscript.

The use of overly complex language, unnecessary jargon, or colloquial expressions should be avoided.

Editorial Requirements

Manuscripts containing extensive language errors may be returned to the authors for language revision before they are considered for peer review.

3.5 Authorship Responsibility

Authorship carries both academic credit and responsibility. Every listed author must have made a substantial intellectual contribution to the work and should be able to take public responsibility for its content.

Individuals who have contributed only technical assistance, administrative support, funding acquisition, or general supervision should not normally be listed as authors unless they have also made significant scholarly contributions.

Author Instructions

Before submission, authors should ensure that:

- All listed authors meet the Journal's authorship criteria.
- No deserving contributor has been omitted.
- No individual has been included as an author without their knowledge or consent.
- All authors have reviewed and approved the final manuscript.

The corresponding author is responsible for ensuring that all co-authors agree with the manuscript before submission.

3.6 ORCID Identification

To improve researcher identification and enhance the visibility of published work, NSBCEJ strongly encourages authors to register for an ORCID iD and include it during manuscript submission.

ORCID provides a unique digital identifier that distinguishes researchers and links them to their scholarly publications throughout their careers.

Author Instructions

Authors are encouraged to:

- Register for an ORCID iD if they do not already have one.
- Provide their ORCID ID during manuscript submission.
- Ensure that the information associated with their ORCID profile is accurate and up to date.

Although ORCID registration may not be mandatory for all submissions, its use is strongly recommended to facilitate accurate author identification.

3.7 Artificial Intelligence (AI) Assisted Writing

NSBCEJ recognizes that authors may use artificial intelligence (AI) tools to assist with language editing, grammar correction, formatting, or other supportive writing tasks. However, AI tools must not replace the authors' intellectual contributions.

Authors remain fully responsible for the accuracy, originality, integrity, and scientific content of their manuscripts.

Author Instructions

Where AI tools have been used, authors should:

- Use AI only as a writing or language support tool.
- Carefully review and verify all AI-generated content.
- Ensure that confidential or unpublished research data are not inappropriately disclosed to third-party AI systems.
- Disclose the use of AI in the manuscript if required by the Journal's policy.

AI systems must not be listed as authors because they cannot assume responsibility for scholarly work.

3.8 Plagiarism Screening

All manuscripts submitted to NSBCEJ may be screened using plagiarism detection software before entering peer review.

The purpose of plagiarism screening is to protect scientific integrity and ensure that published work is original.

Author Instructions

Authors should ensure that:

- All borrowed ideas are appropriately cited.
- Direct quotations are clearly identified.
- Previously published figures or tables are reproduced only with permission where necessary.
- Self-citation is appropriate and not excessive.

Authors are encouraged to check their manuscripts for similarity before submission.

Editorial Requirements

Manuscripts containing evidence of plagiarism, duplicate publication, or inappropriate text recycling may be rejected without external review.

PART 2

Section 4: Manuscript Structure and Organization

4.1 Introduction

A well-structured manuscript facilitates effective communication of research findings and ensures consistency throughout the publication process. Authors should organize their manuscripts in a logical sequence that clearly presents the research problem, methodology, results, and conclusions. Unless otherwise specified for a particular manuscript type, submissions should follow the structure outlined in this section. Adhering to these guidelines will assist editors and reviewers in evaluating the scientific quality and relevance of the work.

4.2 Title Page

The title page provides essential information about the manuscript and its authors. It should include the full title of the manuscript, the names of all authors, their institutional affiliations, the corresponding author's contact information, and ORCID IDs, where available.

The manuscript title should be concise, informative, and accurately reflect the study's content. Avoid the use of unexplained abbreviations, symbols, or overly technical phrases. Authors should ensure that names and affiliations are complete and presented consistently.

4.3 Abstract

The abstract is a concise summary of the manuscript and should provide readers with an overview of the study. It should briefly describe the background, objectives, methodology, key findings, and principal conclusions.

Abstracts should generally be between **150 and 250 words** and written as a single paragraph unless a structured format is required. References, tables, figures, citations, and undefined abbreviations should not be included.

4.4 Keywords

Authors should provide **three to six** keywords immediately following the abstract. Keywords should accurately represent the main topics of the manuscript and assist in indexing and electronic retrieval.

Where possible, authors are encouraged to use standardized scientific terminology and avoid repeating words already included in the manuscript title.

4.5 Introduction

The Introduction should establish the study's background, summarise relevant literature, identify existing knowledge gaps, and explain the research's significance. It should conclude with a clear statement of the research objectives or hypotheses.

The Introduction should be focused and concise, providing only the information necessary to understand the study's purpose and context.

4.6 Materials and Methods

The Materials and Methods section should describe the study design, materials, equipment, procedures, and analytical methods used to conduct the research. Sufficient information should be provided to enable other researchers to understand and, where appropriate, reproduce the study.

Authors should clearly describe experimental procedures, data collection methods, statistical analyses, and validation techniques. Previously published methods should be appropriately referenced, while any modifications or novel procedures should be described in sufficient detail. Ethical approval and informed consent should also be stated where applicable.

4.7 Results

The Results section should present the study's findings in a clear, logical, and objective manner, without interpretation. Results may be presented using text, tables, figures, graphs, or images, depending on the nature of the study.

Data should be reported accurately, and unnecessary duplication between text and visual elements should be avoided. Only results that are directly relevant to the objectives of the study should be included.

4.8 Discussion

The Discussion should interpret the results and explain their scientific or practical significance. Authors should compare their findings with previous studies, discuss similarities or differences, acknowledge limitations, and explain the implications of the work for biomedical and clinical engineering.

Interpretations should be supported by evidence, and conclusions should not extend beyond the data presented.

4.9 Conclusion

The Conclusion should summarise the study's principal findings and emphasise their significance, without repeating detailed results. It should clearly state the research's contribution and, where appropriate, provide recommendations for future work or practical application.

New information or unsupported claims should not be introduced in this section.

4.10 Acknowledgements

The Acknowledgements section should recognise individuals, institutions, or organizations that contributed to the research but do not meet the criteria for authorship. Contributions such as technical assistance, administrative support, laboratory services, or editorial assistance may be acknowledged.

Authors should obtain permission from individuals before including their names.

4.11 Funding Statement

Authors must disclose all sources of financial support received for the research. The Funding Statement should identify the funding organisation, grant number (where applicable), and describe the role of the funding body in the study.

If the research received no external funding, authors should include an appropriate statement indicating that no specific funding was received.

4.12 Conflict of Interest Declaration

Authors are required to disclose any financial, professional, institutional, or personal relationships that could influence the interpretation or presentation of the research. Transparency in declaring potential conflicts helps maintain the credibility and integrity of the publication process.

If no conflicts exist, authors should clearly state that there are none.

4.13 Data Availability Statement

Authors should include a Data Availability Statement describing where the data supporting the study's findings can be accessed. Where appropriate, authors are encouraged to deposit datasets in recognised repositories or make them available upon reasonable request.

Any restrictions on data availability should be clearly explained.

4.14 References

The reference list should include all sources cited in the manuscript and should be prepared according to the citation style specified by NSBCEJ. References must be accurate, complete, and consistently formatted to enable readers to locate the sources.

Authors are responsible for verifying all bibliographic information before submission.

4.15 Supplementary Materials

Supplementary materials may be submitted to provide additional information that supports the manuscript but is not essential to its main content. These may include extended datasets, detailed methodologies, multimedia files, computer code, or additional figures and tables.

All supplementary files should be clearly labelled and referenced within the manuscript.

4.16 Final Check Before Submission

Before submitting the manuscript, authors should carefully review all components to ensure compliance with the Journal's requirements. This includes verifying that the manuscript is complete, correctly formatted, free from language errors, and that all required declarations, figures, tables, references, and supporting documents have been included.

A thorough final review will help minimise delays during editorial assessment and improve the efficiency of the peer review process.

Section 5: Manuscript Preparation and Formatting Requirements

5.1 Introduction

To ensure consistency, readability, and efficient editorial processing, all manuscripts submitted to the Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ) must comply with the Journal's formatting requirements. A well-formatted manuscript facilitates peer review, minimises delays during production, and enhances the quality of the published article. Authors are advised to carefully review these requirements before submission and ensure that their manuscript conforms to the prescribed format.

5.2 General Formatting Standards

Manuscripts should be prepared using **Microsoft Word (.doc or .docx)** and written in clear, concise academic English. Authors should use a standard font such as **Times New Roman (12-point)** or **Arial (11-point)** with **1.5 line spacing** and **2.5 cm (1-inch) margins** on all sides. Pages should be numbered consecutively, and the text should be left-aligned, with no unnecessary formatting or decorative elements.

Consistency in font style, heading levels, spacing, and paragraph formatting should be maintained throughout the manuscript.

5.3 Language and Writing Style

Manuscripts should be written in professional scientific English that is clear, accurate, and grammatically correct. Authors should use precise technical terminology and avoid ambiguous expressions, excessive jargon, or informal language.

Abbreviations and acronyms should be defined at their first occurrence and used consistently thereafter. Authors whose first language is not English are encouraged to have their manuscript reviewed by a qualified English language editor before submission.

5.4 Page Layout and Organization

The manuscript should be organised using clearly numbered headings and subheadings to improve readability. Each major section should begin on a new line and follow the structure specified in **Section 4: Manuscript Structure and Organisation**.

Pages should be numbered consecutively, and line numbering is recommended to facilitate peer review. Authors should avoid excessive spacing, manual page breaks, or inconsistent formatting.

5.5 Headings and Subheadings

Headings should clearly identify each section's content and follow a logical hierarchy. A consistent numbering system (e.g., 1, 1.1, 1.1.1) should be used throughout the manuscript where appropriate.

Authors should avoid overly long headings and ensure that each heading accurately reflects the content that follows.

5.6 Tables

Tables should present data clearly and concisely, without duplicating information already provided in the text or figures. Each table should be numbered consecutively in the order in which it is cited in the manuscript.

Tables should include a concise descriptive title placed above the table, while explanatory notes and definitions of abbreviations should appear below the table where necessary. Tables must be editable and created using the table function in the word processor rather than inserted as images.

5.7 Figures and Illustrations

Figures, photographs, diagrams, charts, and other illustrations should be of high quality and clearly labelled. Each figure must be numbered consecutively and cited in the text in the order of appearance.

Figure captions should be concise but sufficiently descriptive to enable readers to understand the content without referring extensively to the main text. Images should be submitted in high-resolution formats acceptable to the Journal, such as PNG, JPEG, or TIFF.

5.8 Equations and Mathematical Expressions

Equations should be created using the equation editor in the word processing software and presented clearly and consistently. Where appropriate, equations should be numbered consecutively and referenced within the text.

All mathematical symbols and variables should be defined when first introduced to ensure clarity for readers.

5.9 Units, Symbols, and Nomenclature

Authors should use the **International System of Units (SI)** throughout the manuscript unless the use of alternative units is scientifically justified. Symbols, abbreviations, and technical terms should be used consistently, and all non-standard abbreviations should be defined at first mention.

Scientific names, gene symbols, and specialised nomenclature should follow internationally recognised conventions relevant to the discipline.

5.10 Abbreviations and Acronyms

Abbreviations should be used only where they improve readability and should not be excessive. Each abbreviation or acronym must be written in full the first time it appears in the manuscript, followed by the abbreviation in parentheses.

Commonly recognised abbreviations may be used without definition where appropriate, but consistency should be maintained throughout the manuscript.

5.11 Footnotes and Endnotes

The use of footnotes should be kept to a minimum. Essential information should be incorporated into the main text wherever possible. If footnotes are necessary, they should be numbered consecutively and used only to provide supplementary information that would otherwise interrupt the flow of the manuscript.

Endnotes should generally be avoided unless specifically required for a particular manuscript type.

5.12 References to Figures, Tables, and Equations

All figures, tables, and equations must be cited within the text before or immediately after they appear. Authors should use consistent terminology when referring to these elements (e.g., "Figure 2," "Table 1," or "Equation 3") and ensure that numbering corresponds accurately throughout the manuscript.

5.13 File Naming and Submission Format

To facilitate manuscript management, authors should use clear and descriptive file names when uploading documents. Separate files should be provided for the manuscript, figures, supplementary materials, and any other required documents, as requested.

Authors should ensure that all files are complete, free from corruption, and compatible with the Journal's submission system.

5.14 Proofreading and Quality Assurance

Before submission, authors should carefully proofread the manuscript to eliminate grammatical, typographical, formatting, and factual errors. Particular attention should be given to the consistency of terminology, numbering of figures and tables, citation accuracy, and completeness of references.

Authors are encouraged to ask a colleague or co-author to review the manuscript before submission, as an independent review often helps identify errors or inconsistencies that may have been overlooked.

5.15 Editorial Compliance

Compliance with the Journal's formatting requirements is an important part of the editorial assessment process. Manuscripts that do not conform to the prescribed formatting standards may be returned to the corresponding author for technical revision before they are considered for peer review.

Adherence to these guidelines will facilitate timely editorial processing, improve peer-review efficiency, and enhance the professional presentation of published articles.

PART 3

Section 6: Citation and Referencing Standards

6.1 Introduction

Accurate citation and referencing are fundamental to scholarly publishing. Proper citation acknowledges the contributions of previous researchers, enables readers to locate sources, and demonstrates the credibility of the research presented. Authors submitting manuscripts to the Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ) are responsible for ensuring that all sources of information are appropriately cited and referenced in accordance with the Journal's prescribed referencing style.

Failure to provide accurate citations or complete references may delay the review process and could raise concerns regarding academic integrity.

6.2 Citation Style

NSBCEJ requires authors to prepare references using the **IEEE citation style**, unless otherwise specified by the Editorial Board. References should be cited sequentially in the order in which they first appear in the manuscript using Arabic numerals enclosed in square brackets (e.g., **[1]**, **[2–4]**, **[5], [6]**).

Each reference should be cited only once, and the same reference number should be used consistently throughout the manuscript whenever that source is cited again.

6.3 In-Text Citations

All information, ideas, data, figures, tables, or methods obtained from previously published work must be appropriately cited within the text. Citations should appear immediately after the relevant statement or at the end of the sentence to which they relate.

Authors should cite the source wherever possible rather than relying on secondary references. Personal communications and unpublished observations should be used sparingly and only where essential, with the permission of the individual concerned.

6.4 Reference List

A complete list of all references cited in the manuscript must be provided at the end of the document under the heading **References**. Only sources cited within the text should be included in the reference list.

References should be arranged in numerical order according to their first citation in the manuscript and should contain sufficient bibliographic information to enable readers to locate the source. Authors are responsible for ensuring that all references are complete, accurate, and consistently formatted.

6.5 Types of References

Authors may cite a variety of credible scholarly sources, including journal articles, books, conference proceedings, technical reports, standards, theses, government publications, patents, datasets, and reputable online resources. Preference should be given to peer-reviewed literature and authoritative publications.

When citing online resources, authors should provide the full reference details, including the DOI or URL (where applicable) and the date of access if the content is subject to change.

6.6 Digital Object Identifiers (DOIs)

Where available, authors are encouraged to include the **Digital Object Identifier (DOI)** for each reference. DOIs provide a permanent electronic link to published articles and improve the accessibility and traceability of cited literature.

Authors should verify that all DOI information is accurate before submission.

6.7 Accuracy and Consistency of References

Authors are solely responsible for the accuracy of all references included in their manuscripts. Every in-text citation must correspond to a reference in the reference list, and every reference listed must be cited within the manuscript.

Authors should verify author names, article titles, journal names, publication years, volume and issue numbers, page ranges, and DOI information before submission. Inconsistent formatting or incomplete references may result in technical revisions before peer review.

6.8 Use of Recent and Relevant Literature

Authors are encouraged to cite recent, relevant, and authoritative literature that reflects the current state of knowledge in the field. While seminal publications should be included where appropriate, excessive reliance on outdated references should be avoided unless they are essential for historical context.

A balanced selection of references demonstrates familiarity with current developments and strengthens the scientific foundation of the manuscript.

6.9 Self-Citation

Authors may cite their own previously published work where it is directly relevant to the study. However, self-citations should be limited to those necessary to provide context or acknowledge prior research and should not be used solely to increase citation counts.

Excessive or inappropriate self-citation may be questioned during the editorial review process.

6.10 Citation of Figures, Tables, and Adapted Material

Figures, tables, illustrations, questionnaires, or other materials reproduced or adapted from previously published sources must be properly acknowledged. Where required, authors must obtain written permission from the copyright holder before reproducing copyrighted material.

The source of reproduced or adapted material should be clearly indicated in the figure caption or table note, together with any required copyright statement.

6.11 Reference Management Software

Authors are encouraged to use reference management software such as EndNote, Zotero, Mendeley, or other compatible citation management tools to improve accuracy and consistency. Before submission, the reference list should be carefully reviewed to ensure that all citations have been correctly formatted according to the Journal's requirements.

6.12 Editorial Review of References

As part of the initial editorial assessment, the Editorial Office may review the quality and accuracy of references. Manuscripts containing incomplete, inaccurate, excessive, or inappropriate references may be returned to the corresponding author for correction before they proceed to peer review.

Authors are therefore encouraged to perform a final verification of all citations and references before submission to ensure compliance with the Journal's citation standards

Section 7: Ethical Standards and Research Integrity

7.1 Introduction

The Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ) is committed to maintaining the highest standards of research ethics, scientific integrity, and responsible scholarly publishing. Authors are expected to conduct and report research honestly, accurately, and transparently while adhering to internationally recognised ethical principles and applicable institutional, national, and regulatory requirements.

Submission of a manuscript to NSBCEJ signifies that all authors have complied with these ethical standards and accept responsibility for the integrity of the work presented.

7.2 Originality and Academic Integrity

Manuscripts submitted to NSBCEJ must present original work that has not been previously published or simultaneously submitted to another journal. Authors should ensure that all ideas, data, figures, and text derived from other sources are appropriately acknowledged through accurate citation and referencing.

The Journal does not tolerate plagiarism, duplicate publication, data fabrication, data falsification, or any other form of academic misconduct. Any identified ethical violations may result in rejection of the manuscript or further action in accordance with the Journal's editorial policies.

7.3 Research Ethics Approval

Research involving human participants, human tissues, personal data, animals, or other regulated subjects must have received approval from an appropriately constituted Research Ethics Committee (REC), Institutional Review Board (IRB), or equivalent ethics committee before the commencement of the study.

Authors should include the name of the approving institution, approval number (where applicable), and a statement confirming that the study complied with relevant ethical guidelines. The Editorial Office reserves the right to request supporting documentation during the review process.

7.4 Human Participants and Informed Consent

Studies involving human participants must be conducted with respect for the dignity, rights, safety, and privacy of all participants. Authors must confirm that informed consent was obtained from participants before their inclusion in the study, where required.

Where photographs, clinical images, videos, or other identifiable information are included, authors must obtain written consent for publication from the participant or their legally authorised representative. Personal information should be anonymised wherever possible to protect participant confidentiality.

7.5 Animal Research

Research involving animals must comply with applicable institutional and national regulations governing the ethical care and use of laboratory animals. Authors should clearly state that appropriate ethical approval was obtained and describe measures taken to minimise pain, distress, and unnecessary suffering.

Only studies that demonstrate scientific necessity and adherence to recognised animal welfare standards will be considered for publication.

7.6 Data Integrity and Research Transparency

Authors are responsible for ensuring that all data presented in the manuscript are accurate, complete, and honestly reported. Research findings should not be fabricated, falsified, manipulated, or selectively reported in a manner that could mislead readers or distort scientific conclusions.

Authors should retain original research data and supporting documentation for a reasonable period after publication and be prepared to provide them to the Editorial Office if requested during the review or post-publication process.

7.7 Artificial Intelligence (AI) and Research Integrity

The use of artificial intelligence (AI) tools to assist with language editing, grammar correction, or formatting may be acceptable, provided that authors retain full responsibility for the content of the manuscript. AI tools must not be used to fabricate data, generate false references, manipulate research findings, or replace the authors' intellectual contributions.

Where AI-assisted tools have made a significant contribution to manuscript preparation, authors should disclose their use in accordance with the Journal's policies. AI systems cannot be listed as authors because they cannot accept responsibility for the integrity of scholarly work.

7.8 Conflicts of Interest

Authors must disclose any financial, professional, institutional, or personal relationships that could reasonably be perceived to influence the design, conduct, interpretation, or reporting of the research. Transparency in declaring potential conflicts of interest helps readers evaluate the objectivity of the published work.

If no conflicts of interest exist, authors should include a statement confirming that there are no conflicts to declare.

7.9 Authorship Ethics

All listed authors must have made substantial intellectual contributions to the conception, design, execution, analysis, or interpretation of the study and must approve the final version of the manuscript before submission. Individuals who have not met the criteria for authorship should not be listed as authors but may be acknowledged for their contributions where appropriate.

The corresponding author is responsible for ensuring that all authors have reviewed and approved the manuscript and that no eligible contributor has been omitted.

7.10 Image Integrity and Digital Manipulation

Images, micrographs, radiographs, electrophoretic gels, and other visual data must accurately represent the original findings. Any adjustments to brightness, contrast, or colour should be applied uniformly and must not alter or misrepresent the scientific information.

Selective enhancement, removal, or manipulation of images that could influence the interpretation of the results is unacceptable. Where image processing has been performed, authors should describe the methods used if relevant to the interpretation of the data.

7.11 Confidentiality and Privacy

Authors must protect the confidentiality and privacy of research participants, patients, institutions, and organisations involved in their studies. Personally identifiable information should not be included unless it is scientifically necessary and explicit written permission for publication has been obtained.

Confidential information obtained during the course of research or peer review must not be disclosed without appropriate authorisation.

7.12 Editorial Response to Ethical Concerns

The Editorial Board reserves the right to investigate suspected breaches of publication ethics at any stage of the editorial or publication process. Where concerns arise regarding plagiarism, duplicate publication, data integrity, authorship disputes, or other ethical issues, authors may be asked to provide additional information or supporting documentation.

Depending on the nature and severity of the concern, the Journal may reject the manuscript, request corrections, publish a correction or retraction after publication, or notify the relevant institutions or regulatory bodies where appropriate.

Section 8: Submission and Peer Review Process

8.1 Introduction

The Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ) is committed to a fair, transparent, and timely editorial and peer review process. All submitted manuscripts undergo an initial editorial assessment followed by an independent peer review to evaluate their scientific quality, originality, technical merit, and relevance to the Journal's scope. The review process is designed to ensure that only high-quality research meeting the Journal's standards is accepted for publication.

Authors are encouraged to fully cooperate throughout the review process by promptly responding to editorial communications and thoroughly and professionally addressing reviewers' comments.

8.2 Manuscript Submission

Manuscripts should be submitted through the official NSBCEJ online submission system or any other submission platform designated by the Editorial Office. Authors should ensure that all required documents are uploaded at the time of submission to facilitate efficient processing.

A complete submission should normally include:

- Cover letter addressed to the Editor-in-Chief.
- Manuscript file prepared according to the Journal's formatting requirements.
- Title page containing author information.
- Figures and tables (where applicable).
- Supplementary materials (if applicable).
- Ethical approval documentation (where required).
- Conflict of Interest Statement.
- Funding Statement.
- Data Availability Statement.
- Any additional documents requested by the Editorial Office.

Incomplete submissions may be returned to the corresponding author before editorial assessment.

8.3 Initial Editorial Screening

Upon submission, each manuscript undergoes an initial screening by the Editorial Office to determine whether it satisfies the Journal's basic submission requirements. This preliminary assessment is intended to ensure that only suitable manuscripts proceed to peer review.

During the initial screening, the Editorial Office will assess:

- Relevance to the aims and scope of NSBCEJ.
- Compliance with the Journal's formatting and submission requirements.
- Completeness of submission documents.
- Language quality and overall presentation.
- Originality and potential plagiarism concerns.
- Compliance with ethical and publication policies.

Manuscripts that do not meet these requirements may be returned to the authors for technical revision or declined without external review.

8.4 Assignment to an Editor

Manuscripts that successfully pass the initial screening are assigned to the Editor-in-Chief or an appropriate Associate Editor with expertise in the relevant subject area. The assigned editor conducts a preliminary scientific assessment and oversees the peer review process.

The handling editor is responsible for selecting qualified reviewers, evaluating reviewer reports, communicating with the authors, and making recommendations regarding the editorial decision.

8.5 Peer Review Process

NSBCEJ employs a **double-anonymised peer review process**, in which the identities of both authors and reviewers are concealed throughout the review. This approach promotes impartiality, minimises potential bias, and ensures that manuscripts are evaluated solely on their scientific quality and scholarly merit.

Each manuscript is normally reviewed by **at least two independent experts** in the relevant field. Reviewers assess the manuscript using established evaluation criteria and provide constructive comments to assist both the authors and the Editorial Board.

8.6 Reviewer Evaluation Criteria

During peer review, reviewers typically evaluate the manuscript based on the following criteria:

- Originality and novelty of the research.
- Scientific and technical quality.
- Relevance to biomedical and clinical engineering.
- Clarity of the research objectives.
- Appropriateness of the methodology.
- Accuracy and reliability of data analysis.
- Quality of figures, tables, and presentation.
- Interpretation of results and conclusions.
- Adequacy of references and supporting literature.
- Overall contribution to the field.

Reviewers may also provide recommendations to improve the clarity, organisation, and scientific quality of the manuscript.

8.7 Editorial Decisions

Following the peer review process, the handling editor considers the reviewers' comments and makes a recommendation to the Editor-in-Chief, who is responsible for the final editorial decision.

Editorial decisions may include:

- **Accept without revision** – The manuscript is accepted for publication in its current form.
- **Minor Revision** – The manuscript requires minor changes before acceptance.

- **Major Revision** – Significant revisions are required, after which the manuscript may undergo further review.
- **Reject with Resubmission Encouraged** – The manuscript has potential but requires substantial redevelopment before reconsideration.
- **Reject** – The manuscript does not meet the Journal's scientific or editorial standards for publication.

The Editorial Board reserves the right to reject a manuscript at any stage if significant concerns regarding quality, originality, ethics, or compliance with the Journal's policies are identified.

8.8 Revision Process

Authors receiving a revision request should carefully consider all reviewer and editorial comments and submit a revised manuscript within the timeframe specified by the Editorial Office.

The revised submission should normally include:

- A clean, revised manuscript.
- A version with tracked changes or highlighted revisions, where requested.
- A detailed response letter explaining how each reviewer's comment has been addressed or providing justification where changes were not made.

Failure to respond adequately to reviewer comments may delay the editorial process or result in rejection of the manuscript.

8.9 Final Acceptance

Once the Editorial Board is satisfied that all scientific, technical, and editorial concerns have been adequately addressed, the manuscript will be formally accepted for publication. Acceptance is based on the overall quality of the manuscript and successful completion of the peer review process.

Acceptance of a manuscript does not guarantee immediate publication, as accepted articles may undergo copyediting, typesetting, proofreading, and scheduling for a specific issue.

8.10 Appeals and Complaints

Authors who believe that an editorial decision was based on a misunderstanding or significant procedural error may submit a written appeal to the Editor-in-Chief. Appeals should present clear, objective, and evidence-based reasons for reconsideration.

The Editorial Board will review the appeal and may seek additional independent advice where necessary. The decision reached after the appeal review shall be considered final.

Complaints regarding the editorial process, reviewer conduct, or publication ethics should be submitted in writing to the Editorial Office and will be handled confidentially and in accordance with the Journal's editorial policies.

8.11 Confidentiality

All manuscripts submitted to NSBCEJ are treated as confidential documents. Editors, reviewers, and editorial staff must not disclose, distribute, or use any information contained in submitted manuscripts except as necessary for the editorial and peer review process.

Similarly, authors should treat reviewer comments and editorial correspondence as confidential unless the Journal has granted permission for disclosure.

8.12 Publication Timeline

The Editorial Office is committed to efficiently processing manuscripts while maintaining a rigorous peer-review process. Although review times may vary depending on the complexity of the manuscript and the availability of reviewers, the Journal aims to communicate editorial decisions to authors as promptly as possible.

Authors are encouraged to respond to editorial requests without unnecessary delay to facilitate timely publication.

PART 4

Section 9: Publication Ethics and Malpractice Policy

9.1 Introduction

The Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ) is committed to upholding the highest standards of publication ethics and promoting integrity in scholarly publishing. The Journal expects authors, reviewers, editors, and editorial staff to conduct themselves professionally, ethically, and transparently throughout the publication process.

NSBCEJ does not tolerate any form of publication malpractice, including plagiarism, data fabrication, falsification, duplicate publication, inappropriate authorship, or unethical research practices. Allegations of misconduct will be investigated thoroughly and handled in accordance with the Journal's editorial policies and internationally accepted principles of publication ethics.

9.2 Responsibilities of Authors

Authors are responsible for ensuring that their submitted work is original, accurate, and prepared in accordance with the Journal's ethical and editorial standards. All authors should have made a

significant intellectual contribution to the research and approve the final version of the manuscript before submission.

Authors are expected to:

- Submit original and unpublished work.
- Present research findings honestly and accurately.
- Properly acknowledge the work of others through appropriate citations.
- Disclose all sources of funding and potential conflicts of interest.
- Obtain necessary ethical approvals before conducting the research.
- Cooperate with the editorial process and respond promptly to requests for revisions or additional information.

Any significant errors discovered after publication should be reported immediately to the Editorial Office so that appropriate corrections can be made.

9.3 Responsibilities of Reviewers

Peer reviewers play an essential role in maintaining the scientific quality of the Journal. Reviewers are expected to evaluate manuscripts objectively, fairly, and confidentially, based solely on their scholarly merit.

Reviewers should:

- Accept review assignments only within their area of expertise.
- Provide constructive, objective, and timely feedback.
- Maintain the confidentiality of all submitted manuscripts.
- Declare any potential conflicts of interest before accepting a review.
- Refrain from using unpublished information obtained during the review process for personal or professional advantage.
- Notify the Editorial Office if they identify possible ethical concerns, plagiarism, or significant similarities with previously published work.

9.4 Responsibilities of Editors

Editors are responsible for ensuring the integrity, fairness, and quality of the editorial and peer review process. Editorial decisions should be based solely on the scientific merit, originality, clarity, and relevance of the manuscript, without discrimination based on nationality, institutional affiliation, gender, race, religion, or political beliefs.

Editors should:

- Manage manuscripts confidentially and impartially.
- Select qualified and independent reviewers.
- Make fair and evidence-based editorial decisions.

- Avoid conflicts of interest in handling manuscripts.
- Take appropriate action when ethical concerns or publication misconduct are identified.
- Safeguard the integrity of the scientific record through corrections, retractions, or other editorial actions where necessary.

9.5 Plagiarism and Duplicate Publication

NSBCEJ has a zero-tolerance policy toward plagiarism and duplicate publication. All manuscripts may be screened using plagiarism detection software before peer review.

Plagiarism includes the unauthorised use of another person's ideas, words, data, images, or research findings without proper acknowledgement. Duplicate publication refers to the submission or publication of substantially similar work in more than one journal without appropriate disclosure or justification.

Where evidence of plagiarism or duplicate publication is identified, the Journal may reject the manuscript, request revisions, or take additional editorial action depending on the severity of the case.

9.6 Data Fabrication and Falsification

Authors must report research findings truthfully and accurately. The fabrication, falsification, selective omission, or manipulation of research data, images, or results is considered serious scientific misconduct and is strictly prohibited.

The Editorial Office may request access to the original data or supporting documentation during the review process if concerns arise regarding data integrity. Failure to provide satisfactory evidence may result in rejection or withdrawal of the manuscript.

9.7 Authorship Misconduct

Only individuals who have made substantial intellectual contributions to the research should be listed as authors. Practices such as gift authorship, honorary authorship, ghost authorship, or omission of deserving contributors are inconsistent with accepted publication ethics.

Any changes to the authorship of a manuscript after submission, including the addition, removal, or reordering of authors, must be approved by all authors and supported by a written explanation submitted to the Editorial Office.

9.8 Conflicts of Interest

All participants in the publication process, including authors, reviewers, and editors, should disclose any financial, professional, institutional, or personal relationships that could influence their judgment or create the appearance of bias.

Where a conflict of interest exists, appropriate measures will be taken to ensure the integrity and impartiality of the editorial process.

9.9 Corrections, Retractions, and Expressions of Concern

Where significant errors or ethical concerns are identified after publication, NSBCEJ may publish a correction, corrigendum, erratum, expression of concern, or retraction, depending on the nature and severity of the issue.

Corrections will be issued when errors do not invalidate the overall findings of the article. Retractions may be issued where serious misconduct, unreliable findings, or major ethical violations are confirmed. The Journal is committed to maintaining an accurate and trustworthy scientific record.

9.10 Handling Allegations of Misconduct

The Editorial Board will investigate all allegations of publication misconduct in a fair, confidential, and impartial manner. Authors may be asked to provide explanations, supporting documents, or original research data during the investigation.

Where misconduct is confirmed, the Journal may take appropriate actions, including rejection of the manuscript, publication of a correction or retraction, notification of the authors' institution or funding body, and restriction of future submissions where warranted.

9.11 Editorial Independence

Editorial decisions are made independently of commercial interests, sponsors, advertisers, or external organisations. Acceptance or rejection of a manuscript is based solely on its scientific quality, originality, ethical compliance, and relevance to the scope of the Journal.

The Editorial Board is committed to maintaining transparency, impartiality, and academic independence throughout the publication process.

9.12 Ethical Compliance

Authors, reviewers, editors, and editorial staff are expected to uphold the ethical principles outlined in these guidelines throughout the submission, review, and publication process. By submitting a manuscript to NSBCEJ, authors acknowledge their responsibility to comply with these policies and to cooperate with the Editorial Office in addressing any ethical concerns that may arise.

Failure to comply with the Journal's publication ethics policies may result in editorial action, including manuscript rejection, withdrawal, correction, retraction, or other measures considered appropriate by the Editorial Board.

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Section 10: Authorship and Contributor Responsibilities

10.1 Introduction

Authorship is an important aspect of scholarly publishing, as it recognises intellectual contributions and assigns responsibility for the integrity of published research. The Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ) expects all authors to adhere to accepted standards of responsible authorship and to ensure that all individuals listed as authors have made meaningful contributions to the work.

All authors share responsibility for the accuracy, originality, and ethical conduct of the research presented in the manuscript.

10.2 Authorship Criteria

Authorship should be limited to individuals who have made substantial intellectual contributions to the conception, design, execution, analysis, interpretation, or reporting of the research. All authors should have participated sufficiently in the work to take public responsibility for its content.

To qualify as an author, an individual should generally have:

- Made a significant contribution to the study's conception, design, data collection, analysis, or interpretation.
- Participated in drafting or critically revising the manuscript.
- Approved the final version of the manuscript before submission.
- Agreed to be accountable for the accuracy and integrity of the work.

Individuals who do not meet these criteria should not be listed as authors but may be acknowledged appropriately.

10.3 Corresponding Author Responsibilities

The corresponding author serves as the primary contact between the authors and the Editorial Office throughout the submission, peer review, and publication process. This author is responsible for ensuring effective communication and coordinating all manuscript-related activities.

The corresponding author should:

- Submit the manuscript and all required supporting documents.
- Confirm that all authors have reviewed and approved the final manuscript.
- Ensure that all author information is accurate and complete.

- Respond promptly to editorial and reviewer comments.
- Coordinate the submission of revisions and required documentation.
- Communicate editorial decisions and publication updates to all co-authors.

The corresponding author remains the primary point of contact until the publication process is complete.

10.4 Responsibilities of Co-Authors

All co-authors share responsibility for the quality and integrity of the published work. Each author should be familiar with the manuscript's content and be able to identify their individual contribution to the research.

Co-authors are expected to:

- Review and approve the final manuscript before submission.
- Ensure that their contributions are accurately represented.
- Declare any potential conflicts of interest.
- Cooperate with the Editorial Office if clarification or additional information is required.
- Support any necessary corrections or retractions should issues arise after publication.

10.5 Author Contribution Statement

To promote transparency, NSBCEJ encourages authors to include an **Author Contribution Statement** describing the specific contributions made by each author. This statement helps readers and editors understand the roles performed during the research and manuscript preparation.

Contributions may include activities such as:

- Conceptualization
- Study design
- Data collection
- Data analysis
- Software development
- Investigation
- Project administration
- Funding acquisition
- Writing the original draft
- Manuscript review and editing
- Supervision

Authors should ensure that the contribution statement accurately reflects each author's involvement in the study.

10.6 Acknowledgement of Non-Author Contributions

Individuals or organisations that contributed to the research but do not satisfy the criteria for authorship should be recognised in the **Acknowledgements** section. Such contributions may include technical assistance, laboratory support, administrative services, language editing, statistical advice, or funding support.

Authors should obtain permission from acknowledged individuals before including their names in the manuscript.

10.7 Changes in Authorship

Requests to add, remove, or reorder authors after manuscript submission should be made only in exceptional circumstances. Any proposed change must be submitted to the Editorial Office with a written explanation and the signed agreement of all authors, including those being added or removed.

The Editorial Board reserves the right to request additional information before approving any authorship changes. Changes will generally not be permitted after a manuscript has been accepted for publication unless justified by exceptional circumstances.

10.8 Authorship Misconduct

NSBCEJ does not accept unethical authorship practices, including:

- **Gift (Honorary) Authorship:** Listing individuals who made little or no significant contribution to the work.
- **Ghost Authorship:** Excluding individuals who made substantial intellectual contributions.
- **Purchased Authorship:** Offering or accepting authorship in exchange for financial or other benefits.
- **Unauthorised Authorship:** Including an individual as an author without their knowledge or consent.

The Editorial Board will investigate any suspected authorship misconduct, which may result in rejection of the manuscript or other appropriate editorial action.

10.9 Artificial Intelligence (AI) and Authorship

Artificial intelligence (AI) tools may assist authors with language editing, formatting, or improving readability; however, AI systems cannot be credited as authors because they cannot assume responsibility for the accuracy, integrity, or originality of scholarly work.

Authors remain fully responsible for all content generated or modified with the assistance of AI tools and should disclose their use where required by the Journal's policy.

10.10 Author Responsibilities After Publication

Authors continue to have responsibilities after their work has been published. If an author identifies a significant error, omission, or inaccuracy in the published article, they should promptly notify the Editorial Office and cooperate in issuing a correction, corrigendum, or retraction where appropriate.

Authors should also respond to reasonable requests for clarification regarding the published research and, where applicable, provide access to supporting data in accordance with the Journal's data-sharing policies.

10.11 Dispute Resolution

In the event of an authorship dispute, the Editorial Office will not determine ownership of authorship but may request supporting documentation from the authors or refer the matter to the relevant institution or organisation responsible for investigating research conduct.

The Journal reserves the right to suspend editorial consideration of a manuscript until the dispute has been satisfactorily resolved.

10.12 Compliance with Authorship Policy

By submitting a manuscript to NSBCEJ, the corresponding author confirms that all listed authors meet the Journal's authorship criteria, have approved the submitted version of the manuscript, and accept responsibility for the integrity of the work.

Failure to comply with the Journal's authorship requirements may result in rejection of the manuscript, withdrawal of a published article, or other editorial actions deemed appropriate by the Editorial Board.

Section 11: Conflict of Interest and Funding Disclosure

11.1 Introduction

Transparency regarding conflicts of interest and funding sources is essential to maintaining the integrity, credibility, and objectivity of published research. Authors are required to disclose any financial, professional, institutional, or personal relationships that could influence, or be perceived to influence, the design, conduct, interpretation, or reporting of their research.

Disclosure does not necessarily indicate bias or misconduct; rather, it enables editors, reviewers, and readers to evaluate the research with appropriate context.

11.2 Conflict of Interest Disclosure

All authors must disclose any actual, potential, or perceived conflicts of interest related to the submitted manuscript. A conflict of interest may arise when an author's personal, financial, or professional interests could affect the objectivity of the research or its interpretation.

Examples of potential conflicts include:

- Employment or consultancy with a relevant organisation.
- Financial investments or share ownership.
- Receipt of grants, honoraria, or research funding.
- Patent applications, licenses, or royalties.
- Membership of advisory boards or professional committees related to the research.
- Personal or professional relationships that could influence the research outcomes.

If no conflicts of interest exist, authors should clearly state this in the manuscript.

Example:

"The authors declare that they have no known competing financial or personal interests that could have influenced the work reported in this manuscript."

11.3 Funding Disclosure

Authors must disclose all sources of financial support received for the research, manuscript preparation, or publication. The funding statement should identify the funding organisation (s), grant or award number(s), and the recipient(s) of the funding where applicable.

If the funding organisation had any involvement in the study design, data collection, analysis, interpretation, manuscript preparation, or decision to publish, this should be clearly stated.

If the study did not receive external funding, authors should include an appropriate statement.

Example:

"This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors."

11.4 Role of the Funding Organisation

To promote transparency, authors should describe the role of the funding organisation in the research. This helps readers understand whether the sponsor influenced any aspect of the study.

Where applicable, authors should indicate whether the funding body participated in:

- Study conception or design.
- Data collection or analysis.
- Interpretation of results.
- Preparation or review of the manuscript.
- Decision to submit the manuscript for publication.

If the funding organisation had no involvement beyond financial support, authors should clearly state this.

11.5 Institutional and Organisational Support

Authors should acknowledge any institutional or organisational support that contributed to the successful completion of the research. Such support may include laboratory facilities, equipment, technical assistance, access to specialised software, or administrative resources.

Institutional support that does not constitute financial sponsorship should generally be recognised in the **Acknowledgements** section rather than the Funding Statement.

11.6 Disclosure by Editors and Reviewers

Editors and reviewers are also expected to disclose any conflicts of interest that may affect their ability to evaluate a manuscript objectively. Individuals with significant conflicts should decline involvement in the editorial or peer review process.

The Editorial Office will take appropriate measures to ensure that manuscripts are assessed fairly and without bias.

11.7 Undisclosed Conflicts of Interest

Failure to disclose relevant conflicts of interest or funding information may compromise the integrity of the publication process. If undisclosed conflicts are identified before or after publication, the Editorial Board may investigate the matter and take appropriate action.

Depending on the circumstances, actions may include requesting additional disclosures, publishing a correction, withdrawing the manuscript, retracting the article, or notifying the authors' institution where necessary.

11.8 Author Responsibility

The corresponding author is responsible for ensuring that all authors have disclosed any relevant conflicts of interest and funding information before manuscript submission. All disclosures should be complete, accurate, and included in the manuscript at the time of submission.

Where circumstances change during the review or publication process, authors should promptly notify the Editorial Office and update their disclosures accordingly.

11.9 Declaration Statements

To ensure consistency, authors should include appropriate declaration statements at the end of the manuscript under the relevant headings.

Conflict of Interest Statement

- *The authors declare that they have no conflicts of interest.*
- *Author A has received research funding from XYZ Ltd. Author B declares no competing interests.*

Funding Statement

- *This work was supported by the National Research Fund under Grant No. XXXXX.*
- *This research received no external funding.*

These statements should accurately reflect the circumstances of all contributing authors.

11.10 Editorial Review of Disclosures

The Editorial Office will review all conflicts of interest and funding disclosures as part of the editorial assessment process. Where additional clarification is required, authors may be contacted before the manuscript proceeds to peer review.

Transparent and complete disclosure supports the credibility of published research and reinforces the Journal's commitment to ethical and responsible scholarly publishing

PART 5

Section 12: Data Availability and Reproducibility

12.1 Introduction

The Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ) supports the principles of transparency, reproducibility, and responsible data sharing in scientific research. Authors are encouraged to make the data supporting their findings available whenever possible, while respecting ethical, legal, and confidentiality requirements. Providing access to research data enhances the credibility of published work, facilitates independent verification, and promotes further scientific advancement.

12.2 Data Availability Statement

All manuscripts should include a **Data Availability Statement** indicating whether the data supporting the findings of the study are publicly available, available upon reasonable request, or subject to restrictions.

Where applicable, the statement should specify:

- Where the data are stored.
- How the data can be accessed.
- Any conditions or restrictions on access.

If no datasets were generated or analysed during the study, authors should clearly state this.

12.3 Data Sharing

Authors are encouraged to share research data that support the results presented in the manuscript, provided that doing so does not violate ethical, legal, contractual, or confidentiality obligations.

Where appropriate, datasets should be deposited in recognised institutional, national, or international repositories and cited within the manuscript. Shared data should be sufficiently documented to enable other researchers to understand and reuse the information.

12.4 Reproducibility of Research

Authors should provide sufficient methodological detail to enable other researchers to reproduce or validate the reported findings. The manuscript should clearly describe the study design, experimental procedures, materials, equipment, software, statistical analyses, and other relevant methods used in the research.

Where specialised protocols or custom-developed software are used, authors are encouraged to provide additional documentation or supplementary materials to improve reproducibility.

12.5 Data Accuracy and Integrity

Authors are responsible for ensuring that all data presented in the manuscript are accurate, complete, and honestly reported. Research data should not be fabricated, falsified, selectively omitted, or manipulated in a manner that misrepresents the findings.

The Editorial Office may request access to the original data or supporting documentation if concerns arise regarding data quality or integrity during the review or post-publication process.

12.6 Confidential and Sensitive Data

Where research involves confidential, proprietary, or personally identifiable information, authors must ensure that data sharing complies with applicable ethical, legal, and institutional requirements. Personal information should be anonymised or de-identified before being shared or published.

If data cannot be made publicly available due to confidentiality, privacy, intellectual property, or legal restrictions, authors should clearly explain these limitations in the Data Availability Statement.

12.7 Software, Code, and Computational Data

For studies involving software development, computational modelling, artificial intelligence, or data analysis, authors are encouraged to make relevant source code, algorithms, scripts, or computational workflows available where appropriate.

Authors should indicate where these materials can be accessed and provide sufficient documentation to enable readers to understand and reproduce the computational aspects of the research.

12.8 Supplementary Data

Large datasets, additional tables, extended figures, multimedia files, technical appendices, or other supporting information may be submitted as supplementary materials. Supplementary files should be clearly labelled, referenced within the manuscript, and accompanied by a brief description of their contents.

These materials should complement the manuscript without duplicating information presented in the main text.

12.9 Data Retention

Authors should retain the original research data and supporting documentation for a reasonable period after publication in accordance with their institutional policies or funding requirements. The Editorial Office may request access to these materials if questions arise regarding the validity or integrity of the published work.

Proper data management and retention contribute to research transparency and facilitate the resolution of any post-publication concerns.

12.10 Editorial Assessment of Data Availability

The Editorial Office may evaluate Data Availability Statements and supporting information during the editorial assessment and peer review process. Where additional clarification is required,

authors may be asked to provide further information regarding data access, storage, or reproducibility before the manuscript proceeds to publication.

Providing clear, transparent information about data availability strengthens the reliability of published research and supports the Journal's commitment to scientific integrity.

Examples of Data Availability Statements

Authors may adapt one of the following statements, as appropriate:

- **Publicly Available Data:**
  The datasets generated and/or analysed during this study are available in the [Repository Name] repository at [DOI or URL].
- **Data Available on Request:**
  The datasets generated during this study are available from the corresponding author upon reasonable request.
- **Restricted Data:**
  The data supporting the findings of this study are not publicly available due to ethical and confidentiality restrictions, but may be available from the corresponding author upon approval.
- **No Data Generated:**
  No new datasets were generated or analysed during this study.

Section 13: Reviewers' Guidelines and Evaluation Criteria

13.1 Introduction

Peer review is a fundamental component of the scholarly publication process. It plays a vital role in maintaining the quality, integrity, and scientific credibility of the Nigerian Society for Biomedical and Clinical Engineering Journal (NSBCEJ). Reviewers are expected to provide objective, constructive, and confidential assessments that assist the Editorial Board in making informed publication decisions while helping authors improve the quality of their manuscripts.

13.2 Responsibilities of Reviewers

Reviewers should evaluate manuscripts fairly, objectively, and without bias. Reviews should focus on the scientific merit, originality, clarity, and relevance of the manuscript rather than the authors or their institutions.

Reviewers are expected to:

- Accept review invitations only within their area of expertise.
- Complete reviews within the requested timeframe.
- Maintain the confidentiality of all manuscript content.
- Provide constructive and evidence-based comments.

- Declare any actual or potential conflicts of interest.
- Notify the Editorial Office of any suspected ethical concerns or publication misconduct.

13.3 Confidentiality

All manuscripts received for review are confidential documents. Reviewers must not share, distribute, or discuss the manuscript with others without prior authorisation from the Editorial Office. Information obtained during the review process must not be used for personal, academic, or commercial advantage.

If a reviewer requires assistance from a colleague, the handling editor should be notified in advance.

13.4 Evaluation Criteria

Reviewers should assess manuscripts based on their overall scientific quality and contribution to the field. The following criteria should be considered during the evaluation:

- Relevance to the aims and scope of NSBCEJ.
- Originality and novelty of the research.
- Scientific and technical merit.
- Clarity of the research objectives.
- Appropriateness of the methodology.
- Accuracy of data analysis and interpretation.
- Quality of figures, tables, and illustrations.
- Adequacy of the literature review and references.
- Significance of the findings and conclusions.
- Overall organisation, language, and presentation.

Reviewers should provide specific comments that support their evaluation and identify areas requiring improvement.

13.5 Constructive Reviewer Comments

Reviewer comments should be professional, respectful, and aimed at improving the manuscript. Feedback should clearly identify the study's strengths, any weaknesses, and any areas requiring clarification.

Where possible, reviewers should provide practical recommendations rather than general criticisms. Personal remarks or inappropriate language should be avoided.

Comments intended for the authors should be distinguished from confidential comments intended solely for the Editorial Board.

13.6 Ethical Considerations

Reviewers should remain alert to potential ethical issues, including plagiarism, duplicate publication, data fabrication, image manipulation, inappropriate citations, or unethical research practices. Any concerns should be reported confidentially to the handling editor with supporting information where possible.

Reviewers should not attempt to investigate suspected misconduct independently or contact the authors directly.

13.7 Recommendation to the Editor

At the conclusion of the review, reviewers should provide one of the following recommendations based on their assessment:

- **Accept** – The manuscript is suitable for publication with no or only minor editorial changes.
- **Minor Revision** – The manuscript requires only minor revisions before acceptance.
- **Major Revision** – Substantial revisions are necessary, and the revised manuscript may require further review.
- **Reject** – The manuscript does not meet the scientific, technical, or editorial standards required for publication.

The final publication decision rests with the Editor-in-Chief or the assigned handling editor and may differ from individual reviewer recommendations.

13.8 Timeliness of Review

Reviewers are expected to complete their reviews within the timeframe specified by the Editorial Office. If a reviewer is unable to meet the deadline or complete the review, they should notify the Editorial Office promptly so that alternative arrangements can be made.

Timely reviews contribute to an efficient editorial process and reduce publication delays for authors.

13.9 Conflict of Interest

Reviewers should decline invitations to review manuscripts where any financial, professional, institutional, or personal relationship could compromise, or reasonably be perceived to compromise, their objectivity. If a potential conflict becomes apparent after accepting a review assignment, the reviewer should immediately inform the handling editor.

The Editorial Office will determine whether the review should continue or be reassigned.

13.10 Reviewer Recognition

NSBCEJ acknowledges the valuable contributions of peer reviewers in maintaining the quality and integrity of the Journal. Reviewers may receive formal acknowledgement or certificates of service at the discretion of the Editorial Board, while maintaining the confidentiality of the peer review process.

The Journal appreciates the time, expertise, and commitment of reviewers in supporting high-quality scientific publishing.

Reviewer Evaluation Checklist

Before submitting a review, reviewers are encouraged to confirm that they have considered the following questions:

- Does the manuscript fall within the scope of NSBCEJ?
- Is the research original and scientifically sound?
- Are the objectives clearly stated and achieved?
- Is the methodology appropriate and adequately described?
- Are the results presented clearly and supported by the data?
- Do the findings justify the conclusions?
- Is the manuscript well organised and written in clear English?
- Are the references current, relevant, and appropriately cited?
- Are there any ethical concerns or potential conflicts of interest?
- What revisions, if any, would improve the quality of the manuscript?

Section 14: Final Acceptance, Proofing, and Publication Policy

14.1 Introduction

Following successful completion of the peer review process and editorial approval, manuscripts accepted for publication proceed through the final production stages. These stages include copyediting, typesetting, author proof review, final approval, and publication. Authors are expected to cooperate promptly with the Editorial Office to ensure the accuracy and timely publication of their work.

14.2 Final Acceptance

A manuscript is considered accepted for publication only after the Editor-in-Chief or the designated handling editor issues a formal acceptance decision. Acceptance is based on the manuscript's scientific quality, originality, relevance to the Journal's scope, and satisfactory response to all reviewer and editorial comments.

Acceptance does not imply immediate publication, as accepted manuscripts must complete the production process before being scheduled for publication.

14.3 Copyediting and Typesetting

After acceptance, manuscripts undergo copyediting and typesetting to ensure consistency, accuracy, and compliance with the Journal's publication standards. During this stage, grammatical errors, formatting inconsistencies, typographical mistakes, and reference formatting may be corrected without altering the scientific content of the manuscript.

The Editorial Office may contact the corresponding author if clarification is required during the production process.

14.4 Author Proof Review

The corresponding author will receive page proofs for final review before publication. Authors are responsible for carefully checking the proofs for typographical errors, formatting issues, and minor corrections.

Proofs should be reviewed promptly and returned within the timeframe specified by the Editorial Office. Delayed responses may affect the publication schedule.

Authors should note that extensive revisions, new data, additional analyses, or substantial changes to the manuscript are generally not permitted at the proof stage unless approved by the Editor-in-Chief.

14.5 Final Corrections

Only minor corrections necessary to improve accuracy or correct production errors should be made during proof review. Authors should ensure that corrections are clearly indicated and limited to typographical, formatting, or factual errors.

Requests for significant modifications after acceptance may require additional editorial evaluation and may delay publication.

14.6 Publication Schedule

Accepted manuscripts will be scheduled for publication in an upcoming issue of NSBCEJ based on editorial priorities, production schedules, and available space. The Journal reserves the right to determine the order of publication.

Where applicable, accepted articles may be published online before assignment to a specific journal issue.

14.7 Copyright and Licensing

Upon acceptance, authors may be required to complete the Journal's copyright or licensing agreement before publication. Authors should ensure that all necessary permissions have been obtained for copyrighted material, including figures, tables, photographs, and other third-party content reproduced in the manuscript.

The specific copyright ownership and licensing terms applicable to NSBCEJ will be communicated during the publication process.

14.8 Post-Publication Corrections

If significant errors are identified after publication that affect the accuracy or interpretation of the article, authors should promptly notify the Editorial Office. Depending on the nature of the issue, the Journal may publish an erratum, corrigendum, expression of concern, or retraction in accordance with its publication ethics policy.

Minor typographical errors that do not affect the scientific content may not require formal correction.

14.9 Article Retraction

In exceptional circumstances, an article may be retracted if serious ethical breaches, research misconduct, plagiarism, duplicate publication, or significant errors are identified after publication. The Editorial Board will make retraction decisions following a fair and transparent investigation.

Retraction notices will clearly explain the reasons for the retraction while maintaining the integrity of the scholarly record.

14.10 Author Responsibilities After Publication

Authors remain responsible for the integrity of their published work. They should cooperate with the Editorial Office in addressing any post-publication questions, corrections, or concerns and promptly report any significant errors discovered after publication.

Authors are encouraged to promote and disseminate their published research responsibly while accurately citing the final published version.

14.11 Editorial Rights

The Editorial Board reserves the right to make minor editorial changes to accepted manuscripts to improve clarity, grammar, formatting, and consistency, provided that such changes do not alter the scientific meaning or conclusions of the work.

Any substantial editorial changes affecting the content of the manuscript will be communicated to the corresponding author for approval before publication.

14.12 Publication Policy

Publication in NSBCEJ signifies that the manuscript has successfully met the Journal's editorial, ethical, and scientific standards. Authors are expected to comply with all publication requirements, including copyright, licensing, and post-publication responsibilities.

The Editorial Board is committed to maintaining a transparent, efficient, and high-quality publication process that promotes the dissemination of reliable and impactful research in biomedical and clinical engineering

Section 15: Manuscript Submission Templates

15.1 Introduction

To promote consistency, improve manuscript quality, and facilitate efficient editorial processing, NSBCEJ provides standardised templates and supporting documents for manuscript preparation and submission. Authors are strongly encouraged to use these templates when preparing their manuscripts, as they are designed to comply with the Journal's formatting and submission requirements.

Using the official templates helps reduce formatting errors, minimises technical revisions, and expedites the editorial and peer review process.

15.2 Official Manuscript Template

Authors should prepare their manuscripts using the official **NSBCEJ Manuscript Template**, which provides the recommended layout, formatting, heading styles, and required manuscript sections.

The template typically includes:

- Title page
- Abstract
- Keywords
- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusion
- Acknowledgements
- Funding Statement

- Conflict of Interest Declaration
- Data Availability Statement
- References

Authors should not remove mandatory sections unless they do not apply to the manuscript type.

15.3 Cover Letter Template

Every manuscript submission should be accompanied by a cover letter addressed to the **Editor-in-Chief**. The cover letter should briefly introduce the manuscript, explain its significance, confirm that the work is original and not under consideration elsewhere, and disclose any relevant ethical approvals or conflicts of interest.

The cover letter should also identify the corresponding author and provide complete contact information for future correspondence.

15.4 Title Page Template

A separate title page should be submitted containing complete author information. The title page should include:

- Full manuscript title.
- Short running title (if required).
- Full names of all authors.
- Institutional affiliations.
- Department(s) and institution(s).
- City and country.
- Corresponding author's name and email address.
- ORCID iDs (recommended).
- Funding information (where applicable).

For manuscripts undergoing double-anonymised peer review, the title page should be submitted separately from the anonymised manuscript.

15.5 Author Declaration Form

Authors may be required to complete an **Author Declaration Form** confirming that:

- The manuscript is original.
- The work has not been published or submitted elsewhere.
- All authors have approved the manuscript.
- Ethical approval has been obtained where required.
- Conflicts of interest have been disclosed.
- All information provided is accurate and complete.

The corresponding author should ensure that all declarations are submitted before editorial review.

15.6 Copyright or License Agreement

Upon acceptance, authors may be required to complete a Copyright Transfer Agreement or License to Publish, depending on the Journal's publication model. This document grants the Journal the necessary rights to publish and distribute the accepted manuscript while outlining the rights retained by the authors.

Publication cannot proceed until the required agreement has been completed.

15.7 Reviewer Response Template

When revisions are requested, authors should submit a **Response to Reviewers** document together with the revised manuscript. The response should address each reviewer's comment individually and indicate how the manuscript has been revised.

Where authors choose not to implement a recommendation, a clear and professional justification should be provided.

A well-prepared response document facilitates efficient evaluation of the revised manuscript.

15.8 Submission Checklist

Before submitting a manuscript, authors should confirm that:

- The manuscript follows the NSBCEJ formatting requirements.
- All required sections have been completed.
- Figures and tables are correctly numbered and cited.
- References are accurate and consistently formatted.
- Ethical approval has been obtained where applicable.
- Funding and conflict of interest statements have been included.
- Data Availability Statement has been provided.
- All required supporting documents have been prepared.
- The manuscript has been thoroughly proofread.

Completing this checklist before submission helps minimise delays during editorial assessment.

15.9 Supplementary Files

Where applicable, authors should upload supplementary materials as separate files. These may include:

- Additional datasets.

- Extended tables or figures.
- Multimedia files.
- Computer code or software.
- Technical appendices.
- Research instruments or questionnaires.

Each supplementary file should be clearly labelled and referenced within the manuscript.

15.10 File Naming Convention

To facilitate manuscript management, authors should use clear and consistent file names. Suggested naming conventions include:

- **Manuscript_Main.docx**
- **Title_Page.docx**
- **Cover_Letter.pdf**
- **Figures.zip**
- **Supplementary_File_1.pdf**
- **Response_to_Reviewers.docx**

File names should be concise, descriptive, and free of special characters where possible.

15.11 Final Submission Preparation

Before completing the submission process, authors should perform a final review of all files to ensure that the manuscript is complete, accurately formatted, and accompanied by all required documents. Careful preparation at this stage helps prevent delays during editorial screening and contributes to a smooth peer review process.

Authors are encouraged to retain copies of all submitted files and correspondence for their records.

Prepared for the

NIGERIAN SOCIETY FOR BIOMEDICAL & CLINICAL ENGINEERING

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