Publisher without Borders

Ghana Medical Journal – Assignment January 2017

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| Version | Date |  |
| 1.1 | 12-Mar-17 | Add reference to visit to The Lancet, London offices |
| 1.0 | 28-Feb-17 | Submission to Elsevier Foundation; Y. Schemm |
| 0.2 | 14-Feb-17 | Add text and appendix (M. Brew) |
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# Audience

For Publishers without Borders participants and Elsevier Foundation staff.

# Introduction

From January 9 through January 31, 2017 representatives from Elsevier volunteered as a Publishers without Borders (PwB) volunteers for the Ghana Medical Journal (GMJ) based at the Ghana Medical Association (GMA) offices, in Accra, Ghana, West Africa. The volunteers:

* Meg Brew-Termote, Global Supplier Management, Amsterdam – January 9 to January 31
* Jocalyn Clark, Executive Editor, The Lancet, London – January 15 to January 24

Through GMJ’s participation in the African Journals Partnership Program (AJPP), the journal has since 2004 been partnered with The Lancet. This journal serves as a mentor to the GMJ, providing support and training to help GMJ build its capacity as an influential journal for the national and international medical community. With the support of the Elsevier Foundation, PwB volunteers supplement this mentorship by providing practical publishing and capacity building assistance.

In addition, the relationship has further grown to where now the GMJ has positioned itself also as a mentor to the Serra Leone Medical journal. This is a positive triangle relationship that has developed for PwB.

# Workshops

The priority for the PwB was determined to be facilitation of series of author and reviewer workshops, led by a professional editor and writer, Jocalyn Clark, with experience in teaching writing and publication. The GMJ had not offered workshops or trainings for several years thus this outreach education activity was the main focus of the volunteer period.

Details on the workshops, format, and invitations to chosen attendees were are as follows:

* For Authors: Writing Manuscripts for Publication in Scientific Journals
  + Invitations sent to: Potential authors, current GMJ authors, faculty at the Universities and Colleges
  + Duration: 2 days
  + Locations:
    - Accra – Ghana Medical Association
      * Number of attendees at workshop: 30
    - Kumasi – Conference Center, Miklin Hotel
      * Number of attendees at workshop: 25
* For Reviewers: Manuscript Peer Review Principles
  + Invitations sent to: Current GMJ reviewers and potential reviewers
  + Duration: 1.5 days
  + Locations:
    - Accra – Ghana Medical Association
      * Number attendees: 35
    - Kumasi – Conference Center, Miklin Hotel
      * Number of attendees: 25

The workshops received positive evaluation and served as way to unite GMA, readers, writers, reviewers, and GMJ Board Members together.

See Appendix A for a listing of the types of organizations and schools that were sent invitations.

Included in Appendix B is the outline of the workshop program for the Authors. Then, in Appendix C is the outline of workshop program for the Reviewers.

Note: In the initial discussions, the workshops were proposed as a few ½ day sessions – Jocalyn was able to increase content for the additional time, plus we added facilitation of specific topics from GMJ Board members (for example: sessions on biostatistics, case reports, and GMJ workflow), where needed.

# GMJ Office

The GMJ team works within the Ghana Medical Association office structure. Currently, Freda Blanks-Obmensah, is job sharing as both the GMA Executive secretary and GMJ Editorial Assistant. She served as the daily operation contact during the PwB period. Meg had the opportunity to discuss the general journal workflow and administration efforts with David Ofori-Adjei – Editor in Chief, Margaret Lartey – Deputy Editor, Freda, and Joe Booney - current Editorial Intern. Margaret has been positioned in succession planning to next take the position as Editor-in-Chief.

In addition to the general workflow issues, these areas were included in discussions:

**Scholar One manuscript submission system:**

Before and after the workshops, Meg scheduled time to review the ScholarOne operational procedures with Freda and listen to an on-line Administrators Training session. Meg shared the Administrative Guide, Author Guide, and access to the on-line training resources with Freda for future reference. See Appendix D Scholar One.

For use of the Scholar One system appears to work very well for the GMJ. There are some points that they can further customize for specific GMJ activities. These areas they are aware of and they will follow-up, as needed. There are also additional features that they can take advantage of, for example the use of the proxy role that Freda can use to assist David and Margaret with actions. They can review the procedure guides and request assistance, as needed.

A session on the GMJ workflow within ScholarOne was included in the workshops provided.

**Points for a Business Plan:**

After observing the editorial team, a listing of points to be considered for a business plan and action items has been prepared. The points are covering a diverse area of topics for the journal and several categories of strategies for the future. In addition, the points include a sample of how an action plan could be created for the next few years.

Meg Brew presented these point to Margaret Lartey – Deputy Editor (and submitted by email to team). Margaret will review and consider further actions on these points. See Appendix E. This list of points can be used by the Editorial team to draft an actual GMJ Business plan. Taking the time to do strategic thinking with GMJ is a recommendation to include for a future PwB offer. Though, this business plan exercise will require pre-work on preparation (for content and Editorial Board involvement and discussion) time and commitment from GMJ to get this completed.

**Visit to Lancet office:**

In early March, Margaret has scheduled a week visit to The Lancet offices. This visit is under the oversite of Udani Samarasekera ([u.samarasekera@lancet.com](mailto:u.samarasekera@lancet.com)), Senior Editor at The Lancet and based in London. The Lancet partners both with the GMJ and the Sierra Leone Journal of Biomedical Research. Udani has been the Lancet’s key contact for the journals in Ghana and Sierra Leone, and was present at the last two AJPP annual meetings.

This visit will provide an orientation and opportunity for Margaret to see the active workings of a large editorial office. If the schedule allows, Jocalyn will plan time to meet with Margaret during this visit as follow-up to the PwB assignment.

# Follow-up

There are a few additional items for follow-up:

**New relations and branches from the GMJ (for additional PwB opportunities):**

Several attendees to the workshops asked about future engagements for PwB in Ghana – possible way for the GMJ to further branch out to their readership community. Would this be an option?

Joe Bonney (Editorial Intern) has asked if there is a possibility for assistance from Elsevier Foundation or Publishers without Borders to help facilitate the Emergency Centers request for support with services. They are asking for supporting with obtaining the research capacity in the Emergency Center in Kumasi, in terms of books, journals, access to database, etc.

**GMJ Staff Allocation:**

The Editorial team has proposed that a staff member be fully, allocated to the GMJ. This proposal was to be submitted to the GMA. It would be good to follow-up with David and Margaret if this request has been completed.

Also recommend to monitor the editorial teams succession planning.

**Scopus and ScienceDirect Access:**

Continue to work with Elsevier contacts to expand the access for Scopus and ScienceDirect in Ghana. Currently, access is available at the University of Ghana. There are negotiations and discussion with sales/Scopus departments to expand services. (Reference contacts: Charon Estelle Duermeijer and Ingrid van Stadt)

**GMJ Indexing - Scopus:**

A Submission Request was prepared for final review and submission for GMJ consideration to be indexed for the Scopus Database. Follow-up is needed to ensure the submission was submitted and be able to address any queries from the Scopus review team.

**Aims & Scope:**

For the Scopus Indexing submission, a draft of the GMJ Aims and Scope was proposed. This text can be further reviewed and approved by the Editorial Board for future usage – perhaps add to the GMJ website.

Aims & Scope of GMJ

The Ghana Medical Journal is a peer-reviewed journal publishing quality manuscripts on all aspects of health, health care and the medical sciences.

* Full text: Published articles are available online at the journal website, at African Journals Online (AJOL), and PubMed Central (PMC).
* Readership: Doctors, students, researchers, other health care professionals, policy makers, pharmaceutical representatives, press, and public
* Publications:
* Original Articles: Innovative or contribute further to well-established knowledge in a particular field. Articles on all the medical specialties including the basic sciences, paraclinical and clinical sciences will be considered.
* Special Articles: Review articles, articles on special medical events, clinical notes and clinical investigation. Review articles should cite original works that lead to formulation of a concept, theory or hypothesis.
* Case Reports: Extremely rare clinical syndromes and presentations, or a collection of cases highlighting particular trends or problems in clinical practice. Contributors are advised to give ample evidence in support of their claims.
* General Practice: Reserved exclusively for articles by general practitioners. The innovative idea is to encourage contributors who are in general practice to share their knowledge in general practice with the general readership. They are given a chance here to share their experiences in general medical practice especially for new trends; in areas where one has improvised due to shortage of facilities such as in rural areas; or where a particular approach to the management of clinical problems is quite different from the normal practice but gives satisfactory results.
* Correspondence: Correspondence on articles published in the journal or letter to the editor. The correspondence may seek further clarification on a published article.

The Ghana Medical Journal acknowledges support provided by the African Health Journals Partnership Project that is funded by the US National Institutes of Health (through the National Library of Medicine and the Fogarty International Center) and facilitated by the Council of Science Editors. In the African Health Journals Partnership the Ghana Medical Journal’s partner is The Lancet ([www.thelancet.com](http://www.thelancet.com)).

# Volunteer Feedback

The Ghana Medical Association (GMA) offices were in a good, secure, clean, and safe location. The GMA provide a nice office working area with two desks/chairs, air conditioning, refreshments/lunch, and readily available supplies, as needed. In addition, administrative support (copies, printing, etc.) were make available, as needed. A driver was provided for pick-up from the hotel and return to the office.

In Accra, the hotel recommended – Oceanic Resort Hotel was a very convenient location from the GMA office. This hotel location was not a serviceable business traveler hotel (i.e. main issue -no reliable internet connection) – so a move was made during the second week to the Accra City Hotel. Both hotels offered free shuttle service to and from the airport.

In Kumasi, the hotel recommended and used by entire training team – Miklin Hotel was the same location for the conference center. This location had good internet connections and provided a nice restaurant service for breakfast, lunch, and dinner.

The Editorial team and workshop participants were extremely engaged and welcoming to the volunteers, and provided a positive, professional learning and teaching environment. Evaluations submitted from attendees and general comments were very positive. Much advance work was done by the volunteers to prepare for the placement but it was the on-the-ground meetings with the Editorial team that was most productive in terms of designing and organizing the workshops and office/strategy work. Pre-placement communications with the Editorial team (hosts) was rather limited and definitely should be improved for future visits. It would seem important to gain a clear sense from the Editorial team about their needs and priorities going forward, which should drive any support or interventions PwB offers. It would be beneficial to obtain written outlines and/or objectives from the GMJ team on proposed support or interventions activities. In addition, if workshops or program or outreach actions are to be included during a PwB offer period, the volunteer needs to request to participant in the development of the program and see the invitations or promotional materials which are to be distributed.

The volunteers – Meg and Jocalyn, for this PwB assignment were a good team at the GMJ! It was beneficial to match different parts of the Elsevier business (editorial and operational roles) to be able to address multiple issues/queries out in Ghana. Meg and Jocalyn both reported learning a great deal from each other and the GMJ team members.

1. Workshops Attendees

Attendees at the workshops were from the following types of organization and schools.

Accra Workshops:

* University of Health and Allied Sciences (UHAS)
* University of Ghana School of Medicine and Dentistry (GSMD)
* Research and Development Division of the Ghana Medical Service
* Ensign College of Public Health
* Noguchi Memorial Institute for Medical Research (NMIMR)
* University of Ghana School of Public Health (UGSPH)
* School of Biomedical and Allied Health Sciences
* University of Cape Coast – School of Medical Sciences
* Ghana College of Physicians and Surgeons (GCPS)
* Names from the GMJ ScholarOne database

Kumasi Workshops

* School of Medical Sciences, University of Science and Technology (KUNST)
* School of Medicine and Health Science of University for Development Studies (UDS)
* Kumasi Center for Collaborative Research (KCCR)
* KUNST Dental School
* Ghana College of Physicians and Surgeons (GCPS)
* Kintampo Health Research Centre
* Komfo Anokye Teaching Hospital (KATH)
* Palliative CARE
* Ghana Health Services (GHS)
* Emergency Medicine (EM-Kath)
* University of Ghana - Navrongo
* Names from the GMJ Scholar One database

1. Authors’ Writing Manuscripts Workshop

Accura - Tuesday-17 January and Wednesday-18 January

Kumasi –Monday 23 January and Tuesday 24 January

**Day 1: Morning**

8:30 Arrival and Registration

9:00 Opening Prayer

9:00 Introductions – Chaired by Dr David Ofori-Adjei

• Ghana Medical Journal Editorial Board and support team

• Lead Facilitator - Dr Jocalyn Clark (JC), Executive Editor, The Lancet

• Attendees

10:00 Session 1: Introduction to publishing in journals (JC)

* Why publish?
* What do editors want?

11:15 Snack break

11:30 Session 2: Publication Ethics – (JC)

Authorship, duplicate publication, plagiarism, competing interests, etc.

13:00 lunch break

**Day 1: Afternoon**

14:00 - Session 3: The Process of Writing – part 1 (JC)

15:15 Bio-break

15:30 - Session 3: The Process of Writing – part 2 (JC)

16:30 Homework: Data Use and Interpretation Exercise for session on Day 2

(Provided by Professor Richard Biritwum (RB))

17:00 End of the day

**Day 2: Morning**

8:30 Arrival

9:00 Session 4: Data types, Presentation, and Interpretation (RB)

• Statistics related to your Objectives

• Interpretation of your data

• Data Sets

• Exercise

11:15 Snack break

11:30 Session 5: Writing Commentaries (JC)

12:15 Section 6: Writing Case Reports (Facilitated by Margaret Lartey, deputy editor, GMJ (ML))

13:00 Lunch break

**Day 2 Afternoon**

14:00 Session 7: Review Ghana Medical Journal workflow for authors (DO-A, ML, JB, MB)

15:00 Bio-break

15:15 Session 8: Choosing a Target Journal (JC)

Session 9: Writing Covering Letters (JC)

16:00 Evaluation and Closing Ceremony with Award of Certificates.

17:00 End of Workshop

1. Reviewers’ Principles of Reviewing Manuscripts Workshop

Accura - Thursday-19 January and Friday-20 January

Kumasi –Thursday 26 January and Friday 27 January

**Day 1: Morning**

8:30 Arrival and Registration

9:00 Opening Prayer

9:05 Introduction

• Ghana Medical Journal Editorial Board and support team

• Lead Facilitator - Dr Jocalyn Clark (JC), Executive Editor, The Lancet

• Attendees

10:00 Session 1 (JC):

Importance and role of peer review

Role and responsibilities of peer reviewers

11:15 Snack break

11:15 Session 2:

Writing good reviews (form and style) (JC)

13:00 Lunch break

**Day 1: Afternoon**

14:00 Session 3:

Publication Ethics (JC)

Authorship, duplicate publication, plagiarism, competing interests, etc.

15:00 Section 4: Reviewing Qualitative Research (JC)

15:45 Bio-Break

16:00 Session 5: Reviewing Case Reports (ML)

17:00 End for the day

**Day 2: Morning**

8:30 Arrival and Registration

9:00 Session 6: Appropriateness of presentation of data, statistical tests (RB)

11:00 Snack break

11:15 Session 7: Review *Ghana Medical Journal* workflow for Reviewing Manuscripts (ML, JB, MB)

12:00 Evaluation and Closing Ceremony with Award of Certificates.

13:00 Lunch

14:00 End of Workshop

1. ScholarOne

Scholar One – Administration training

We have a very good recorded session which we have been encouraging your fellow team members (Ghana Medical Journal and Publishers without Borders) to view. This allows you to watch the video at your convenience rather than staying up late at night for live training.

The link to the video is:

[**Play recording**](https://thomsonreuters.webex.com/thomsonreuters/lsr.php?RCID=285b267fef024379bb3f8974ba18adfc) (1 hr. 10 min 45 sec)

We also have several guides on our Customer Care site which you might find helpful.

<http://mchelp.manuscriptcentral.com/gethelpnow/training/admin/>

Please let me know if you would still like a live training session or if the video will help you better.

Kind regards,

Christina

**Christina Porter**

*Trainer*

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http://mchelp.manuscriptcentral.com/gethelpnow/

http://scholarone.com/

1. Points for Business Plan

**Ghana Medical Journal - Draft Ideas for Business Plan – 2017-2019**

The following bullet points are intended to assist the GMJ editorial board with development of a business plan for the next three years.

Various strategies and issues to consider are included:

**GMJ Journal**

* Publications: Original Articles, Special Articles, Case Reports, General Practice, Correspondence.
* Readership: Doctors, students, researchers, other health care professionals, policy makers, pharmaceutical representatives, press and public.
* Frequency of publication: Quarterly
* Content
  + Reginal
  + International
* Aims and Scope
  + Mission Statement

(Review and confirm with Board, and then consider placement in GMJ website)

* Editorial Board (general statement here – put names in appendix)
* Indexing GMJ
  + Medline/PubMed

(Need to confirm continued indexing)

* + Scopus and Embase

(Check submission for indexing)

* + Web of Science

(Need to apply for indexing)

* GMJ Action Plan (see table at end – look at 2-3 years to get idea of direction)

**Relationship Strategy**

* Society - GMA
  + Mutually beneficial relationship points
  + Management/sponsorship
* Partnerships
  + AJPP
  + African Journal Online
  + Publishers without Borders
  + Mentorships
    - The Lancet – Elsevier
    - Sierra Leone Journal of Biomedical Research.
* GMJ Relationships
  + Authors
  + Reviewers

**Resource Strategy**

* Staffing
  + Job Descriptions and terms of service:
    - Resource – see CSE job profiles
    - Editor-in Chief
    - Deputy Editor
    - Managing Editor
    - Editorial Board
    - IT Support
    - Internship(s)
  + Office Staff
    - 100% allocation to GMJ
    - Office – shared allocation with GMA
      * Proposal to GMA for a full time staff member
  + Succession planning
* Financials
  + Budget - Operational
    - Expenses
    - Income
  + Funding Opportunities
    - Grants
    - Programs
      * Partnerships
      * PwB
      * Others
* GMJ Suppliers
  + Thomson Reuters –ScholarOne
  + SPI – XML data
  + Others
* Archives
* Library

**Education Strategy**

* Outreach and Trainings
  + Plan Trainings - propose planning to do an annual offering – format and topics can vary – alternating focus.
  + For example, create a rotating roster of training/outreach sessions:
    - Year 1: Workshops
      * Authors - Writing for Scientific Journals
      * Reviewers – Principle for Reviewing Manuscripts
    - Year 2: Special Focus Topic sessions
      * Independent, shorter sessions (1-2-3 hours)
      * Offer 1 or 2 during in the year (for example: offer in 1st Qtr. and 3rd Qtr.)
      * (if held at mid-day, sometimes called: Lunch and Learn sessions)
    - Year 3: Workshops – Coordinate several Special Focus Topics together during a 2 day period – Independent, shorter sessions.
      * For example, offer 4 topics – 3-4 hours each
      * Could arrange as 2 days:
        + Day 1: topic A (morning) and topic B (afternoon),
        + Day 2: topic C (morning) and topic D (afternoon).
    - Year 4:
      * Back to Author and Reviewer workshops
  + Special Focus Topic Ideas suggested by some attendees at workshops for topics, include:
    - Ethics in Research and Publishing
    - Using Social Media – Create your social media strategy
    - Data Management/Biostatistics/Analysis – What to do with your data?
    - Applying for Funding – Successful Grant Writing
    - Manuscript Writing Review – style & formation for submitting to Scientific Journals
    - Use of on-line resources
    - Qualitative Research focus – defining and testing
    - Enrich & enhance your article for publication
    - Understanding the publication process
    - How to publish in GMJ and other scholarly journals
    - How to review manuscripts – the principles of peer reviews
    - What are “hot topics” in Ghana
* Conference Attendance
  + Check conferences and meeting that are appropriate for attendance
  + Check budget to be able to provide sponsorships or scholarships
    - Editorial Board sponsored
    - Author/Reviewer sponsored – perhaps offer to an author or a reviewer
    - Student/Faculty sponsored
* Continuing Education
  + Credits for courses and activities – CME and CPD
  + Administration and documentation of credits
    - Reviewing Manuscripts
    - Submitting manuscripts
    - Attending Trainings and Workshops
    - Providing Office support
      * Internships

**Technology Strategy**

* GMJ Website
  + Development
  + Maintenance
    - IT Support
    - Content Support
* Additional Services
  + Applications
    - Author Assist App
    - Other App(s)
  + Other Websites
    - Linkages
    - References
    - Resources
  + Printing
    - GMJ - distribution – limited to where print copies are needed
    - Office materials
* GMJ Workflow for manuscript submissions
  + Scholar One
    - Procedures
    - Management
    - Updates and customization
    - Reporting
  + Daily Operations
  + Trainings
* Office Equipment
  + Computers
  + Printers

**Social Media Strategy**

* Determine relevant categories of services
  + Journal website
  + Partnership websites
  + Social media services
* Define tracking statistics
  + Access
  + Utilization
    - Reporting (what do you want to know and track?)
  + Linkages
  + Reporting to Editorial Board
* Outreach and Communication
* Social Service options, include:
  + What’s App
  + Twitter
  + Facebook
  + News Feeds
  + Other services

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| Business Plan Draft – Ideas for Actions (propose annual actions) | | | |
| Quarter | 2017 | 2018 | 2019 |
| 1st | Outreach/Education- Trainings  Authors: Writing Manuscripts and  Reviewers: Principles for Reviewing  Accra and Kumasi/January  Indexing: Apply to Scopus/Elsevier | Indexing: Apply to Web of Science  Outreach/Training Session:  Afternoon Course | Outreach/Education- Trainings  Special Focus Topics for Authors and Reviewers (ex: Using Social Media, Data Management, Funding Sources)  Accura and Kumasi/January |
| 2nd | Review and Update, as needed, GMJ documentation. Including:  Aims & Scope  Author Guidelines  Editorial Board- Propose and approve Outreach/Training ideas and  Partnership activities  for next year | Review and Update, as needed, GMJ documentation. Including:  Aims & Scope  Author Guidelines  Editorial Board- Propose Outreach/Training ideas and Partnership activities for next year | Review and Update, as needed, GMJ documentation. Including:  Aims & Scope  Author Guidelines  Editorial Board- Propose Outreach/Training ideas and  Partnership activities for next year |
| 3rd | Review workflow, including using Scholar One ( determine if any edits or customization needed) | Review workflow, including using Scholar One ( determine if any edits or customization needed)  Outreach/Training Session:  Afternoon Course | Review workflow, including using Scholar One ( determine if any edits or customization needed) |
| 4th | Plan Editorial Meeting schedule for 2018-2019  (usually monthly meetings) | Plan Editorial Meeting schedule for 2019-2020  Review and Revise Business Plan for 2019 to 2021 | Plan Editorial Meeting schedule for 2020-2021 |