

APC Waiver Programme

We recognize that financial constraints should never be a barrier to the dissemination of quality research. As such, we offer waiver tiers, which must be requested at the time of manuscript submission:

1. Standard Waiver (Flat Rate)	
Waiver	USD 100
Amount payable	USD 200
Eligibility	Applies to manuscripts stemming from projects without dedicated research funding. This option is available to authors who demonstrates a need for financial assistance, regardless of institutional affiliation or geographic location.
Approval	Granted on a case-by-case basis by the Editorial Office
2. University of Ghana (UG) Staff Waiver	
Criterion	Details
Waiver percentage	Up to 50% off the standard APC
Amount payable	USD 150 (50% of 300)
Eligibility	First and corresponding authors must be current staff of the University of Ghana
Verification required	Institutional email address (ug.edu.gh) or official staff ID of first and corresponding authors
Approval	Granted on a case-by-case basis by the Editorial Office
3. Funded Projects	
Criterion	Details
Waiver	No waiver applies. The full APC is required as funding is available.
Amount payable	USD \$300 (full standard APC)
Eligibility	Research funded by a grant or institutional funding. Research with dedicated funding
4. Partial or Full Waiver (Exceptional Circumstances)	
Waiver	Variable
Amount payable	Variable
Eligibility	In exceptional cases of demonstrated severe financial hardship (such as unfunded researchers from low-income countries or independent scholars with no institutional support), the Journal may grant a partial or full waiver of

Verification required

the APC. Editorial Invitations (Manuscripts specifically commissioned or invited by the Editor-in-Chief) may be granted a partial or full waiver.

Authors requesting a full or partial waiver must upload a formal letter of request on their institution's letterhead. This letter should be signed by a Department Head or Dean, confirming that the institution does not have a budget allocated for Article Processing Charges and that the research is not supported by an external grant.

Approval

Such requests are evaluated on a case-by-case basis by the Editorial Office and require a written explanation of the author's circumstances.

Waiver Administration

All waiver decisions are managed by the Editorial Office independently of the peer-review process. To maintain editorial integrity, reviewers are not informed of waiver requests. The Journal reserves the right to request official confirmation of an author's funding status where applicable. Waiver decisions are typically made shortly after the application is received to enable authors to finalize their decision regarding APC commitment.

Invoicing and Payment

An invoice for the APC is submitted to the corresponding author only after the manuscript has been formally accepted for publication. Final payment of the APC (or formal granting of a waiver) is required before the manuscript is published online.

Editorial Disclaimer

Editorial decisions on manuscript acceptance are based solely on scholarly merit and are never influenced by an author's ability to pay or by the status of a waiver request.

How to Request a Waiver

To request a waiver, authors should contact the Editorial Office at hsijournal@ug.edu.gh

Requests should be made during submission of the manuscript. Requests made after a manuscript has been accepted are not considered.

Submission Requirement: Please include "Waiver Request Letter" as an additional file during the upload process. Include the following information:

- Manuscript title and corresponding author name and affiliation
- Requested waiver category (e.g., Standard waiver, Full waiver)
- Brief justification for waiver