

## **Publication Ethics**

### ✓ **Publication :**

- All manuscripts will be evaluated basing on content without regard to ethnic origin, gender, sexual orientation, citizenship, religious belief or political philosophy of the authors
- All submitted papers are subject to peer-review process by at least one reviewer and that are experts in the area of the particular paper.
- The factors that are taken into account in review are significance, originality, readability and language.
- The possible decisions include acceptance, acceptance with major/minor revisions, or rejection.
- Rejected articles will not be re-reviewed, but it can be resubmitted in other format.
- The paper acceptance is constrained by such legal requirements as shall then be in force regarding copyright infringement and plagiarism.

### ✓ **Responsibilities of Authors :**

- Authors must certify that the manuscript has not previously been published elsewhere.
- Authors must certify that their manuscripts are their original work.
- Authors are obliged to provide retractions or corrections of mistakes.
- All Authors mentioned in the paper must be informed about the submission of paper.
- Authors must state that all data in the paper are real and authentic.
- Authors must notify the Editor-in-chief of any conflicts of interest.
- Authors must identify all sources used in the creation of their manuscript.
- Authors must report any errors they discover in their published paper to the Editor-in-chief.

- Author and co-authors should sign the copyright transfer agreement after the acceptance of paper.
- Authors should read and agree the Publication Ethics and Malpractice Statement and guidelines for authors before the submission of paper
- ✓ **Responsibilities of Reviewers :**
  - Reviewers should keep all information regarding papers confidential and treat them as privileged information.
  - Reviews should be conducted objectively, with no personal criticism of the author.
  - Reviewers should express their views clearly with supporting arguments
  - Reviewers also check the manuscript for plagiarism, research fabrication, falsification and improper use of humans or animals in research.
  - Reviewers should also call to the Editor-in-chief attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.
- ✓ **Responsibilities of Editor :**
  - Editor is responsible for the contents and overall quality of the publication.
  - Editor should always consider the needs of the authors and the readers when attempting to improve the publication.
  - Editor should base their decisions solely on the papers' importance, originality, clarity and relevance to publication's scope.
  - Editor should not reverse their decisions nor overturn the ones of previous editors without serious reason.
  - Editor should ensure that all research material they publish conforms to internationally accepted ethical guidelines.
  - Editor should act if they suspect misconduct, whether a paper is published or unpublished, and make all reasonable attempts to persist in obtaining a resolution to the problem.
  - Editor should not reject papers based on suspicions, they should have proof of misconduct.
  - Editor should not allow any conflicts of interest between staff, authors, reviewers and board members. Editor verify the plagiarism.