

# **IJEM Statement on Publication Ethics and Publication Malpractice**

## **Duties of the Editor**

- Editor is responsible for everything published in the Journal. He/she has the right to accept or reject the manuscript, or can send the same for the modification. At the same time the editor should guard the integrity of the published record by issuing corrections and retractions when needed.
- Editor is guided by the policies of the *Journal* and constrained by the laws in force.
- Editor must ensure that each manuscript is reviewed for its intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political orientation of the authors.
- Editor should provide transparency and fairness in decision making. Decisions should be unbiased and independent from commercial influences based on appropriate peer review process and complete, honest reporting.
- Editor should inform peer reviewers and authors what is expected from them.
- Editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher.
- Unpublished materials disclosed in a submitted manuscript must not be used in the editor's own research without the express written consent of the author.

## **Duties of Authors**

- The authors must guarantee that they have written entirely original work. The work has to be clearly and honestly reported, without fabrication, falsification or inappropriate data manipulation.
- Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.
- Authors must guarantee that the manuscript has not been published elsewhere. Usually, authors should not publish manuscripts presenting the same research in more than one journal or primary publication.
- Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others

who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

- Authors should, also, provide all data related with their manuscript,
- When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the Journal editor or publisher and cooperate with the editor to retract or correct the paper.
- Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.
- Funding sources and relevant conflicts of interest should be disclosed.
- If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

### **Duties of Reviewers**

- Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.
- Reviews should be conducted objectively and promptly by qualified referees. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments. Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.
- Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.
- Reviewer must ensure that authors have acknowledged all sources of data used in the research. Any kind of similarity between the manuscript and other published paper, must be immediately brought in to notice to the Editor
- Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.