

## **Publication ethics and publication malpractice statement - AstonJournals**

The journals of 'AstonJournals' strictly comply with the moral justice and ethics, and would likewise direct a lawful audit if required on a case by case basis. The journals guarantee reproducing or promoting does not impact the decision of editors. The Editorial Board of the titles permit you to speak with different publishers, journal and authors on solicitation for association.

### **Responsibilities of Authors**

An author is expected to present the account of work in a genuine manner along with the significance. The authors are expected to present original works, and an appropriate citation should be made on citing the works of others.

An author should not include the same research in more than one manuscript for a primary publication or journal. The reported scope of work should be based on proper citation from the other publications influencing.

All listed authors must have made a significant contribution to the research presented in the manuscript and approved all its claims. It is important to list everyone who made a significant contribution, including students and laboratory technicians.

Any financial or personal interest that governs the findings or research in the manuscript along with the details of financial support and its sources should be revealed.

Through the submission of an article the respective author agrees that the article neither is under consideration nor published in any other journal.

### **Responsibilities of Reviewers**

**Confidentiality:** Reviewers should not share, examine with outsiders without the prior permission from the editor, or preserve the data from an assigned manuscript.

**Competence:** Reviewer with fair expertise should complete the review. Reviewer with inadequate expertise should feel responsible and can decline the review as it is presumed that reviewer will be an expert in respective field.

**Constructive assessment:** Reviewer comments should appreciate positive aspects of the work, identify negative aspects constructively, and indicate the enhancement needed. A reviewer should explain and support his or her judgment clearly enough that editors and authors can understand the basis of the comments. The reviewer should ensure that an observation or argument that has been previously reported be accompanied by a relevant citation and should immediately alert the editor when he or she becomes aware of duplicate publication. A reviewer should not use any kind of abusive language while commenting on an article.

**Impartiality and Integrity:** Reviewer's decision should solely depend on scientific merit, relevance to the subject, scope of the journal rather than financial, racial, ethnic origin etc., of the authors.

**Disclosure of conflict of interest:** To the extent feasible the reviewer should minimize the conflict of interest. In such situation, reviewer should notify the editor describing the conflict of interest.

**Timeliness and responsiveness:** Reviewers should morally abide to provide the review comments within the stipulated time and be active enough in responding to the queries raised by the editor if any.

### **Responsibilities of Editor and Editorial Board**

Editors have a responsibility to maintain the integrity of the literature by publishing errata or corrections identifying anything of significance, retractions, and expressions of concern as quickly as possible.

**Review process:** Editors are responsible for monitoring and ensuring the fairness, timeliness, thoroughness, and civility of the peer-review editorial process.

#### Towards Readers and Scientific community

- To ensure that the content or the author information present in the manuscript is legible.
- To evaluate all manuscripts such that they fall within the scope of the journal.
- Maintain the journals internal integrity by suggesting the corrections, dealing with retraction, supplemental data etc.
- Working with the publisher to attract the best manuscripts and research that will be of interest to readers.
- Ensure that all involved in the publication process understand that it is inappropriate to manipulate citations.

#### Towards the Journal

- **Decision-Making:** He/she is entitled to carry out decision-making in consultation with reviewers or members of the editorial board.
- **Impartiality:** An Editor should evaluate manuscripts for their intellectual content without any bias towards race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
- **Confidentiality:** The Editor or 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, as appropriate depending on the need and stage of processing.

#### Towards Publisher

- Conduct Peer review process
- Adhere by the guidelines and procedure laid down by the organization
- Make recommendations for improving evaluation and dissemination of the manuscript of the journal

### **Guidelines for retracting articles**

‘AstonJournals’ takes the responsibility to maintain the integrity and completeness of the scholarly record of the content for all end users very seriously. The journals place great

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importance on the authority of articles after they have been published and our policy is based on the best practice followed in the academic publishing community.

It is a general principle of scholarly communication that the Editor of a learned journal is solely and independently responsible for deciding which article(s) shall be published out of the submitted articles in a particular time. In making this decision, the Editor is guided by the policies of the journal's Editorial board and constrained by such legal requirements in force regarding copyright infringement and plagiarism. An outcome of this principle is the importance of the scholarly archive as a permanent, historic record of the transactions of scholarship. Articles that have been published shall remain extant, exact and unaltered as far as possible. However, occasionally unavoidable circumstances may arise where after publication the article requires retraction or even removal from a particular journal. Such actions must not be undertaken lightly and can only occur under exceptional circumstances, such as:

**Article Withdrawal:** This is only used for “Article in Press” which represents the early versions of the articles. If any article at the stage of “Article in Press”, by any means, represents infringements of professional ethical codes, such as multiple submissions, bogus claims of authorship, plagiarism, fraudulent use of data or similar incidences, the article may be withdrawn depending on the Editor’s discretion.

**Article Retraction:** Infringements of professional ethical codes, such as multiple submissions, sham claims of authorship, plagiarism, fraudulent use of data and similar claims will lead to the retraction of an article. Occasionally, a retraction will be used to correct errors in submission or publication.

**Article Removal:** Subjected to legal limitations of the publisher, copyright holder or author(s).

**Article Replacement:** Identification of false or inaccurate data that, if acted upon, would pose a serious health risk and any fraud associated with science should be treated with equal strictness.

### **Maintain the integrity of the academic record**

#### **Encouraging academic integrity**

Request evidence of ethical research approval for all relevant submissions and be prepared to question authors about aspects, such as, how patient consent was obtained or what methods were employed to minimize animal suffering.

Ensure that reports of clinical trials cite compliance with the Declaration of Helsinki<sup>6</sup>, Good Clinical Practice and other relevant guidelines to safeguard participant.

Ensure that reports of experiments on or studies of, animals cite compliance with the US Department of Health and Human Services

Guide for the Care and Use of Laboratory Animals or other relevant guidelines.

Consider appointing a journal ethics panel to advice on specific cases and review journal policies periodically.

#### **Ensuring the integrity of the academic record**

Take steps to reduce covert redundant publication, e.g. by requiring all clinical trials to be

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registered.

Ensure that published material is securely archived.

Have systems in place to give authors the opportunity to make original research articles freely available.

### **Preclude business needs from compromising intellectual and ethical standards**

Errors, inaccurate or misleading statements must be corrected promptly and with due prominence. Editors should follow the COPE guidelines on retractions.