

**Journal of Academic Reviews**  
**Publication Ethics and Publication Malpractice Statement**

**Table of Contents**

Introduction .....	2
Responsibilities of editors.....	2
Publication decisions .....	3
Peer review process .....	3
Confidentiality .....	3
Disclosure and conflicts of interest.....	4
Procedures for dealing with unethical behaviour.....	4
Duties and responsibilities of reviewers .....	4
Confidentiality .....	4
Standards of objectivity.....	5
Acknowledgement of sources .....	5
Disclosure and conflict of interest .....	5
Duties and responsibilities of authors.....	5
Publication and Submission fee .....	5
Journal Accessibility Policy .....	5
Research Objectivity .....	6
Data access and retention .....	6
Originality and plagiarism.....	6
Multiple or concurrent publication .....	6
Acknowledgement of sources .....	6
Authorship of the paper.....	7
Disclosure and conflicts of interest.....	7
Complaints and appeals.....	7
Post-publication discussions and corrections.....	7
External reference point .....	8

# **Journal of Academic Reviews**

## **Publication Ethics and Publication Malpractice Statement**

### **Introduction**

The journal's Publication Ethics and Publication Malpractice Statement embodies the "Core Practices" guidelines of the Committee on Publication Ethics ([COPE](#))

COPE's Core Practices for developing ethics policies aim to cover the following:

1. Allegations of misconduct
2. Authorship and contributorship
3. Complaints and appeals
4. Conflicts of interest / Competing interests
5. Data and reproducibility
6. Ethical oversight
7. Intellectual property
8. Journal management
9. Peer review processes
10. Post-publication discussions and corrections

### **Responsibilities of editors**

Editorial Board has the objectives to:

- to meet and advise on the journal's strategy;
- to act as a ready team of potential reviewers with an active interest in the success of the journal;
- to add credibility to the journal.

Individuals appointed to the editorial board should be made aware of their responsibilities when invited to join the board.

The editorial board will be generated from recognized experts in the various fields covered by the Journal. The editor-in-Chief will provide full names and affiliations of editorial board members as well as updated contact information for the editorial office on the inside cover of the front page.

## **Journal of Academic Reviews**

### **Publication Ethics and Publication Malpractice Statement**

All journal editors should be members of COPE (Committee on Publication Ethics), which provides a Code of Conduct and Best Practice Guidelines for editors. COPE offers advice to editors and publishers on all aspects of publication ethics and, in particular, how to handle cases of research and publication misconduct. COPE also provides a forum for members to discuss individual cases.

Members of the editorial board meet periodically to evaluate the journal's health and to discuss overall goals. The frequency of these editorial board meetings varies depending on the specific needs of the journal.

#### **Publication decisions**

The Editor-in-Chief should be responsible for deciding which of the articles submitted to the journal should be published. The Editor-in-Chief may delegate such responsibility to other member(s) of the editorial board or confer with other editors and reviewers in making such decision. The validation of the work in question and its importance to researchers and readers must always drive such decisions.

#### **Peer review process**

All of a journal's content should be subjected to peer-review. Articles submitted for possible publication are subjected to a double-blind peer review process. Articles are first reviewed by editors. The editor may reject it out of hand because it is a low-quality article so that it cannot be considered at all. Articles that are found suitable for review are then sent to two experts. Referees can make the following decisions:

- Article publishable immediately,
- Publishable with amendments and improvements, or
- Not publishable.

Referees' comments are then seen by the author.

#### **Confidentiality**

Editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author and reviewers. Editors will ensure that material submitted remains confidential while under review.

## **Journal of Academic Reviews Publication Ethics and Publication Malpractice Statement**

### **Disclosure and conflicts of interest**

All unpublished manuscripts will be returned to the author, including copies that were made for the purpose of facilitating the review process.

Privileged information or ideas obtained through peer review or editorial responsibilities must be kept confidential and not used for personal advantage.

Editors should not be involved in considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the manuscript.

Editors should require all contributors to disclose relevant competing interests.

### **Procedures for dealing with unethical behaviour**

Editors should satisfy themselves that they receive sufficient information and evidence in order to initiate an investigation for alleged unethical behaviour.

Editors should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript. Such measures will generally include contacting the author of the manuscript.

The author should be given the opportunity to respond to any allegations.

Editors should ensure that whistleblowers feel reassured that their identity will be preserved during and after the investigation.

Serious misconduct might require a formal letter to the funding body of the research when required. It may also require a formal retraction of the manuscript in the event it has already been published.

### **Duties and responsibilities of reviewers**

#### **Confidentiality**

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.

## **Journal of Academic Reviews**

### **Publication Ethics and Publication Malpractice Statement**

#### **Standards of objectivity**

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

#### **Acknowledgement of sources**

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

#### **Disclosure and conflict of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the written consent of the author. 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.

#### **Duties and responsibilities of authors**

##### **Publication and Submission fee**

No fees or charges are required from authors for manuscript processing. Authors pay neither submission nor publication fee beyond eventual conference registration fee. Full information about fees must be clearly stated on the journal's website before authors begin preparing their manuscript for submission.

##### **Journal Accessibility Policy**

Authors are required to agree with the accessibility policy of the journal. Authors will be prompted to read and agree to this policy before submitting their paper using the submission link.

## **Journal of Academic Reviews**

### **Publication Ethics and Publication Malpractice Statement**

#### Research Objectivity

Authors of papers should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Review articles should also be accurate and objective and opinions should be clearly identified as such.

#### Data access and retention

Authors are required to keep the raw data that were used to complete the research, including models that were created and third-party resources that were used.

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide access to such data

Authors should be prepared to retain such data for a reasonable time after publication.

#### Originality and plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted.

Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

#### Multiple or concurrent publication

Authors should not publish manuscripts describing essentially the same research in more than one journal or primary publication.

Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour.

#### Acknowledgement of sources

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.

## **Journal of Academic Reviews Publication Ethics and Publication Malpractice Statement**

Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source.

Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

### **Authorship of the paper**

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.

### **Disclosure and conflicts of interest**

Authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript.

Conflict of interest should be disclosed at the earliest stage possible.

### **Complaints and appeals**

Details on complaints and appeals are covered on a separate document: [Complaints and Appeals Policy](#).

### **Post-publication discussions and corrections**

The journal is currently published on the college's website. Readers are encouraged to comments on publications through an integrated tool that is monitored regularly. Letters can also be sent to the editor(s) using the following contact details:

**Email:** [jar.editor@mrcollege.ac.uk](mailto:jar.editor@mrcollege.ac.uk)

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**Address:**

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In the event of corrections, revisions or retraction of an article after publication, the editor should publish a note using the same medium as the journal, explaining the reason(s) for the changes.

**External reference point**

Committee on Publication Ethics' Core Practices, available at  
<https://publicationethics.org/core-practices>