

# International Design Journal

## Publication Ethics

### Publication Ethics for Journal Editors

#### The editor should:

- Maintain the transparency, and always be willing to publish retractions, rectifications, and erratum when required.
- Never disclose any information on submitted manuscripts before publication.
- Be accountable for everything released within the journal by having measures to assess the quality of the work they accept for the journal
- Be ready to publish corrections and annotations if necessary.
- Be fair when carrying out their duties, without bias on grounds of race, gender, sexual orientation, or religious or personal beliefs of the author(s).
- Offer guidance to authors and reviewers on all that they believe is a part of their obligations.
- Give decisions on which papers to publish based upon quality and appropriateness for the journal without allowing other bodies in the journal to interfere in their work.
- Handle submissions in a timely style and treat all manuscripts as not to be disclosed, to others for purposes of peer-review only.
- Use a framework that guarantees that peer reviewers' identities are protected.
- Have a strategy set up to make sure that commercial considerations do not affect editorial decisions,
- Handle submissions for funded issues in the same way as for standard issues so that articles are accepted completely on their scholastic legitimacy and without business impact.
- Be aware of the required response in case of suspected misconduct, plagiarism or doubtful or disputed authorship.
- Stick to the journal guidelines on everything that is expected of them and are continuously updated on new policies and developments.
- Be aware of their conflicts of interest as well as those of other journal members of staff, authors, reviewers, and editorial board members.

### Publication Ethics for Journal Authors

#### Authors should:

- Declare that all work in their submitted material is original, and cite content from other sources appropriately to avoid plagiarism.
- make sure their contribution does not contain any hostile issue or infringe any copyright or other licensed innovation rights.
- Precisely reflect who did the investigations, composed the article, and the order of authorship in the listing of authors and it has been jointly determined by all of the co-authors

- Be aware of the submission of their paper to the journal and agree to the main author signing any consent or form on their behalf.
- Make sure that their manuscript as submitted is not submitted, under consideration or accepted for publication elsewhere.
- acknowledge and cite any sections of the manuscript that overlap with published or submitted content.
- Obtain permission to reproduce any content from third-party sources (text and images).
- Declare the source of funding for a research project on all funded research papers. Other sources of support (including funding for open access article processing charges) should also be identified in the manuscript, typically in an acknowledgment.
- Declare any potential conflicts of interest relating to a specific article and evaluate manuscripts objectively based on their academic merit free of any commercial or self-interests.
- Instantly inform the editor or publisher if there is a significant error in their published piece, and work with the editor to publish an erratum, addendum or withdrawal where necessary.
- Be aware that they have the right to appeal to editorial decisions.
- investigate promptly in detail with suitable authority any kind of misconduct in research, and resolve with diligence any suspicious act of misconduct is observed in the peer review.

## **Publication Ethics for Journal Article Reviewers**

### **Reviewers should:**

- Assist in improving the quality of a submitted article by reviewing the manuscript with care, consideration, and objectivity, on time.
- Inform the journal editor of any published or submitted content that is similar to the material under review or any suspected plagiarism.
- Declare any potential conflicts of interest relating to a specific article or author. Respect the confidentiality of any information or material supplied during the review process.
- Provide a detailed, constructive, and unbiased evaluation promptly on the scientific content of the work.
- Indicate whether the writing is relevant, concise & clear and evaluating the originality and scientific accuracy.
- Maintain the confidentiality of the complete review process.
- Notify the journal editor about any financial or personal conflict of interest and declining to review the manuscript when a possibility of such a conflict exists.
- Notify the journal editor of any ethical concerns in their evaluation of submitted manuscripts; such as any violation of ethical treatment of animal or human subjects or any considerable similarity between the previously published article and any reviewed manuscript.