

## **Publishing Code of Ethics \***

This code of ethics should be considered as guidelines that are advisory based on existing best practices. The guidelines were developed to assist in informing and promoting integrity in academic publishing. There will always be judgments about best practices, and the code is designed to provide guidance on the most appropriate way to address publishing integrity. The purpose of the code is for providing information, not creating new standards. The scientific community has developed principles, standards, and guidelines that this code represents. The Committee on Publishing Ethics (COPE) is an excellent source for additional guidelines and cases on specific breaches of publication ethics and the resolution of conflicts.

### **1 Conducting Research**

- 1.1 Research projects should be designed to use the most appropriate methodology to address the topic under investigation.
- 1.2 All data sources and methods should be accurately disclosed.
- 1.3 Sources of potential bias should be identified and any errors discovered should be reported.
- 1.4 When reporting findings, there should be no manipulation of findings, omission of data, or deletion of hypotheses that were found not significant.
- 1.5 The discovery of errors requiring corrections or clarifications should be made available at any stage of the research and publishing process.
- 1.6 Internal validity should be ensured by appropriate research design and sample selection in empirical research.
- 1.7 For any research project that includes human participants as data sources, there needs to be a discussion that identifies the overall “defined target population” of interest as well as “inclusion” and/or “exclusion” the factors used to determine individuals qualification as participant in the research project.

### **2 Authorship**

- 2.1 Only those that contribute to the conception, design, and writing of the article should be considered co-authors. This means they contribute substantially to writing and revising the manuscript.
- 2.2 In planning the research, it is important to determine those who will qualify for authorship, contributors but not authors, and the order of authorship should be established.
- 2.3 The practices of placing co-authors on the article for reasons other than their active participation is not acceptable in that it creates gift authorship.
- 2.4 Before submitting a manuscript, all co-authors involved should agree to take responsibility for the final manuscript.

2.5 Any form of contribution of others including the development of ideas, gathering data, technical assistance, or providing comments should be in the acknowledgements.

2.6 Those that edit, suggest research methods, or only collect data should be acknowledged but should not be listed as authors.

### 3 Plagiarism

3.1 The use of published or unpublished ideas or content should be referenced.

3.2 When two or more papers share the same conceptual framework, hypothesis, and/or data, all previous articles should be identified. Redundant publication should be avoided when papers are published without proper cross references.

3.3 All references should be based on the original publication, not taken from the reference of other publications

3.4 Since plagiarism among junior authors may result from poor mentorship or supervision, senior or experienced co-authors should provide appropriate oversight to prevent plagiarism.

3.5 Copying or adopting sentences from a wide range of sources without documentation should be avoided.

3.6 Self-plagiarism, or ideoplagiarism, should be avoided by citing previous work. This is especially important when co-authors are associated with the previous work.

### 4 Conflicts of Interest

4.1 Any interest or involvement that could influence the editor or reviewers should be disclosed.

4.2 Self-publishing in a predatory journal and claiming a legitimate peer reviewed article is a conflict of interest.

4.3 Suggesting reviewers that know the authors work or are close associates should be avoided.

4.4 Financial support of the research should be acknowledged if material.

4.5 Editors have a responsibility not to develop reciprocation agreements or behavior that results in mutual exchange of publishing each other's work.

4.6 Attempting to influence editors by providing special rewards or benefits with the expectations of special publishing favor is not acceptable.

### 5 Human Subjects and Respondents

5.1 Subjects or respondents should provide informed consent allowing for voluntary participation.

5.2 Informed consent should not be coerced or improperly pressured on any participant in the research process.

5.3 Subjects or respondents should be allowed to withdraw from the research at any time.

- 5.4 The privacy and the confidentiality of subjects and respondents should be protected.
- 5.5 Organizational compliance and training for human subjects and respondents must be implemented as required.
- 5.6 Since IRB can vary between organizations, researchers should inquire about requirements any time they obtain data for analysis that is based on human subjects.

## 6 Reviewing

- 6.1 Respect the confidentiality of the peer review and do not involve others to assist without permission.
- 6.2 Do not conduct a review unless you have expertise in the subject matter.
- 6.3 Report any ethical violations or irregularities such as plagiarism or conflicts of interest by reporting observations to the editor.
- 6.4 Reviewers should withdraw from reviewing a manuscript if they recognize the authors.
- 6.5 Provide appropriate feedback of the strengths and weaknesses of the manuscript. If possible, support should be provided for opinions.
- 6.6 Provide suggestions based on academically valid reasons, avoiding unjustified criticisms.