

# Journal Ethics and Malpractice

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## Committee and Publication Ethics

IJNTSE committee is to investigate allegations of misconduct and to ensure the integrity of research work presented in submitted papers. Committee will immediately reject the paper if found any issue or allegations or plagiarism of paper crosses the limit (i.e., less than 15% excluding title of the paper, references and biography of authors).

## Developing Ethics and Policy of Journal

Almost every step in the publishing process involves important ethical principles of journal which must follow all the authors who wish to submit the paper and members of journal. Having clear statements on these issues can encourage responsible publication practices. A clear description of ethical principles will help author to produce high quality of research work and will help manage situations that may arise if these statements have not been adhered to by authors. Below you will find a few of the most important ethical principles.

### 1. Clear procedure on submission of the work

- Articles submitted to the journal should meet the minimum criteria that must not be under consideration for publication elsewhere (In any journal or in any conference).
- That copyright has not been breakthrough in the process of publication.

### 2. What type of data is acceptable or not acceptable for publication

- Previous content should not be published otherwise; it should be treated as falsification.
- Authors should expect to give full discloser for transparency reasons and also author should take necessary approval from the original publisher.

- Authors should cite the proper reference before presenting some content to respective papers and should not copy any original results published by others without taking prior permission from them.
- If the research work is funded by some agencies or supported by researchers, authors should mention the details in acknowledgement section of the paper.

### **3. Peer review Process**

- The peer review is the process of subjecting an author's scholarly work research or Ideas to the scrutiny of the others, has been reviewed by the same field of experts before publication.

## **Liabilities of Authors**

### **1. 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. Transparency about the contributions of authors is encouraged. The corresponding author or submitted author should address all the authors who provided their contribution to the research work. It is the fundamental ethics to address all the authors for their contribution toward the research in paper.

### **2. Data access and retention**

Authors are asked to provide the raw data connection with a paper for editorial review and should be prepared to provide public access to such data, if practicable and should any event to prepare to retain such data for a reasonable time after publication.

### **3. 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, then this has been appropriately cited or quoted. The journal uses the very well and widely accepted plagiarism detected tools such as Turnitin and Viper. All the submitted manuscripts are first subjected to plagiarism check and then the publishing cycle begins. If the plagiarism is detected any false or copied content during in the review process, that content or paper will be rejected immediately. We are straight at plagiarism and not to encourage the publication of copied content. However, the journal accepts the percentage of plagiarism up to 15.

### **4. Fundamental errors in published works**

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 content or paper.

### **5. Duplication of Figures/Tables**

- All the figures/Tables appearing must be numbered in the order of that they appearing in the text.
- Each figure/Table must have a caption that should be mentioned about whole content.
- That caption should be appearing below the figure.

- Tables should be presented with single horizontal line under: the table caption, the column headings.
- The figure and tables should be cited properly with full details and with proper references if required any. The detailed explanation and description is required to readers for better understanding.

## **6. Disclosure and Conflict of Interest**

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. However, we are following double blind review to not know of authors of papers to reviewers. But till, the reviewers should not misuse the submitted papers by authors.

## **7. Multiple, Redundant or Concurrent Publication**

An author should not in general 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 behavior and is unacceptable.

## **8. Reporting Standards**

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance.

## **Duties of Editorial Board**

### **1. Publication decisions**

The editor of a peer-reviewed journal IJNTSE is responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editor may confer with other editors or reviewers in making this decision.

### **2. Fair play**

An editor should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

### **3. Confidentiality**

The 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, as appropriate.

### **4. Disclosure and conflicts of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Editors should refuse themselves (i.e. should ask a co-editor, associate editor or other member of the editorial board instead to review and consider) from 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 papers. Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern.

### **5. Involvement and cooperation in investigations**

An editor should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper, in conjunction with the publisher (or society). Such measures will generally include contacting the author of the manuscript or paper and giving due consideration of the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies, and if the complaint is upheld, the publication of a correction, retraction, expression of concern, or other note, as may be relevant. Every reported act of unethical publishing behavior must be looked into, even if it is discovered years after publication.

## **Liabilities of reviewers**

Reviewers must ensure that reviews of the manuscript is completed and provides suitable comments for improvements. Maintain confidentiality about the manuscript obtained for review, by not discussing with others. All references are not cited by author should be removed. All citations should be accompanied with any previously reported observation.

### **1. Contribution to editorial decisions**

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. Peer review is an essential component of formal scholarly communication, and lies at the heart of the scientific method. Elsevier shares the view of many that all scholars who wish to contribute to publications have an obligation to do a fair share of reviewing.

### **2. Promptness**

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.

### **3. 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.

### **4. Standards of objectivity**

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

### **5. 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.

### **6. Disclosure and conflict of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the express 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.

### **When an author is banned in the case of....?**

The content should not be copied otherwise advice that the matter of punishment should reside with author's institute. Author should maintain novelty in his paper. Authors should not misuse of others paper and used unparliamentary language or any kind of illegal things.

### **Publication rules:**

- Paper should be in journal format. The papers which are not following the journal format will not be published even accept the paper under review process.
- Copyright form should be submitted by author(s) once the paper got accepted. Without submitting the copyright form, paper will not be considered for publication.
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- Confidential matters or research matters related to security issues of countries will not be accepted for publication.
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### **Suggestions....**

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With regards

Editor in chief and publication Editor, IJNTSE

**Dr. S. G. Malla**