



## Ethically Guidelines for Editors

### The Editor's Responsibilities

- Establishing and maintaining quality of the journal by publishing quality
- Promotion of freedom of expression within the cultural, constitutional/legal framework

### Good practices

- Encouraging new ideas and suggestions for improving quality of JIRS
- Applying the process of blind peer review in its true letter and spirit
- Promoting & implementing anti plagiarism & journal's policy without institutional pressure

### Fair play and Impartiality

- Will ensure impartial evaluation of the content of research papers
- Disregard the all discriminating factors during selection of articles, e.g. gender, race, ethnicity, religious belief, etc. of author(s)

### Confidentiality

- Confidentiality of the author(s) and reviewers during the peer review process will be ensured
- Confidentiality of the participants of the research should also be ensured
- Prior to publication, the content of the manuscript would be kept confidential

### Editing and Formatting Guidelines

- Clear guidelines about preparing and formatting of a paper are available on JIRS webpage

### The Review Process

- Articles are initially scrutinized and then go through double-blind peer review process
- Sufficient guidelines along with a Reviewer's Proforma are provided to reviewers (see: Reviewer's Proforma download section)
- Sharing the reviewer's comments with author and incorporation of suggested corrections
- Referring troublesome cases to Advisory Committee



## Dealing with Misconduct

- Will encourages reviewers to comment on ethical issues and possible misconduct
- Confirmation of plagiarism through Turnitin and/or searching for similar titles etc
- Will publish a corrigendum, remove and retract a plagiarized article

## Transparency

- Only one paper as a PI (Principle Investigator) should be published in the same issue
- Editorial Board Members will only be limited to ONE paper per issue
- Authorship & co-authorship policy will be strictly adopted

## Conflict of Interest

- The editors and reviewers will not edit a submitted paper for those author(s) and/or institution against which s/he has any conflicts of interest

## Disclosure

- will not use any unpublished information/data from the submitted research paper without the permission of the author(s)

## Publication Decisions

- Only shortlisted research papers relevant to the scope of the journal will be published after completion of the review process
- Acceptation or rejection of a paper will be based on academic standards
- The Editor will justifies the reason (s) of rejecting a research paper and will timely communicate the editorial decision to the author(s)

## Procedure for Appeal

The Editor is responsible for establishing a proper mechanism for appeals launched against:

- The rejection of a research paper
- Objections to publications causing harm to any party
- Infringement of Ethical boundaries in any manner