



Journal of Business and Management Sciences

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Publication Ethics

In order to improve the quality of our **Journal of Business and Management Sciences**, We should emphasis on some principles of publication ethics to clarify the duties of all parts involved.

In The act of publishing .the, three parts involved in publishing are the editor, authors and reviewers, each of them have some duties as based on COPE's (Committee On Publication Ethics) best practice guideline of journal editors.

Ethical charter objectives

- To clarify the role and duties of partners in publishing an article.
- To protect authors rights.
- To protect and promote scientific research by ethical charter rules.

1. Responsibilities of editors

Fair review:

One of the most important duties of editors is to insure peer-review fairly and wisely, .the process of peer-review should be well explained by the editor to authors.

Disclose and conflicts:

Editors should have appropriate policies in place for handling editorial conflicts of interest.

Publication decisions:

The editor- in -chief of the journal is responsible for deciding which of the articles submitted to the journal should be published and he can be assisted in his decision by the editorial board in somecases . the editor-in- chief also has the right to reject a paper for some reasons such as paper poor quality , the subject has no relationship with the field of the journal or the paper submitted with no respect to the guideline author .these decisions should be made in a fair and unbiased way .

Confidentiality:

The editorial staff especially the editor-in-chief and the editorial board must not disclose any information about a submitted manuscript to anyone other than the authors of manuscript, reviewers, potential reviewer, other editorial adviser and the publisher appropriate.

2. Responsibilities of reviewers

Confidentiality:

Material under review can not be able to be shared or discussed with anyone outside the review process. Furthermore, privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

Punctuality:

A reviewer should agree to review only those manuscripts, that can be finished on time as indicated by the editor-in-chief and he should inform him for any delay.

Promptness:

The reviewer should notify the editor immediately if he feels unable to review the article across the platform ASJP.

Assist editorial decisions:

The reviewer assist the editor-in-chief and the editorial board in making decisions and, editorial communication with the author may assist him to improve his paper following the remarks made by the reviewer.

Disclosure of conflict of interest:

The reviewer must avoid, or disclose any conflict of interest.

3. Responsibilities of authors

Responsibility:

Authors sharing a paper together should take collective responsibility for submitted or published work.

Multiple publications:

Authors should not submit for considerations in another journal a Previously published paper submitting the same manuscript to more than one journal.

Data access:

Authors should provide the committee board with data such as questionnaire related to their submitted paper when they asked to do so by the editor-in-chief.

Originality and plagiarism:

Authors must insure that they work submitted to the journal is entirely original work .furthermore, they are responsible for language editing before submission. The journal reserve the right to check the content of the work submitted through software against plagiarism.

Reporting standard:

Authors should present an original work in a scientific manner; manuscripts are to be edited in accordance with the submission guideline of the journal.

Authorship of the article:

The authorship of research publication should accurately reflect individual's contributions to the work and its reporting.

Acknowledgement of sources:

Proper acknowledgement of the work of others should be cited throughout the paper submitted to the journal.