

STAIR Publication Ethics and Publication Malpractice Statement

The St. Antony's International Review (STAIR) follows the *COPE Code of Conduct* and *Best Practice Guidelines for Journal Editors and the Code of Conduct for Journal Publishers*. It is expected of authors, reviewers and editors that they follow the best-practice guidelines on ethical behaviour contained therein.

Duties of Editors

Editors evaluate submitted manuscripts exclusively on the basis of their academic merit (importance, originality, study's validity, clarity) and, it's relevance to STAIR's readership and to the journal's scope, in the context of diversity and without regard to the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. Decisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself. The Managing Editor has full authority over the entire editorial content of the journal and the timing of its publication.

Confidentiality - Editors and editorial staff will 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.

Disclosure and conflicts of interest - Editors and editorial board members will not use unpublished information disclosed in a submitted manuscript for their own research purposes without the authors' explicit written consent. Privileged information or ideas obtained by editors as a result of handling the manuscript will be kept confidential and not used for their personal advantage. Editors will recuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships/connections with any of the authors, companies or institutions connected to the papers; instead, they will ask another member of the editorial board to handle the manuscript.

Publication decisions - The editors ensure that all submitted manuscripts being considered for publication undergo peer-review by at least two reviewers who are expert in the field. The Editor-in-Chief is responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and such legal requirements as are currently in force regarding libel, copyright infringement and plagiarism. The Managing Editor may confer with other editors or reviewers in making this decision.

Involvement and cooperation in investigations - Editors (in conjunction with the publisher and/or society) will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every reported act of unethical publishing behaviour will be looked into, even if it is discovered years after publication. The COPE Flowcharts will be followed when dealing with cases of suspected misconduct. If, on investigation, the ethical concern is well-founded, a correction, retraction, expression of concern or other note as may be relevant, will be published in the journal.

Duties of Reviewers

Contribution to editorial decisions - Peer review assists editors in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. Peer review is an essential component of formal scholarly communication and lies

at the heart of scientific endeavour. Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should immediately notify the editors and decline the invitation to review so that alternative reviewers can be expeditiously contacted.

Confidentiality and Standards of objectivity - Any manuscripts received for review are confidential documents and must be treated as such; they must not be shown to or discussed with others except if authorized by the Managing Editor (who would only do so under exceptional and specific circumstances). This applies also to invited reviewers who decline the review invitation. Reviews should be conducted objectively and observations formulated clearly with supporting arguments so that authors can use them for improving the manuscript. Personal criticism of the authors is inappropriate.

Acknowledgement of sources - Reviewers should identify relevant published work that has not been cited by the authors. Any statement that is an observation, derivation or argument that has been reported in previous publications should be accompanied by the relevant citation. A reviewer should also notify the editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.

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Duties of Authors

Reporting standards - Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of the significance of the work. The manuscript should contain sufficient detail and references to permit others to replicate the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective pieces should be clearly identified as such. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

Originality and plagiarism - Authors should ensure that they have written and submit only entirely original works, and if they have used the work and/or words of others, that this has been appropriately cited. Publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism takes many forms, from "passing off" another's paper as the author's own, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

Multiple, duplicate, redundant or concurrent submission/publication - Submission of a manuscript concurrently to more than one journal is unethical publishing behaviour and unacceptable. The publication of some kinds of articles (such as case studies, opinion papers, translations) in more than one journal is sometimes justifiable, provided that certain conditions

are met. The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

Authorship of the manuscript - Only persons who meet these authorship criteria should be listed as authors in the manuscript as they must be able to take public responsibility for the content: (i) made significant contributions to the conception, design, execution, data acquisition, or analysis/interpretation of the study; and (ii) drafted the manuscript or revised it critically for important intellectual content; and (iii) have seen and approved the final version of the paper and agreed to its submission for publication. All persons who made substantial contributions to the work reported in the manuscript (such as technical help, writing and editing assistance, general support) but who do not meet the criteria for authorship must not be listed as an author, but should be acknowledged in the "Acknowledgements" section after their written permission to be named as been obtained. The corresponding author should ensure that all appropriate coauthors (according to the above definition) and no inappropriate coauthors are included in the author list and verify that all coauthors have seen and approved the final version of the manuscript and agreed to its submission for publication.

Disclosure and conflicts of interest - Authors should disclose any conflicts of interest that might be construed to influence the results or their interpretation in the manuscript. Examples of potential conflicts of interest that should be disclosed include financial ones such as honoraria, educational grants or other funding, participation in speakers' bureaus, membership, employment, consultancies, stock ownership, or other equity interest, and paid expert testimony or patent-licensing arrangements, as well as non-financial ones such as personal or professional relationships, affiliations, knowledge or beliefs in the subject matter or materials discussed in the manuscript. All sources of financial support for the work should be disclosed (including the grant number or other reference number if any).

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Hazards and human subjects - If the work involves the use of human participants, the authors should ensure that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them; the manuscript should contain a statement to this effect. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

Peer review - Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, consents and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers' comments systematically, point by point, revising and re-submitting their manuscript to the journal by the deadline given.

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Duties of the St. Antony's International Review

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