

INDERSCIENCE PUBLISHING

ETHICAL GUIDELINES FOR EDITORS AND GUEST EDITORS

It is important to Inderscience and to the academic and professional communities that it serves that the standards of scholarship and research expected of its journals should be maintained at all times. Weak and marginal papers have no place in them. The following ethical guidelines are provided to Editors as guidance in order to reinforce the academic and professional integrity and excellence that Inderscience stands for. Inderscience endorses the *Code of Conduct and Best Practice Guidelines for Journal Editors* (http://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf), published by COPE (Committee on Publication Ethics).

The word “Editor” in these Guidelines is used to include Editors-in-Chief; Editors and Executive, Deputy, Associate and Assistant Editors; and Guest Editors of Inderscience journals.

1. Editors will consider each paper submitted to an Inderscience journal on its merits, objectively and without bias.
2. The Editor-in-Chief bears responsibility for the academic excellence of the journal and is responsible for the acceptance or rejection of any paper submitted for publication. His/her decision to publish is required even though papers may have been peer-reviewed and recommended for publication by a Guest Editor or member of the journal’s editorial team. He/she may reject any paper that is clearly inappropriate for the journal, of manifestly poor quality, has been previously published elsewhere, or is otherwise unsuitable for publication.
3. It is not unusual for papers to be submitted that are based on conference papers, which may have been published elsewhere. They require special care. It is important to observe the following in considering submissions based on them:
 - The submitted paper must have been substantially revised, expanded and rewritten so that it is significantly different from the conference paper or presentation on which it is based. Before final acceptance, Editors should be satisfied that the paper is sufficiently different to make it a new, original work. This is unlikely to be the case if less than 50% of the paper is clearly new. This is a matter of judgment that should be based on a comparison of the submitted paper with the original conference paper.
 - All such papers should be subject to the same review process as any other submitted paper.
 - The paper must contain a statement fully acknowledging the original conference paper:
This paper is a revised and expanded version of a paper entitled [title] presented at [name, location and date of conference].
 - Because of past problems, it is a further requirement that if the original conference paper on which the extended paper is based has been published elsewhere, or its copyright has been assigned to the conference organisers or another party, Editors should ensure that the authors have cleared any necessary permissions with the copyright owner. Articles cannot be accepted, post-review, for publication unless such written permissions have been provided along with Author Copyright Agreement forms.
4. Editors are responsible for the breadth and balance of papers to be published. Papers should be international in scope and origin. Journal issues should not be dominated by authors from the

same institute or research group as the Editor, or dominated by any single group, whether ethnic, political or academic.

5. Editors will be responsible for ensuring that each submitted paper is subjected to peer review. The selection of reviewers is the Editor's responsibility, provided that any bias or real or perceived conflict of interest is strenuously avoided, such as personal friendship, recent research collaboration or professional relationship between the author and reviewer, membership of the same faculty or institution, etc. In particular, the Editor should not gain any financial benefit from publication, or rejection. If such a conflict arises, the responsibility for managing peer review should be transferred to another Editor or Editorial Board member.
6. Editors should not use any information or data from any submitted paper until it has been published by Inderscience in the journal, unless the author has expressly permitted such use.
7. As custodians of the academic integrity of the journal, Editors must provide the facility to publish corrections or withdrawals, as appropriate, where it appears on reasonable grounds that the content or conclusion of a published paper is faulty.
8. Should Editors wish to transfer a paper or an issue from one journal to another for whatever reason, they must first seek permission from the author(s), who have the right to withdraw the paper rather than have it moved.
9. Inderscience has introduced Guest Editors to widen editorial democracy in its journals. These Guidelines apply to any invited Guest Editor of a special issue. In order to maintain consistency of standards, all special issues will be reviewed by Inderscience and the Editor-in-Chief, with whom final editorial responsibility rests. Authors of special issue papers should be advised by the Guest Editor of this additional quality control process.
10. Inderscience, as publisher, sees its role as the ultimate custodian of academic excellence and integrity. It reserves the right in all circumstances to refuse publication of a paper on reasonable grounds, including but not limited to conflict of interest, plagiarism, prior publication or manifest error.
11. Although Editors should encourage the citation of papers from their journal in papers published in the journal in order to increase the chances of the journal being accepted for an impact factor, they should be aware that Clarivate Analytics (formerly Thomson Reuters) monitors self-citation. It is acceptable for research to have up to 20% of "self-published" citations meaning that, in an issue, as long as no more than 20% of citations overall are references to articles from the journal, the practice is allowable. If, however, self-citation is utilised too heavily, Clarivate may blacklist the title.

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