

# Guidelines for Editors

The following text is extracted from <http://publicationethics.org/resources/guidelines> . The text is not exactly as Guidelines for Editors but it is adapted according to the aims and scope and the editorial policies of the Journal.

## 1. General duties and responsibilities of editors

1.1. Editors should be accountable for everything published in the Journal.

This means the editors should

- 1.2. strive to meet the needs of readers and authors;
- 1.3. strive to constantly improve their journal;
- 1.4. have processes in place to assure the quality of the material they publish;
- 1.5. champion freedom of expression;
- 1.6. maintain the integrity of the academic record;
- 1.7. preclude business needs from compromising intellectual and ethical standards;
- 1.8. always be willing to publish corrections, clarifications, retractions and apologies when needed.

## 2. Relations with readers

2.1. Readers should be informed about who has funded research or other scholarly work and whether the funders had any role in the research and its publication and, if so, what this was.

## 3. Relations with authors

3.1. Editors' decisions to accept or reject a paper for publication should be based on the paper's importance, originality and clarity, and the study's validity and its relevance to the merit of the journal.

3.2. Editors should not reverse decisions to accept submissions unless serious problems are identified with the submission.

3.3. New editors should not overturn decisions to publish submissions made by the previous editor unless serious problems are identified.

## 4. Relations with reviewers

4.1. Editors should provide guidance to reviewers on everything that is expected of them including the need to handle submitted material in confidence. This guidance should be regularly updated and should refer or link to this code.

4.2. Editors should require reviewers to disclose any potential competing interests before agreeing to review a submission.

4.3. Editors should have systems to ensure that peer reviewers' identities are protected unless they use an open review system that is declared to authors and

reviewers.

## 5. Relations with journal owners and publishers

5.1. Editors should make decisions on which articles to publish based on quality and suitability for the journal and without interference from the journal owner, University of Maragheh.

## 6. Editorial and peer review processes

6.1. Editors should strive to ensure that peer review at their journal is fair, unbiased and timely.

6.2. Editors should have systems to ensure that material submitted to the Journal remains confidential while under review.

## 7. Quality assurance

7.1. Editors should take all reasonable steps to ensure the quality of the material they publish.

## 8. Protecting individual data

8.1. Editors must obey laws on confidentiality in their own jurisdiction. Regardless of local statutes, however, they should always protect the confidentiality of individual information obtained in the course of research or professional interactions. It is therefore almost always necessary to obtain written informed consent for publication from people who might recognize themselves or be identified by others. It may be possible to publish individual information without explicit consent if public interest considerations outweigh possible harms, it is impossible to obtain consent and a reasonable individual would be unlikely to object to publication.

## 9. Dealing with possible misconduct

9.1. Editors have a duty to act if they suspect misconduct or if an allegation of misconduct is brought to them. This duty extends to both published and unpublished papers.

9.2. Editors should not simply reject papers that raise concerns about possible misconduct. They are ethically obliged to pursue alleged cases.

9.3. Editors should first seek a response from those suspected of misconduct. If they are not satisfied with the response, they should ask the relevant employers, or institution, or some appropriate body (perhaps a regulatory body or national research integrity organization) to investigate.

9.4. Editors should make all reasonable efforts to ensure that a proper

investigation into alleged misconduct is conducted; if this does not happen, editors should make all reasonable attempts to persist in obtaining a resolution to the problem. This is an onerous but important duty.

## 10. Ensuring the integrity of the academic record

10.1. Errors, inaccurate or misleading statements must be corrected promptly and with due prominence.

## 11. Intellectual property

11.1. Editors should be alert to intellectual property issues and work with their publisher to handle potential breaches of intellectual property laws and conventions.

## 12. Encouraging debate

12.1. Editors should encourage and be willing to consider cogent criticisms of work published in the Journal.

12.2. Authors of criticized material should be given the opportunity to respond.

12.3. Studies reporting negative results should not be excluded.

## 13. Complaints

13.1. Editors should respond promptly to complaints and should ensure there is a way for dissatisfied complainants to take complaints further.

14. Editorial decisions should not be affected by the origins of the manuscript, including the nationality, ethnicity, political beliefs, race, or religion of the authors. Decisions to edit and publish should not be determined by the policies of governments or other agencies outside of the journal itself .