

Pacific Asia Inquiry: Guidelines for Publication Ethics

The following publication ethics and publication malpractice statement is based on the Code of Conduct and Best-Practice Guidelines for Journal Editors (Committee on Publication Ethics, 2011).

Editors' responsibilities

The Editors are responsible for responding to corresponding authors in a timely manner regarding acknowledging submissions, and providing feedback.

Publication decisions

The Editors are responsible for deciding which of the papers submitted to the journal will be published. Unless extenuating circumstances exist, the Editors will evaluate the validity and appropriateness of manuscript content without regard to the authors' race, gender, sexual orientation, religious beliefs, ethnic origins, citizenship, or political philosophies.¹ The decision to accept a manuscript for publication will be based on its importance, originality, clarity, validity, and relevance to the scope of the journal. Current legal requirements regarding libel, copyright infringement, and plagiarism should also be considered.

Confidentiality

Editors, and any editorial staff, must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, or the publisher, as appropriate.

¹ In some cases, the appropriateness of Editor and author characteristics may require consideration; e.g., all male reviewers of a paper written by female feminist authors may be questionable. Or, all heterosexual reviewers of papers focusing on homosexual content would be inappropriate.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted paper will not be used by the Editor or the members of the editorial board for their own research purposes without the author's explicit written consent.

Reviewers' responsibilities

Contribution to editorial decisions

The peer-review process assists the Editor and the editorial board to make editorial decisions and may also serve the author to improve the paper.

Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the Editor and withdraw from the review process.

Confidentiality

Any manuscript received for review must be treated as a confidential document. It must not be disclosed to or discussed with others except as authorized by the Editor.

Standards of objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Professional guidelines for review should be used and indicated in instructions to potential authors (i.e., APA or MLA guidelines). Referees should express their views clearly with supporting arguments.

Acknowledgement of sources

Reviewers should identify cases in which relevant published work referred to in the paper has not been cited in the reference section. They should point out whether observations or arguments derived from other publications are accompanied by the respective source. Reviewers will notify the Editor of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and conflict of interest

Privileged information or ideas obtained from the manuscript through peer review must be kept confidential and not used by reviewers for personal

advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions associated with the papers.

Authors' Duties

Reporting standards

Authors of original research reports should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Data access and retention

Authors could be asked to provide the raw data of their study together with the paper for editorial review and should be prepared to make the data publicly available if practicable. In any event, authors should ensure accessibility of such data to other competent professionals for at least ten years after publication (preferably via an institutional or subject-based data repository or other data center), provided that the confidentiality of the participants can be protected and legal rights concerning proprietary data do not preclude their release.

Originality, plagiarism and acknowledgement of sources

Authors will submit only entirely original works, and will appropriately cite or quote the work and/or words of others. Publications that have been influential in determining the nature of the reported work should also be cited.

Multiple, redundant or concurrent publication

In general, papers describing essentially the same research should not be published in more than one journal. Submitting the same paper to more than one journal constitutes unethical publishing behavior and is

unacceptable. Manuscripts that have been published as copyrighted material elsewhere may not be submitted. In addition, authors should not submit manuscripts under review by the journal to other publications. When submitting a manuscript, the author(s) retain the rights to the manuscript and its later published form. After it is published, authors are permitting the use of their work under a Creative Commons CC-BY License which allows others to copy, distribute, and transmit the work as well as to adapt the work and to make commercial use of it. See [<http://creativecommons.org/licenses/by/3.0/>].

Authorship of the paper

Authorship should be acknowledged for all who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. The corresponding author should ensure that all contributing co-authors and no uninvolved persons are included in the author list. The corresponding author will also verify that all co-authors have reviewed the final version of the paper and have agreed to their name being cited in its submission for publication. Removing a co-author may entail return of the concerned co-author's data or other relevant material.

Disclosure and conflicts of interest

All authors should include a statement disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their manuscript. All major sources of financial support for the project should be disclosed in a note in the manuscript.

Fundamental errors in published works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal Editor or publisher and to cooperate with the Editor to retract or correct the paper in the form of an erratum.

Source:

This statement is based on the Code of Conduct and Best-Practice Guidelines for Journal Editors developed by the References Committee on Publication Ethics (COPE) (2011, March 7).

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