

## **Ethical Guidelines for the Editorial Board/Editor**

### **Assigning Responsibilities**

It is the duty of the Chief editor to assign responsibilities and functions to the editorial board members. The editorial board is bound to meet periodically to ascertain the smooth running of the journal. The editorial board members are the ambassadors of the journal and helps in its promotion. They seek out the best authors and works (e.g. from meeting abstracts) and encourages submission to the journal.

### **Transparency**

The editorial board should select the papers for publication in a transparent and unbiased manner. The criteria for the selection of paper should include (a) papers with a significant scientific relevance, (b) meet the ethical standards outlined in the APA guidelines and (c) report the study design, analysis and interpretation in a transparent, concise objective and scientific manner. Written notes explaining the reasons for selecting a particular article should be maintained. Editorial board is accountable for the quality and content published in the journal.

### **Masked Review**

It is the responsibility of the Chief editor to ensure that the policy of double-blind peer review is implemented effectively. The confidentiality of the author(s) and the reviewers are maintained in the course of research publication or professional interactions.

### **Timely Correspondence**

The editors are instructed to correspond with the author and the reviewers and clarify any queries. The timely dissemination of the judgment to the author(s) about the acceptance, rejection or conditional acceptance is also the duty of the editor. In case of delay the editor is to provide a timeline by which the judgement would be reached.

### **Research Misconduct**

The editorial board is responsible to be alert of any misconduct (data fabrication, falsification or plagiarism) is suspected in a research manuscript. In such instances the editor should first seek explanation from those suspected of misconduct. If they are not satisfied with the explanation given by the suspect then they should ask any relevant body (like relevant employers, institute or a regulatory body) to investigate the issue. In case of unsatisfactory explanation the paper is rejected for publication as well.

### **Respecting Culture and Heritage**

The editorial board should be sensitive to the religio-cultural sentiments of different cultures and should not include content that can be offensive to any ethnicity.

## **Informing Reader about Research and Publication Misconduct**

Editorial board is responsible to disseminate the information if and when any ethical breach occurred in any article published in their journal. Editors should publish 'retraction' work as fraudulent or 'expression of concern' when they have well-founded suspicion of the misconduct.

## **Peer Review Selection and Performance**

Editorial board should strive to maintain a database of able, competent and qualified peer reviewers. They should consistently and objectively monitor the performance of the selected peer-reviewers and record the quality and timeliness of their review. Peer-reviewers who give rude, unconstructive and poor reviews should not be consulted again. The editorial board should intimate the peer-reviewer to disclose if he/she has a conflict of interest regarding the material given for review. So that bias in reviewing does not occur.

## **Peer-Review Process**

The editorial board should apply consistent standard for their peer-review across all the received articles. In case the editorial board member suspect that their decision about an article will be biased they should withdraw from the discussion. Editor or editorial board members should never be involved in editorial decisions about their own work.

## **Appeals**

The editorial board is responsible to set up a system so that authors can launch appeal against the rejection or conditional acceptance of their papers or other parties can object to any publication that is causing harm to them or infringing ethical boundaries in any possible way. The editors should mediate the correspondence between the author and the peer-reviewer and if any agreement is not reached in the process of revision, the editor should conduct another review.

## **Conflict of Interest**

The editorial board should enlist their conflict of interest by revealing their religious, political, social, financial interests.

## **Accuracy**

Editors should request readers and author (s) to inform the editor if they find any error. In case of errors editors should publish the correction. Corrections arising from errors made by the editors should be distinguished from retraction and statement of concern regarding misconduct by the author.

## **Acknowledgement**

The editor should acknowledge the contribution of all those who helped in formulating the final journal document.

## References

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- American Psychological Association.(2002). Certification of compliance with APA ethical principles. Retrieved 1st April 2012 from <http://www.apa.org/pubs/authors/ethics02.pdf> Committee on publication ethics. (2011). Code of conduct and best practice guidelines for journal editors. Retrieved from [http://www.publicationethics.org/files/Code\\_of\\_conduct\\_for\\_journal\\_editors\\_Mar11.pdf](http://www.publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf) Graf et al. (2007). Best practice guidelines on publication ethics: a publisher's perspective. International Journal of Clinical Practice. 61 (152), 1-26. doi: 10.1111/j.1742-1241.2006.01230.x.