

## **Publication Ethics and Malpractice Statement**

Penerbit Akademia Baru (Akademia Baru Press) is committed to meeting and upholding the highest standards of publication ethics whereas the publication malpractice is strictly prohibited by all possible measure. Our responsibility is to publish original work of value to the intellectual community in the best possible form and to the highest possible standards. We expect similar standards from our reviewers and authors. Honesty, originality and fair dealing on the part of authors, and fairness, objectivity and confidentiality on the part of editors and reviewers are among the critical values that enable us to achieve our goal. We endorse and behave in accordance with the codes of conduct and international standards established by the Committee on Publication Ethics (COPE). Hence, Authors, Reviewers and Editors are required to conform to standards of ethical guidelines. Below is a summary of our key expectations of editors, peer-reviewers, and authors.

### **Author's Responsibilities**

#### Reporting Standards

Authors should report their results clearly, honestly, and without fabrication, falsification or inappropriate data manipulation. Authors should provide sufficient details on the method and references to allow others to replicate the work.

#### Originality and Plagiarism

Authors should adhere to publication requirements that submitted work is original, is not plagiarized, and has not been published elsewhere. If the authors have used the work and/or words of others this must be appropriately cited or quoted.

#### Multiple, Redundant or Concurrent Publication

Authors should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

#### Acknowledgement of Sources

All authors should disclose the sources of funding for the research reported in the manuscript.

#### Authorship of the Paper

Authors should ensure that authorship is limited to those who have made a significant contribution to the research works and reporting. All those who have made significant contributions should be listed as co-authors. Others who have participated in certain substantive aspects of the research project, they should be acknowledged.

### Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

### 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 cooperate with the editor to retract or correct the paper.

## **Reviewer's Responsibilities**

### Contribution to Editorial Decision

The reviewers of the journal assist the editors in making editorial decisions and through the editorial communications; the reviewers assist the authors in improving the manuscript.

### Promptness

Any selected referee who feels inadequately qualified to review the assigned manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself/herself from the review process.

### Confidentiality

Reviewers must treat the received manuscript as confidential document. The manuscript must not be shown to, or discussed with others except as authorized by the editor.

### Standards of Objectivity

Reviewers should express their views objectively and clearly with supporting arguments. There shall be no personal criticism of the author.

### Acknowledgement of Source

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. Reviewers should also notify the editor if there is any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### Disclosure and Conflicts of Interest

The reviewers must treat privileged information or ideas obtained through review process as confidential and they should not use this information for personal advantage. Reviewers should not consider to review 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 connected to the manuscripts.

## **Editor's Responsibilities**

### Publication decision

The decision of accepting and publishing the manuscript submitted to the journal is the responsibility of the editors. Editor-in-Chief can take the final decision for any publication oriented issue.

### Fair Play

The evaluation of the manuscript is done based on the intellectual merit without regard to the race, gender, ethnic origin, citizenship, sexual orientation, religious belief, or political philosophy of the authors.

### Confidentiality

The editors must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher.

### Disclosure and Conflicts of Interest

Unpublished materials disclosed in a submitted manuscript must not be used by anyone who has a view of the manuscript in his or her own research without the express written consent of the author.

## **Editorial Board Responsibilities**

### Handling Manuscripts

Every article will be assigned with an Editor and if the article is in the area of Editor's research interested, the Editor should take up the assignment at an earliest possible time. Assigned Editor should not have any conflict of interest with any assignment. Editor should communicate with the reviewers or authors depending on the stage of article processing in case of any delay.

### Ethics

The Editors evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors. The Editors must 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. The Editors should guard the integrity of the published record by issuing corrections and retractions when needed and pursuing suspected or alleged research and publication misconduct.

### Editorial Board Special Issues

Special Issues are one-off issues of a journal that focus on a specific topic or contemporary theme. Special Issues are proposed and managed by a team of Guest Editors from outside the Editorial Board. Editorial Board members may also be asked to act as Guest Editor for their own Special Issue. Guest Editor can handle a special issue independently while maintaining a regular communication with the Editorial Board member and Editorial Office. Once a proposal has been accepted by the Editorial Board members for creating a special issue, the corresponding guest editors will be responsible for handling and processing of the special issue articles.

### Promoting the Journal

The key role of Editorial Board members is to promote scholarship in the specialist field associated with the journal, whilst also promoting the journal as the best journal to publish in. An editor should encourage new and established authors to submit articles and set up a reliable panel of expert reviewers.

## **Publisher or Society responsibilities**

### Handling of Unethical Publishing Behaviour

Penerbit Akademia Baru and the societies on behalf of which it publishes shall ensure that good practice is maintained to the standards outlined above.

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism, the publisher, in close collaboration with the editors, will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum, clarification or, in the most severe case, the retraction of the affected work. The publisher, together with the editors, shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, and under no circumstances encourage such misconduct or knowingly allow such misconduct to take place.

### Access to Journal Content

Penerbit Akademia Baru is committed to the permanent availability and preservation of scholarly research and ensures accessibility and maintaining our own digital archive.