

IJMRD Publication Ethics

Responsibilities of the Publisher

Handling of unethical publishing behavior

In cases of any alleged or proven misconduct, fraudulent publication and /or plagiarism, the publisher, in close collaboration with the editors, will take all the appropriate measures to clarify the situation and to amend the published article. The publisher is obliged to publish a prompt erratum, clarification or, in the severe case must also retract the affected work.

The publisher along with the editors, shall take reasonable steps to identify and prevent the publication of papers where any misconduct has occurred. It is very clear that under no circumstances Publisher and editors encourage any such misconduct and/or knowingly allow such misconduct to happen.

Access to journal content

The publisher is committed to the permanent availability and preservation of published articles and will take all the steps necessary to ensure accessibility of its digital archive.

CHECK ARCHIVE POLICY
For details on Elsevier's archiving policy, please click
here: [https://www.elsevier.com/about/company-
information/policies/digital-archive](https://www.elsevier.com/about/company-information/policies/digital-archive).

Elsevier policies on key issues ranging from accessibility to text and data mining can be found here: [https://www.elsevier.com/about/company-
information/policies](https://www.elsevier.com/about/company-information/policies).

Editorial Board

Editorial board will be generated from recognized experts in the field. The editor will provide full names and affiliations of the members as well as updated contact information for the editorial.

Responsibilities of Editorial Board

Editorial board of the Journal IJMRD is responsible for maintaining the integrity and quality while striving for improvement and relevance of the Journal with the changing time. They must remain aware about the needs of authors and readers, encouraging academic debate.

Responsibilities of Editors

Editors must not indulge in any kind of biased and unfair practices.

Editors evaluate submitted manuscripts entirely on the basis of their academic merit and its significance to the scope of Journal IJMRD, without any regard to the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. The editor may consult with other editors or reviewers in making the decision about reviewing, editing and publishing articles in IJMRD. Decisions to edit and publish articles are guided by the policies of the IJMRD's editorial board.

Confidentiality

Editorial board, Editors and editorial staff will take all precautionary actions to ensure the confidentiality of submitted articles during the entire process of publication. They shall not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, other editorial advisers.

Disclosure and conflicts of interest

- Editorial board and Editors will not use unpublished article or any information present in those submitted unpublished manuscript for their research work without the written consent from the author.
- Members of editorial board and editor must not use any information or ideas expressed through peer review. It must be kept confidential and not used for any personal gain.
- Editor should remove (recuse) himself from participating in the publication process of manuscripts in which they have conflicts of interest. They should handover responsibility to another member of the editorial board to handle the manuscript.

Publication decisions

- All submitted manuscript must get equally fair chance to get published in the journal IJMRD.
- All the submitted manuscripts being considered for publication must be peer-reviewed by at least two SME (Subject Matter Experts) reviewers.
- The Editor's decision to publish the submitted manuscripts in the journal must be based on the vision and the aims of the journal IJMRD, such as the importance and relevance of the topic. The reviewers' comments, any legal requirements regarding libel, copyright violation and plagiarism. The Editor should consult with other editors or reviewers in case of any dilemma about making this decision.

Involvement and cooperation in investigations

- Editors and publisher are responsible and must take responsive measures in case of any ethical concerns are raised with regard to a submitted manuscript or published article. Every reported act of unethical publishing behavior must be looked into, even if it is discovered years after publication.

- To deal with the suspected misconduct and unethical publishing behavior Editors can follow the COPE Flowchart by clicking on the URL below:

<https://publicationethics.org/>

- In case after investigation if the ethical concern is well- founded, editor and publisher must take a corrective measure and correction/ disclaimer, expression of concern or any other appropriate note, must be published in the journal.

Responsibilities of Reviewers

- Reviewers supports to maintain the standard and quality of the Journal.
- Peer review provides required inputs to authors to improve their work.
- Peer review supports the editor in making editorial decisions.
- Peer review is an important element of formal scholarly communication. Authors who wish to contribute to publications have an obligation to reviewing manuscripts.

Promptness and timely intimation

Any invited reviewer who feels inadequate to review the manuscript or do not have sufficient time to for prompt review must immediately notify the editors and decline the invitation to review so that alternative reviewers can be contacted. He can also suggest alternatives to the editors.

Confidentiality

All manuscripts received for review are confidential documents and must be treated with sensitivity and confidentiality. They must not be shown to or discussed with others except if authorized by the Editor. This also applies to invited reviewers who decline the review invitation.

Objectivity while reviewing

Reviewer must review with full objectivity. Reviewer must refrain from any personal comments/criticism about the author. Reviewers must express their views, suggestions and observations clearly with supporting arguments in order to improve the manuscript.

Acknowledgement of sources

Reviewers should pay full attention while reviewing and identify any observation, derivation or argument, data author has used without proper citation. Accordingly, reviewer must advise author to include proper citation.

A reviewer should also report to the editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript of which they have personal knowledge.

Disclosure and conflicts of interest

- Reviewer must not use any unpublished material from the submitted manuscript without proper written consent of the authors.
- Privileged information, ideas, expressions, statements acquired through reviewing must be kept confidential.
- Reviewer must not use any such information for his/ her personal advantage.
- Reviewer if has any conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies or institutions connected to the manuscript and the work should immediately report to the editor to acknowledge it so that alternative reviewers can be arranged.
- Above all also applies to invited reviewers who declined the review invitation.

Responsibilities of Authors

Open Access Policy

The journal IJMARD is freely available online. Authors are required to agree with this open access policy which enables unrestricted access and reuse of all published articles. Users can use the material and /or build upon the material with appropriate credit given. Users do not need any permission to use the material.



Reporting standards

Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of the significance of the work. The manuscript should contain sufficient detail and references to permit others to replicate the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective pieces should be clearly identified as such. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Review and professional publication articles should also be accurate and objective, and editorial 'opinion' works should be clearly identified as such.

Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of the significance of the work. The manuscript should contain sufficient detail and references to permit others to replicate the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective pieces should be clearly identified as such. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

Authors of papers 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 behaviour and are unacceptable. Review and

professional publication articles should also be accurate and objective, and editorial „opinion“ works should be clearly identified as such.

Data access and retention

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Authors may be asked to provide the raw data of their study together with the manuscript 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 10 years after publication (preferably via an institutional or subject-based data repository or other data centre), provided that the confidentiality of the participants can be protected and legal rights concerning proprietary data do not preclude their release.

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Originality and plagiarism

Plagiarism takes many forms, from "passing off" another's paper as the author's own, to copying or paraphrasing substantial parts of another's paper, to claiming results from research conducted by others. Authors should ensure that they have written and submit only entirely original works, and if they have used the work and/or words of others, that this has been appropriately cited. Publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

Authors should ensure that they have written and submit only entirely original works, and if they have used the work and/or words of others, that this has been appropriately cited. Publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism takes many forms, from "passing off" another's paper as the author's own, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted. Plagiarism takes many forms, from „passing off“ another’s paper as the author’s own paper, to copying or paraphrasing substantial parts of another’s paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

Multiple, redundant, duplicate or concurrent publication

An author 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. In general, an author should not submit for consideration in another journal a previously published paper.

The copyright remains with the authors; thus they can decide about eventual republication of their text. The primary reference must be cited in the secondary publication.

Papers describing essentially the same research should not be published in more than one journal or primary publication. Hence, authors should not submit for consideration a manuscript that has already been published in another journal. Submission of a manuscript concurrently to more than one journal is unethical publishing behaviour and unacceptable.

The publication of some kinds of articles (such as clinical guidelines, translations) in more than one journal is sometimes justifiable, provided that certain conditions are met. The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

An author 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. In general, an author should not submit for consideration in another journal a previously published paper.

The copyright remains with the authors (CC-BY), thus they can decide about eventual republication of their text. The primary reference must be cited in the secondary publication.

Authorship of the paper

The authors who can take responsibility for the content/ data should be listed for the authorship of the manuscript and all those who have made significant contributions should be listed as co-authors. All others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

Only persons who meet these authorship criteria should be listed as authors in the manuscript as they must be able to take public responsibility for the content. All those who have made significant contributions should be listed as co-authors. All those who made substantial contributions to the work reported in the manuscript but who do not meet the criteria for authorship must not be listed as an author, but should be acknowledged in the "Acknowledgements" section after their written permission to be named as been obtained. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included in the author list and verify that all co-authors have seen and approved the final version of the manuscript and agreed to its submission for publication.

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Only persons who meet these authorship criteria should be listed as authors in the manuscript as they must be able to take public responsibility for the content: (i) made significant contributions to the conception, design, execution, data acquisition, or analysis/interpretation of the study; and (ii) drafted the manuscript or revised it critically for important intellectual content; and (iii) have seen and approved the final version of the paper and agreed to its submission for publication. All persons who made substantial contributions to the work reported in the manuscript (such as technical help, writing and editing assistance, general support) but who do not meet the criteria for authorship must not be listed as an author, but should be acknowledged in the "Acknowledgements" section after their written permission to be named as been obtained. The corresponding author should ensure that all appropriate coauthors (according to the above definition) and no inappropriate coauthors are included in the author list and verify that all coauthors have seen and approved the final version of the manuscript and agreed to its submission for publication.

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. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding.

Potential conflicts of interest should be disclosed at the earliest stage possible. Readers should be informed about who has funded research and on the role of the funders in the research.

Authors should—at the earliest stage possible (generally by submitting a disclosure form at the time of submission and including a statement in the manuscript)—disclose any conflicts of interest that might be construed to influence the results or their interpretation in the manuscript. Examples of potential conflicts of interest that should be disclosed include financial ones such as honoraria, educational grants or other funding, participation in speakers' bureaus, membership, employment, consultancies, stock ownership, or other equity interest, and paid expert testimony or patent-licensing arrangements, as well as non-financial ones such as personal or professional relationships, affiliations, knowledge or beliefs in the subject matter or materials discussed in the manuscript. All sources of financial support for the work should be disclosed (including the grant number or other reference number if any).

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. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible. Readers should be informed about who has funded research and on the role of the funders in the research.

Acknowledgement of sources

Authors should ensure that they have properly acknowledged the work of others, and should also cite publications that have been influential in determining the nature of the reported work. Information obtained privately must not be used or reported without explicit, written permission from the source. Authors should not use information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, unless they have obtained the explicit written permission of the author of the work involved in these services.

Authors should ensure that they have properly acknowledged the work of others, and should also cite publications that have been influential in determining the nature of the reported work. Information obtained privately (from conversation, correspondence or discussion with third parties) must not be used or reported without explicit, written permission from the source. Authors should not use information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, unless they have obtained the explicit written permission of the author(s) of the work involved in these services.

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

Hazards and human or animal subjects

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript. If the work involves the use of animals or human participants, the authors should ensure that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee has approved them; the manuscript should contain a statement to this effect. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript. If the work involves the use of animals or human participants, the authors should ensure that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them; the manuscript should contain a statement to this effect. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

Peer review

Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, patient consents and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, patient consents and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

Fundamental errors in published works

When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the journal's editors or publisher and cooperate with them to either correct the paper in the form of an erratum or to retract the paper. If the editors or publisher learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors' obligation to promptly correct or retract the paper or provide evidence to the journal editors of the correctness of the paper.

When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the journal's editors or publisher and cooperate with them to either correct the paper in the form of an erratum or to retract the paper. If the editors or publisher learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors' obligation to promptly correct or retract the paper or provide evidence to the journal editors of the correctness of the paper. For guidelines on retracting or correcting articles, please click here: <https://www.elsevier.com/about/company-information/policies/article-withdrawal>.

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. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.