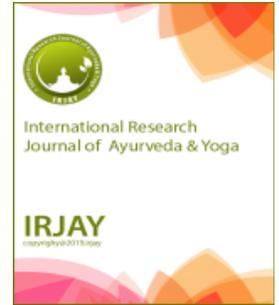




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Publication Ethics

Publishing Ethics Guideline

IRJAY adheres completely to the ethical guidelines and best practices published by professional organizations, including Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Journals (<http://publicationethics.org/resources/guidelines>) from ICMJE and Principles of Transparency and Best Practice in Scholarly Publishing (joint statement by COPE, DOAJ, WAME, and OASPA: (<http://doaj.org/bestpractice>)).

The publication of an article in a peer-reviewed journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of work of the author and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior. IRJAY is committed to follow ethical standards in its own editorial policy. The editors of IRJAY are committed to ensure fair, unbiased and transparent peer review processes and editorial decisions.

STATEMENT

Publication Ethics and Publication Malpractice Statement

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

EDITORS' RESPONSIBILITIES

Publication decisions

The editor is responsible for deciding which of the papers submitted to the journal will be published. The editor will evaluate manuscripts without regard to the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. The decision will be based on the paper's importance, originality and clarity, and the study's validity and its relevance to the journal's scope. Current legal requirements regarding libel, copyright infringement, and plagiarism should also be considered.

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The editor 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, and the publisher, as appropriate.

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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.

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Acknowledgement of sources

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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 behaviour 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 behaviour and is unacceptable. Manuscripts which have been published as copyrighted material elsewhere cannot be submitted.

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Authorship of the paper

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.

The corresponding author ensures 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 approved the final version of the paper and have agreed to its submission for publication.

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 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 to cooperate with the editor to retract or correct the paper in form of an erratum. Qualifying for authorship is required for all authors and the order of authorship is to be decided between the co-authors. The authorship credit should be based on substantial contributions to:

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- Drafting of the article or revising it critically for important intellectual content, and;
- Final approval of the version to be published. Authors should meet all conditions.

One author should be chosen to act as a corresponding author. The corresponding author will be responsible for the entire communications to/from the Editorial Office, editors and etc. In case of multi centre studies, a corporate author directly responsible for the manuscript should be appointed.

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Attempting to publish substantially similar work more than once without attribution of the original source(s) is

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- At least one of the authors is common to all reports (it is likely to be plagiarism if there are no common authors);
- The subject or study populations are same or similar;
- The methodology is typically identical or nearly so and;
- The results and interpretation vary little or not at all.

If all or part of the subject population has been reported previously, it should be declared in the Materials and Methods and must be appropriately referenced. In cases where authors are concerned with any potential overlap with published manuscripts or manuscripts being reviewed, the authors must include a letter explaining how the manuscript submitted to IRJAY significantly differs from other materials.

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The publisher is supposed to protect the intellectual property and copyright of the contents submitted by the authors. We respect the privacy and personal data, especially for authors and peer reviewers. We work in close co-operation with the editors and peer reviewers to maintain editorial independence and to guarantee transparency and integrity in peer-review process.

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.

PUBLISHING ETHICS ISSUES

Monitoring

The Editor-in-chief must ensure to establish the mechanism for monitoring and safeguarding of publishing ethics. All the complaints received from the reviewers or the authors or anybody else should be taken into the proper consideration and appropriate action should be taken promptly for such complaints.

Retraction & Corrections

The published articles will be retracted if there is clear evidence that the findings are unreliable. The retraction can be a result of scientific misconduct or honest error. To maintain the integrity of the scientific record, the retracted article will not be removed from the journal's website; however, a notice of retraction will be posted and is made freely available to all readers. Retraction can be published by the authors or the editor or the publisher. In rare cases involving legal infringement, the Publisher may remove an article. Bibliographic information about the article will be retained to ensure the integrity of the scientific record. We follow the COPE guidelines in such a case. Sometimes it may be necessary to publish corrections/erratum in an article published in the Journal to maintain the integrity of the academic record. Appropriate notice regarding the correction will be placed and made freely available to the readers. We are always willing to publish corrections, clarifications, retractions, and apologies when needed.

Article withdrawal

We expect our authors to comply with best practices in publication ethics as well as in the quality of their

articles. To avoid withdrawal of articles we sincerely request the corresponding author to undertake the issues related to authorship, publication ethics and accurateness of data and results at the time of submission of the manuscript.

The authors can withdraw their article(s) at any stage of peer-review and publication process (before the publication of the article that will not yet have the complete volume/issue/page information) by login to their author homepage and select 'withdraw article' option. The authors should be aware that the withdrawal action takes the manuscript out of the peer review & publication process and places it back into the author's dashboard, in the withdrawn Manuscripts list. The manuscript number of withdrawn articles cannot be used by the system and cannot be resubmitted.

If an article found to violate the ethical publishing guidelines of the journal such as duplicate submission, fraudulent data, plagiarism, false claim of authorship, etc. the article will be withdrawn by the journal. In case the article is under the 'Online first' stage the journal will remove the article from the website and an appropriate note for article withdrawal will be posted.

No response from the authors to journal communication after review and provisional acceptance is also considered as withdrawal of the article.

Submissions from editors, employees, or members of the editorial board

All the submission received from editors, reviewers, or members of the editorial board can be identified by our online manuscript handling system OJS, this system highlights the authors who are in editorial or in the reviewer panel. All such authors will be identified and not be included in the manuscript handling process at any step from submission to the publication of the article.

Furthermore, all the reviewers and handling editors are required to disclose the conflict of interest for the articles they are handling/reviewing before they submit their feedback/comments to the electronic manuscript handling system.

Preclude business needs from compromising intellectual and ethical standards

We believe that the funding agencies and sponsors should not be able to influence the author's findings or decision making. The editor should maintain the integrity of the academic record, preclude business needs from compromising intellectual and ethical standards, and always be willing to publish corrections, clarifications, retractions, and apologies when needed.

Complaints and appeal

How the journal will handle complaints and appeals; The policy of the journal is primarily aimed at protecting the authors, reviewers, editors, and the publisher of the journal. If not described below, the process of handling complaints and appeals follows the guidelines of the Committee of Publication Ethics available from <https://publicationethics.org/appeals>.

Who complains or makes an appeal?

Submitters, authors, reviewers, and readers may register complaints and appeals in a variety of cases as follows: falsification, fabrication, plagiarism, duplicate publication, authorship dispute, conflict of interest, ethical treatment of animals, informed consent, bias or unfair/inappropriate competitive acts, copyright, stolen data, defamation, and legal problem. If any individuals or institutions want to inform the cases, they can send a letter to editor For the complaints or appeals, concrete data with answers to all factual questions (who, when, where, what, how, why)

should be provided.

Who is responsible to resolve and handle complaints and appeals?

The Editor, Editorial Board, or Editorial Office is responsible for them.

What may be the consequence of remedy?

It depends on the type or degree of misconduct. The consequence of resolution will follow the guidelines of the Committee of Publication Ethics (COPE).

Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Research ethics

All manuscripts should be prepared under strict observation of research and publication ethics guidelines recommended by the Council of Science Editors, International Committee of Medical Journal Editors and the World Association of Medical Editors. Any study including human subjects or human data must be reviewed and approved by a responsible institutional review board (IRB). For further information on investigations involving human material, please refer to the principles in the Declaration of Helsinki. (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>)

Data statement

To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential.

Human and Animal Rights

Animal experiments should also be reviewed by an appropriate committee (IACUC: Institutional Animal Care and use Committee) for the care and the use of animals. Studies involving pathogens requiring a high degree of biosafety should pass review of a relevant committee (IBC: Institutional Biosafety Committee). The editor of IRJAY may request submission of copies of informed consents from human subjects in all studies or IRB approval documents.

Articles where human subjects can be identified in descriptions, photographs or pedigrees must be accompanied by a signed statement of informed consent to publish (in print and online) the descriptions, photographs and pedigrees from each subject who can be identified. Articles covering the use of human samples in research and human experiments must be approved by the relevant review committee. Articles covering the use of animals in experiments must be approved by the relevant authorities.

REFERENCES

Committee on Publication Ethics (COPE). *Code of Conduct and Best-Practice Guidelines for Journal Editors*. Retrieved from <https://publicationethics.org/guidance/Guidelines>