

Publication Ethics and Anti-mal-practice Statement

Recognizing the significance of good practice in research culture, realizing the importance of intellectual honesty, and to reaffirm our resolve to resist academic misconduct, this statement is drafted for authors, editors, reviewers, and publishers to improve the overall quality of research at Bahria University, Islamabad, Pakistan by considering the ‘Guidelines of Good Publication Practice’ pioneered by the Committee on Publication Ethics [COPE] 1997 and 2011, and ‘Publishing Ethics: Academic Research’ by Cambridge University Press [CUP] 2019.

1. Duties of Editors

- 1.1 That editors are required to evaluate manuscripts for initial selection purely on the basis of quality of the scholarly work, its originality, relevance to the journal scope, theoretical framework, and research methodology and methods.
- 1.2 That they are bound to strictly observe the principle of non-discrimination [regardless of the authors’ race, gender, citizenship, religion, institutional affiliation, or any paradigmatic influence etc.] while arriving at a judgment for the selection of any scholastic work.
- 1.3 That ‘confidentiality and data protection’ are amongst the prime responsibilities of all the editors. They are duty bound not to disclose any information regarding the submitted manuscripts to anyone except the authors, reviewers, and co-editors of those manuscripts, and save in accordance with related national laws in force in Pakistan.
- 1.4 That editors shall avoid conflict of interest, for example, a reviewer can’t publish an article in an issue for which he/she has already reviewed someone else’s manuscript.
- 1.5 That editors are not allowed to publish their manuscripts in this journal.
- 1.6 That they are required to carry out a plagiarism test before a review process is triggered.
- 1.7 That editors shall not accept any plagiarism more than 19% unless and until duly justified by author/s to the satisfaction of the former.

- 1.8 That all manuscripts are to be issued a unique code for future reference and correspondence.
- 1.9 That each manuscript shall be peer-reviewed by at least two reviewers having expertise in the corresponding field.
- 1.10 That editors are in no case allowed to consider for personal use any unpublished or rejected manuscripts.
- 1.11 That they are required to return the rejected articles to the authors where the latter may seek publication in other journals.
- 1.12 That they must assign 'reason/s' of such rejection.
- 1.13 That they must ensure to stick to the double-blind-peer-review process.
- 1.14 That editors must provide guidelines, which may be included in Evaluation Proforma, to reviewers for guidance when reviewing.
- 1.15 That editors are required to update authors on regularly basis from acceptance to the publication of their manuscripts.
- 1.16 That each count of academic dishonesty or unethical publishing behaviour is required to be investigated by following the COPE Flowcharts accessible at <https://publicationethics.org/guidance/Flowcharts>

2. Duties of Reviewers

- 2.1 That reviewers are ethically bound to inform editors promptly to accept or decline any manuscript.
- 2.2 That they are required to disclose any conflict of interest resulting from collegiality, competitive, collaborative, or other relationships or connections with the author/s.
- 2.3 That any manuscript received as such are deemed to be confidential document which must be treated as such. This is applicable to the invited reviewers who have declined to review the article.

- 2.4 That reviewers are duty bound to read the entire article and provide their observations and final judgment in separate notes to authors and editors respectively.
- 2.5 That reviewers should maintain standard of objectivity when providing constructive observations so that the author can make use of these to improve the quality of their work. Personal criticisms, being counter-productive, should be avoided altogether.
- 2.6 That while assessing the scientific work, reviewers are required to comment constructively but separately on each part of the article such as: title, abstract, literature review, theoretical framework, research methodology and methods, citation style, data collection and critical analysis; and research findings and conclusion etc.
- 2.7 That the information and work in a manuscript is the private property of authors. Reviewers are required not to use this information for their personal use.

3. Duties of Authors

- 3.1 That authors should present research findings or results accurately with precision as much as possible. The manuscript not only should fill an existing research niche but also to identify more research gap/s for further research to proceed with. Uncorroborated and misleading results and statements amounts to unethical behavior or academic dishonesty.
- 3.2 That authors are required to keep raw or meta data for he/she may be asked to present it for the validation of results or academic investigation. Such data should be kept safe at least for ten years after publication.
- 3.3 That they should ensure that the work presented in the manuscript is entirely their own. In case some elements or tools are borrowed, these sources should be cited accurately by following an approved referencing style.
- 3.4 That authors must avoid plagiarism. Plagiarism is a grave academic misconduct. Any plagiarized work beyond 19% for this journal is deemed as unacceptable until proved otherwise to the satisfaction of editors.

- 3.5 That authors should refrain from sending a manuscript which has already been published in another journal. Submission of manuscripts to more than one journal amounts to unethical behavior.
- 3.6 That right to authorship is only limited to persons who have made significant contributions to the conception, structure and design, execution, data acquisition and analysis of the study. All other persons [proofreaders, interviewees, facilitators, supporters, typewriters, publishers etc.] who assist the authors in technical ways, writing, and other general support but do not meet the criteria for authorship are not considered authors of the manuscript. Rather, these people should be acknowledged in the acknowledgement section.
- 3.7 That authors are required to disclose any conflict of interest that might affect their results or interpretations. That they must disclose if they have reviewed any article in the issue in which they intend to publish their work.
- 3.8 That believing research is organic, in case an author happens to discover a rudimentary error or inaccuracy in his/her published work, it is the author's responsibility to notify the editor or publisher and cooperate with them to either rectify the error or to retract the paper. Turning a blind eye to this amounts to academic dishonesty or unethical behaviour.
- 3.9 That they are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests. In the case of a first review where minor or major revisions are asked, 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 unless and until to the entire satisfaction of the reviewers and editors.

4. Duties of Publishers

- 4.1 That in cases of any alleged or proven scientific misconduct, fraudulent publication or plagiarism on the part of the author/s, 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.
- 4.2 That 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.

- 4.3 That the publisher is responsible for the availability of publications and will ensure the preservation/accessibility of the content by partnering with corresponding organizations. Department of Law, Bahria University, Islamabad maintains its own digital archive of the journal which may be accessed at <https://www.bahria.edu.pk/buic/law/journal-archives/> We have also online presence with HeinOnline, please visit at [https://home.heinonline.org/titles.php?c=Law-Journal-Library&t=Journal+of+Law+---+Social+Policy+\(JLSP\)](https://home.heinonline.org/titles.php?c=Law-Journal-Library&t=Journal+of+Law+---+Social+Policy+(JLSP))