



# UMT

## Publication Malpractice Statement

This Journal's publication ethics and publication malpractice statement is loosely based on the **Code of Conduct and Best-Practice Guidelines for Journal Editors (Committee on Publication Ethics, 2011)**.

### I. Editors' Duties

- The editor will use his/her intellectual discretion in deciding which of the manuscripts submitted will be forwarded for editing. This decision is solely based on the research conducted in the manuscript, originality, clarity of narrative, language and grammar as relevance to the paradigm of the journal. The important factors of copyright infringement, intellectual plagiarism and libel will also be accounted for.
- The authors' gender, race, religious belief and political background will not be a definitive factor in the decision process.
- Editors' need to outline clearly and concisely what is expected of authors in the form of regularly updated guidance. This link should be mentioned: <http://publicationethics.org/resources/code-conduct>.
- Editors need to provide guidance to reviewers on what exactly is expected of them. This includes the information on confidentiality. This guidance should be regularly updated.
- Editors should encourage good practice and comment on the originality of the research and be alerted to plagiarism.
- Editors should have the resources to be able to check plagiarism. (e.g. software, searching for new titles).
- The Editor will not use any additional material from his own volition.
- Editors should try and improve the journal and take it towards betterment by taking the views of the board members and reviewers into consideration.
- Be generally cognizant of new peer reviews and publishing methods and constantly reassess the processes of the Journal.
- They should ensure that all published reports and reviews of research have been reviewed by suitably qualified reviewers.
- Peer reviewers should be encouraged to comment on ethical questions and misconduct raised by submissions.
- Academic institutions should be encouraged to recognize peer reviewing as being part of the scholarly process.
- Editors should have a maintained database on the reviewers and consistently update the reviewers performance.
- Editors should use a range of sources to look at potentially new reviewers. They should not just use personal contacts.
- Manuscripts should be handled with utmost care and confidentiality.



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- Editors should protect the identities of peer reviewers. They should have a system in place that ensures that manuscripts submitted for publication retains confidentiality whilst being processed.
- Reviewers' comments and suggestions should be openly forwarded to authors, unless they contain malicious language, libel or offensive remarks.
- Editorial board members should be consulted annually to get their feedback on the Journal.
- Journals should have policies and systems in place to ensure that commercial considerations do not affect editorial decisions.
- A general description of the Journal's income sources should be declared (e.g. print charges, reprint sales).

## II. Authors' Duties

- The work should be as original as possible and appropriately cite the work or words and ideas of others. Borrowing of ideas and knowledge and research is also permitted provided it is cited correctly. If the work and/or words of others have been used, this has been appropriately acknowledged.
- Authors should present an objective discussion of the significance of research work as well as sufficient detail and references
- Authors should follow the submission guidelines of the Journal. These are outlined at : <http://umt.edu.pk/jtc/Guidelines-for-Authors/Submission-Guidelines.aspx>
- The manuscript should only be submitted and published in one paper and multiple publications of the same manuscript is unacceptable and completely unethical. Previously published manuscripts cannot be submitted under any circumstances.
- Should be limited to those who have made a substantial contribution to the body of work and to its genesis. Those who have made a significant contribution should be listed as co-authors.
- 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 centre), provided that the confidentiality of the participants.
- Authors should use well reputed, substantiated and well known sources only.
- Authors should provide a plagiarism report along with the submission of the manuscript.



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### **III. Reviewers' Responsibilities:**

- Manuscripts should be treated as confidential documents. They must not be disclosed or discussed with other persons apart from the editor.
- An editor must not use unpublished information in the editor's own research without the express written consent of the author.
- Editors should evaluate manuscripts exclusively on the basis of their academic merit.
- Reviews should be conducted in an objective fashion. Personal remarks should not be passed and will be regarded as inappropriate. Supporting arguments in the case of disagreements should be presented.
- Reviewers should not consider 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 papers.
- Peer reviewing process is in place in order to help the editorial changes to be made in addition to ensuring the quality of the journal is maintained.