

Publication Ethics and Malpractice Statement – ISVS e journal

Derived from Guidelines by (COPE) the Committee on Public Ethics

ISVS e journal strives to maintain high standards of ethics with regard to publication of research papers. The Issue Editors, Review Panel and Authors of papers should adhere to the following.

A. Editors: General

- A.1 The Editor of the ISVS e journal will be appointed for a period of 5 years and could be extended for a further period of five years.
- A.2 ISVS e journal will from time to time also appoint issue editors who once appointed will have equal responsibility of the Editor in establishing and maintaining the standards.
- A.3 ISVS e journal will make available to the editors and reviewers publishing guidelines on what is expected of them. These guidelines shall be updated every time a new editor is appointed. Reviewers must strictly adhere to them.
- A.4 An editor is responsible for the entire publication under his/her editorship and must pursue all following aspects. In the case of issue editors, the issue editor will take up the entire responsibility for that particular issue he/she edited, jointly with the editor.

B. Editors: specific aspects

B.1 Maintaining and improving quality

- B.1.1 Strive to promote the values of Vernacular Settlements in the broadest sense by critically discussing the issues related to them.
- B.1.2 Strive to address the needs of the authors and assist them in developing the papers to the highest standards expected and have their research findings shared with the academic community.
- B.1.3 Strive to constantly improve the journal in terms of the quality of the materials published, graphical presentations and overall standards.
- B.1.4 Promote the expression of ideas freely but with a sense of social responsibility.
- B.1.5 Maintain the integrity of the academic records and information being availed through the journal.
- B.1.6 Never compromise intellectual standards for business promotion or pursuing other needs or interests.
- B.1.7 Not hesitate to publish corrections, clarifications, retractions or apologies if and when dutifully needed.

B.2 Ensuring the integrity of the academic record

- B.2.1 Not reverse decisions made by the previous editor or issue editors to accept submissions once intimated to the authors unless a serious issue has arisen, in which case it should be decided by the Board and not by the individual editor.
- B.2.2 Ensure that research material published conforms to internationally-accepted ethical guidelines and moral standards.

B.3 Encouraging debate

- B.3.1 Facilitate the publication of views contrary to the prevailing view or those studies reporting negative results than expected.
- B.3.2 Encourage the publication of papers that challenge a premise or results published in a previous paper in the journal without passing any editorial judgment.
- B.3.3 Not refuse to publish cogent criticisms of published work unless there is a valid reason for not publishing them.
- B.3.4 Allow the authors to respond to any criticisms leveled against their articles, research or thesis of a research paper.

B.4 Protecting individual data

- B.4.1 Should seek assurances that all research cited in papers published have been approved by an appropriate body, or the subjects have given consent to be cited, photographed or

mentioned in research. Following must be sought as relevant (1) written informed consent has been obtained; (2) reasonable individual is unlikely to object (3) consent could be unusually difficult to obtain.

B.5 Pursuing misconduct

- B.5.1 Bring to the notice of the Editorial Board, if they suspect misconduct, either in the published or unpublished papers being considered for publication. However, they should not simply reject papers that raise concerns about possible misconduct, but must act. In such a situation, the editorial Board, or the secretary ISVS will communicate with the author and his/her employer and initiate an investigation and pursue it to a just conclusion.
- B.5.2 Publish a correction promptly giving due prominence, if a significant inaccuracy, misleading statement or distorted report has been detected. If necessary, this could involve the retraction of the entire paper.

B.6 Encouraging academic integrity

- B.6.1 ISVS editors are completely independent to act, and there is no influence from the ISVS Board, or the University where the secretariat is housed.
- B.6.2 ISVS as an organization or the ISVS Board has no political or commercial affiliations.

B.7 Commercial considerations

- B.7.1 ISVS e journal does not carry any advertisements, and no editor should insert any advertisements either of products, events or ideas for the purpose of commercial benefit.

C.1. Reviewers.

Review Process

- C.1.1 Follow the peer review processes made publicly known and ensure that the authors as well as reviewers identities are protected during the review process.
- C.1.2 Should ensure that the material submitted to the ISVS e journal remains confidential.
- C.1.3 Accept or reject a paper for publication based **only on the quality of the paper** and its relevance to the vernacular settlements; the focus of the journal.

Conflict of interest

- If a reviewer discovers that there is a conflict of interest with regard to a paper referred to him/her, this should be immediately brought to the notice of the Editor, or the editorial board. The editor will then assign the paper review to someone else who does not have a conflict of interest.

Complaints

- Respond promptly to complaints and bring it to the attention of the Editorial Board.
- Bring to the notice of the Editorial Board, any appeals against editorial/review decisions to be collectively decided.
- ISVS follows the guidelines provided by COPE for ethical practice.
- Hence, authors who may have complaints with regard to the review process of the ISVS publications are encouraged to appeal to COPE if all attempts to resolve the issues with the editors fail. For further information on COPE please visit
- However, complaints against an Editor's decision with regard to a paper should be made directly to him or her in writing in the first place. If the complaint is not resolved satisfactorily, the author should write to the secretary of ISVS Prof. Pratyush Shanker, whose email contact appears on the website who will then refer it to the Editorial Board.

All Authors must adhere to the following in writing the papers.

B.8 Original Sources: All illustrations must acknowledge original authors. All ideas and material borrowed from others must be properly acknowledged using standard academic practice.

B.9 Funding Acknowledgements

- All funded research presented in the papers must acknowledge and divulge the funding sources.