

IJIFR- Publication Ethics Policies

Publication is the final stage of research and therefore a responsibility for all researchers to follow ethical publishing policies to present progressive results. Scholarly publications are expected to provide a detailed and permanent record of research. Because publications form the basis for both new research and the application of findings, they can affect not only the research community but also, indirectly, society at large. Researchers therefore have a responsibility to ensure that their publications are honest, clear, accurate, complete and balanced, and should avoid misleading, selective or ambiguous reporting. Almost every step in the publishing process involves important ethical principles. Having clear statements on these issues can encourage responsible publication practices. Ethical standards for publication exist to ensure reliable & high-quality, academically innovative & scientific research publications, public trust in educational & scientific findings, and that researchers receive credit for their work & ideas.

IJIFR adopts publication policies to ensure that ethical and responsible research is published, and that all necessary consents and approvals have been obtained from authors to publish their work.

1. Responsible Research Publication: Soundness and Reliability

- The research being reported should have been conducted in an ethical and responsible manner and follow all relevant legislation.
- The research being reported should be sound and carefully executed.
- Researchers should use appropriate methods of data analysis and display (and, if needed, seek and follow specialist advice on this).
- Authors should take collective responsibility for their work and for the content of their publications. Researchers should check their publications carefully at all stages to ensure methods and findings are reported accurately. Authors should carefully check calculations, data presentations, typescripts/submissions and proofs.

2. Honesty

- Researchers should present their results honestly and without fabrication, falsification or inappropriate data manipulation. Research images (e.g. micrographs, X-rays, pictures of electrophoresis gels) should not be modified in a misleading way.
- Researchers should strive to describe their methods and to present their findings clearly and unambiguously. Researchers should follow applicable reporting guidelines. Publications should provide sufficient detail to permit experiments to be repeated by other researchers.
- Reports of research should be complete. They should not omit inconvenient, inconsistent or inexplicable findings or results that do not support the authors' or sponsors' hypothesis or interpretation.
- Research funders and sponsors should not be able to veto publication of findings that do not favour their product or position. Researchers should not enter agreements that permit the research sponsor to veto or control the publication of the findings (unless there are exceptional circumstances, such as research classified by governments because of security implications).
- Authors should alert the editor promptly if they discover an error in any submitted, accepted or published work. Authors should cooperate with editors in issuing corrections or retractions when required.
- Authors should represent the work of others accurately in citations and quotations.
- Authors should not copy references from other publications if they have not read the cited work.

3. Plagiarism:

Plagiarism is not acceptable in IJIFR submissions. All articles published by IJIFR are committed to publishing only original material, i.e., material that has neither been published elsewhere, nor is under review elsewhere. Manuscripts that are found to have been plagiarized from a manuscript by other authors, whether published or unpublished, will incur plagiarism penalty. Plagiarized content will not be considered for publication. If plagiarism is identified, we will follow COPE guidelines. Plagiarism includes, but is not limited to:

- Directly copying text from other sources without attribution
- Copying ideas, images, or data from other sources without attribution
- Reusing text from your own previous publications without attribution or agreement of the editor
- Reusing text from the Methods section in the author's previous publications, with attribution to the source, is acceptable.
- Using an idea from another source with slightly modified language without attribution.
- Using another person's photo, diagram, tables, sounds, or ideas without proper citation
- Presenting research in your own words without providing references
- Presenting ideas in the same format and order as your research source
- Changing key words and phrases but retaining the essential content of the source as a framework.
- Rephrasing of the text's original wording and/or structure and submitting it as one's own.
- Mixing slightly rephrased material from multiple sources and presenting what has been published already as new.
- The work is cited, but the cited portions are not clearly identified. This can be combined with copied parts of text without citation.

4. Duplicate submission and redundant publication:

Manuscripts that are found to have been published elsewhere, or to be under review elsewhere, will incur duplicate submission sanctions. If authors have used their own previously published work, or work that is currently under review, as the basis for a submitted manuscript, they are required to cite the previous work and indicate how their submitted manuscript offers novel contributions beyond those of the previous work.

- **Duplicate submission / publication:** This refers to the practice of submitting the same study to two journals or publishing more or less the same study in two journals. These submissions/publications can be nearly simultaneous or years later.
- **Redundant publication** (also described as 'salami publishing'): this refers to the situation that one study is split into several parts and submitted to two or more journals. Or the findings have previously been published elsewhere without proper cross-referencing, permission or justification. "Self-plagiarism" is considered a form of redundant publication. It concerns recycling or borrowing content from previous work without citation. This practice is widespread and might be unintentional. Transparency by the author on the use of previously published work usually provides the necessary information to make an assessment on whether it is deliberate or unintentional.

Note! Translations of articles without proper permission or notification and resubmission of previously published Open Access articles are considered as duplications.

5. Balance

- New findings should be presented in the context of previous research. The work of others should be fairly represented. Scholarly reviews and syntheses of existing research should be complete, balanced, and should include findings regardless of whether they support the hypothesis or interpretation being proposed. Editorials or opinion pieces presenting a single viewpoint or argument should be clearly distinguished from scholarly reviews.
- Study limitations should be addressed in publications.

6. Originality

- Authors should adhere to publication requirements that submitted work is original and has not been published elsewhere in any language. Work should not be submitted concurrently to more than one publication unless the editors have agreed to co-publication. If articles are co-published this fact should be made clear to readers.
- Applicable copyright laws and conventions should be followed. Copyright material (e.g. tables, figures or extensive quotations) should be reproduced only with appropriate permission and acknowledgement.
- Relevant previous work and publications, both by other researchers and the authors' own, should be properly acknowledged and referenced. The primary literature should be cited where possible.
- Data, text, figures or ideas originated by other researchers should be properly acknowledged and should not be presented as if they were the authors' own. Original wording taken directly from publications by other researchers should appear in quotation marks with the appropriate citations.
- Authors should inform editors if findings have been published previously or if multiple reports or multiple analyses of a single data set are under consideration for publication elsewhere. Authors should provide copies of related publications or work submitted to other journals.
- Multiple publications arising from a single research project should be clearly identified as such and the primary publication should be referenced. Translations and adaptations for different audiences should be clearly identified as such, should acknowledge the original source, and should respect relevant copyright conventions and permission requirements. If in doubt, authors should seek permission from the original publisher before republishing any work.

7. Transparency

- All sources of research funding, including direct and indirect financial support, supply of equipment or materials, and other support (such as specialist statistical or writing assistance) should be disclosed.
- Authors should disclose the role of the research funder(s) or sponsor (if any) in the research design, execution, analysis, interpretation and reporting.
- Authors should disclose relevant financial and non-financial interests and relationships that might be considered likely to affect the interpretation of their findings or which editors, reviewers or readers might reasonably wish to know. This includes any relationship to the journal, for example if editors publish their own research in their own journal. In addition, authors should follow journal and institutional requirements for disclosing competing interests.

8. Appropriate authorship and acknowledgement

- The research literature serves as a record not only of what has been discovered but also of who made the discovery. The authorship of research publications should therefore accurately reflect individuals' contributions to the work and its reporting.
- In cases where major contributors are listed as authors while those who made less substantial, or purely technical, contributions to the research or to the publication are listed in an acknowledgement section, the criteria for authorship and acknowledgement should be agreed at the start of the project. Ideally, authorship criteria within a particular field should be agreed, published and consistently applied by research institutions, professional and academic societies, and funders. While journal editors should publish and promote accepted authorship criteria appropriate to their field, they cannot be expected to adjudicate in authorship disputes.
- Responsibility for the correct attribution of authorship lies with authors themselves working under the guidance of their institution. Research institutions should promote and uphold fair and accepted standards of authorship and acknowledgement. When required, institutions should adjudicate in authorship disputes and should ensure that due process is followed.
- Researchers should ensure that only those individuals who meet authorship criteria (i.e. made a substantial contribution to the work) are rewarded with authorship and that deserving authors are not omitted. Institutions and journal editors should encourage practices that prevent guest, gift, and ghost authorship.
- All authors should agree to be listed and should approve the submitted and accepted versions of the publication. Any change to the author list should be approved by all authors including any who have been removed from the list. The corresponding author should act as a point of contact between the editor and the other authors and should keep co-authors informed and involve them in major decisions about the publication (e.g. responding to reviewers' comments).
- Authors should not use acknowledgements misleadingly to imply a contribution or endorsement by individuals who have not, in fact, been involved with the work or given an endorsement.

9. Accountability and responsibility

- All authors should have read and be familiar with the reported work and should ensure that publications follow the principles set out in these guidelines. In most cases, authors will be expected to take joint responsibility for the integrity of the research and its reporting. However, if authors take responsibility only for certain aspects of the research and its reporting, this should be specified in the publication.
- Authors should work with the editor or publisher to correct their work promptly if errors or omissions are discovered after publication.
- Authors should abide by relevant conventions, requirements, and regulations to make materials, reagents, software or datasets available to other researchers who request them. Researchers, institutions, and funders should have clear policies for handling such requests. Authors must also follow relevant journal standards. While proper acknowledgement is expected, researchers should not demand authorship as a condition for sharing materials.
- Authors should respond appropriately to post-publication comments and published correspondence. They should attempt to answer correspondents' questions and supply clarification or additional details where needed.

10. Penalty

In the event that there are documented violations of any of the above mentioned policies of IJIFR, regardless of whether or not the violations occurred in a journal published the following rules will be applied:

- Immediate rejection of the infringing manuscript.
- Immediate rejection of every other manuscript submitted to any journal published by IJIFR by any of the authors of the infringing manuscript.
- Prohibition against all of the authors for any new submissions to IJIFR, either individually or in combination with other authors of the infringing manuscript, as well as in combination with any other authors. This prohibition will be imposed for a minimum of 2 years.
- In cases where the violations of the above policies are found to be particularly offensive/flagrant, the publisher reserves the right to impose additional restrictions beyond those described above.