

# ARTHAVAAN

## **Ethics And Peer-Review Policy**

Peer review helps to uphold the academic credibility of a journal. To ensure good quality publication in **Arthavaan** all submissions are reviewed as per the following peer-review policy:

- All manuscripts submitted are reviewed by independent researchers for originality, validity and importance to help our editors determine if a manuscript is suitable for publication in the journal.
- We utilise a double-blind peer-review system, in which reviewers are unaware of the names and affiliations of the authors.
- Whenever possible, reviewers are matched to the paper according to their area of expertise.
- A final decision to accept or reject the manuscript will be sent to the author along with any recommendations made by the reviewers, and may include verbatim comments by the reviewers.
- The editors will establish their decision based on Reviewers' report which would be final.
- We aim to provide authors with first decision (of accept, reject or revisions required whether minor or major) within 4 weeks.

## **Ethics policy**

We expect all prospective authors and reviewers to read and understand Ethics Policy before submitting/reviewing any manuscripts.

## **For authors**

- Submitted manuscripts may be submitted with 'Certificate of Originality' for plagiarism check in order to detect instances of overlapping and similar text.
- Authors should ensure that all researched work submitted is original, fully referenced and that all authors are represented accurately.
- Openly disclose the source of all data and third-party material, including previously published work by the authors themselves.

- Fully correspond and comply with the editor and publisher in any requests for source data, proof of authorship or originality in a timely manner, providing reasonable explanation for discrepancies or failures to disclose vital information.
- The submitted work has not been published before (except in the form of an abstract or as part of a published lecture, review or thesis) – or the work is not under consideration elsewhere - that copyright has not been breached in seeking its publication – i.e., the publication has been approved by all co-authors and responsible authorities at the institute or organization where the work has been carried out.

### **For Reviewers**

- Adhere to **Arthavaan** policy of double blind peer review of manuscripts. This includes, but is not restricted to, keeping their identity hidden from authors and not externally distributing any work that is passed to them for review.
- Review submitted work in a responsible, impartial and timely manner.
- Report any suspected ethical misconduct as part of a thorough and honest review of the work.
- Avoid the use of unnecessarily inflammatory or offensive language in their appraisal of the work.

### **Publication policy**

This policy sets forth the criteria for selection, evaluation, and publication of papers in **Arthavaan**. We have following publication policy:

- The **Arthavaan** Journal is primarily research-oriented and may also include other comprehensive technical information.
- Accepted manuscript should not be previously published, not submitted for consideration elsewhere while in the review or publication process.
- All manuscripts should be submitted as per the guidelines prescribed for the author/s.
- Manuscripts submitted for publication in Journal will be sent for double-blind review process.
- Copyrights for articles are retained by the authors, with first publication rights granted to the journal/publisher. Authors have rights to reuse, republish, archive, and distribute their own articles after publication. The journal/publisher is not responsible for subsequent uses of the work.

- No publication fee has been charged so far for either submission or publication in **Arthavaan**. In future it is proposed to charge on the basis of minimum cost involved.

### **Copyright Policy**

- **Arthavaan** acknowledges and agrees that the Author(s) retain(s) the copyright to the work submitted for publication, and is/are allowed to:
- Revise, reproduce, distribute, publicly perform, and publicly display the Chapter/Article
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### **Plagiarism Policy**

- Plagiarism, in which one misrepresents ideas, words, computer codes or other creative expression as one's own, is a clear violation of such ethical principles. Plagiarism can also represent a violation of copyright law, punishable by statute. Plagiarism manifests itself in a variety of forms, including Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper; Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source; and Verbatim copying of portions of another author's paper with citing but not clearly differentiating what text has been copied (e.g., not applying quotation marks correctly) and/or not citing the source correctly. Self-plagiarism is a related issue.

- Self-plagiarism is the verbatim or near-verbatim reuse of significant portions of one's own copyrighted work without citing the original source. Self-plagiarism does not apply to publications based on the author's own previously copyrighted work (e.g., appearing in a conference proceedings) where an explicit reference is made to the prior publication. Such reuse does not require quotation marks to delineate the reused text but does require that the source be cited.
- All authors are deemed to be individually and collectively responsible for the content of papers published by **Arthavaan**. Hence, it is the responsibility of each author to ensure that papers submitted to **Arthavaan** attain the highest ethical standards with respect to plagiarism.
- **Arthavaan** and the **Arthavaan** Publications Board place the investigation of each claim of plagiarism at the highest priority for resolution and action.
- To inform **Arthavaan** of alleged plagiarism, send email to **Arthavaan** on official e-mail id and for complain following is the minimum information required:
- The names and contacts of the person(s) making the claim and their relationship to the allegation (e.g., author of plagiarized work, reviewer or editor of plagiarizing work).
- A citation to the original paper(s) (paper title, author, publication title, date of publication). A citation to the alleged plagiarizing paper. Indication of specific pages, sections, paragraphs in each work alleged as evidence of the plagiarism.