

# Ethics Statement

Asian Journal of Peacebuilding (AJP) is a peer-reviewed journal. This statement spells out ethical behavior of all parties involved in the act of publishing an article for this journal: the author, the peer-reviewer, the editors-in-chief, executive editors, and regional editors, and the publisher. Most part of this statement is based on COPE's Best Practice Guidelines for Journal Editors.

## DUTIES OF AUTHORS

### Reporting Standards

Authors of original research should present an accurate account of the work done as well as an objective discussion of its significance. Data of the research should be prepared accurately in the article. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

### Data Access and Retention

Authors may be asked to provide the raw data in connection with an article submitted for editorial review, and should be prepared to provide public access to such, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

### Originality and Plagiarism

Authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, this must be appropriately cited or quoted. Such quotations and citations must be listed in the reference at the end of the article.

### Multiple Publication

An author should not in general publish manuscripts describing essentially the same research, in part or in whole, in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

### Acknowledgement of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the work.

### Authorship of the Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the study, and should be listed as co-authors. Others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

### Corresponding Author

Corresponding author is the author responsible for communicating with the journal for publication. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the article. All co-authors have seen and approved the final version of the article and have agreed to its submission for publication.

### **Acknowledgment of Funding Sources**

Sources of funding for the research reported in the article should be duly acknowledged at the end of the article.

### **Disclosure and Conflicts of Interest**

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript.

### **Fundamental Errors in Published Works**

When an author discovers a significant error or inaccuracy in his or her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the article.

## **DUTIES OF REVIEWERS**

### **Contribution of Peer Review**

Peer review assists the editors-in-chief, the executive editors, the regional editors, and the editorial board in making editorial decisions. Additionally, peer review helps the author to improve the quality of the manuscript.

### **Unqualified to Review or Promptness**

Any reviewer who feels unqualified to review the assigned manuscript or unable to provide a prompt review should notify the editors-in-chief and excuse himself/herself from the review process.

### **Confidentiality**

Manuscripts received for review must be treated as confidential documents. They must not be shown to, or discussed with, others except as authorized by the editors-in-chief.

## **DUTIES OF EDITORS**

### **Decision on the Publication of Articles**

The editors-in-chief of the AJP are responsible for deciding which of the articles submitted to the journal should be published. The editors-in-chief may be guided by the policies of the journal's editorial committee subjected to such legal requirements regarding libel, copyright infringement, and academic misconduct. The editors-in-chief may confer with other editors or reviewers in making this decision.

### **Fair Play**

Manuscripts shall be evaluated solely on their intellectual merit.

### **Confidentiality**

The editors-in-chief, editors, and editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial members, and the publisher. The editors-in-chief apply double-blind peer review to each submitted manuscript.

### **Disclosure and Conflicts of Interest**

Unpublished materials disclosed in a submitted manuscript must not be used by anyone who has a view of the manuscript while handling it in his or her own research without written consent of the author.

## **RULES ON DEALING WITH MISCONDUCT**

### **Academic Misconduct**

Duplicate publication: Publication of past work, in whole or in part, without proper indication

Forgery: Use of non-existent data or creation of false results

Falsification: Arbitrary manipulation of research data or skewing of research results

Plagiarism: Use of other's ideas, logic, terminology, data sources, and analysis without indicating sources in an appropriate way

Inaccurate ascription of authorship: Refusal to ascribe for no good reason authorship to someone who has contributed to the contents or research results of the manuscript, or ascription of authorship to someone who has not made a legitimate contribution to the manuscript

### **Informant**

Concerning the actual misconduct and relevant evidence or informing of the misconduct to the editorial committee:

1. The notifying of misconduct can come in the form of oral, written, telephone, email, etc. or other possible methods and will be handled discreetly. However, even if made in writing or email anonymously, in accordance with the reported case, specific details and evidence of the misconduct will be processed.
2. The identity of the whistleblower is not subject to disclosure. Regardless of the substance of the allegation of misconduct, to protect the whistleblower, his or her identity shall not be included in the report.

### **Examinee**

Concerning the editorial committee and investigation or the examinee of the misconduct, allegation of misconduct will not be disclosed before a judgment is conclusive.

### **Verification**

Responsibility to prove the facts of the misconduct is that of the editorial committee.

1. The editorial committee guarantees the equal rights and opportunity for the whistleblower and examinee to state their opinions and appeal.
2. The target of verification of misconduct is papers published in the journal within a period of three years and papers under review.
3. Misconduct is to be determined in the process of the verification, preliminary investigation, and main investigation.

### **Preliminary Investigation**

The preliminary investigation shall proceed within 30 days of receipt of the complaint of suspicion of misconduct.

A decision can be made by the editors-in-chief without going through the entire process of the main

investigation if the misconduct is recognized in the preliminary findings and by the examinee.

### **Main Investigation**

Concerning the procedure of the main investigation of the facts of the misconduct, and proceeding investigation committee:

1. The investigation committee shall be comprised of the editors-in-chief and four (4) other editors designated from the editorial committee. However, other relevant outside experts can be appointed depending on the research topic.
2. The investigation committee shall provide the informant and the examinee the opportunity to state their case before results of the main investigation are given. In the event that the parties have an objection, the opportunity to appeal shall be considered.
3. The investigation committee's judgment must be approved by a two-thirds majority.
4. Upon confirmation of the results of the main examination, the whistleblower and examinee will be informed of the proceedings.

### **Follow-up Action**

Concerning the procedure following a judgment of misconduct:

1. The guilty party shall be prohibited from making a contribution to the journal for three years beginning from the date of the final judgment.
2. The relevant manuscript shall be removed from the journal website. The editors-in-chief shall take action to remove it from electronic database.
3. Disclosure of the judgment shall be made on the journal website and in the subsequent issue of the journal.