PUBLISHING ETHICAL GUIDELINES

A. FOR EDITORS

The Editor of a research journal plays a key role in establishing and maintaining the professional standards. Editor is responsible in establishing and maintaining the professional standards of journal at different levels i.e., from receiving an article till publishing. An editor has to adapt the following guidelines while publishing papers in his/her research journal.

- **The Editor's Responsibilities**

The Editor is responsible for:

- Establishing and maintaining quality of the journal by publishing quality research.
- Promotion of freedom of expression within the cultural, constitutional/legal framework,
- Maintaining ethical standards of the journal,
- Meeting the needs of authors and readers,
- Providing corrigendum for any correction, clarification and apologies if/when required.
- Providing integrity and credibility of the research contributions,

- **Good job practices would include to:**

- Encourage any new ideas and suggestions of authors, peer reviewers, members of editorial board and readers to improve quality of the journal.
- Promote innovative findings in respective field and publishing them on priority,
- Educate and encourage contributors (authors) to follow ethical practices in research,
- Promote anti plagiarism policy,
- Apply the process of blind peer review in true letter and spirit,
- Implement the journal's policy without institutional pressure and policy revision as and when required.

- **Fair play and Impartiality**

The Editor should

- Select academically and scientifically sound articles and the criteria for the selection of research papers must be impartial to all research papers submitted for publication
- Promptly respond to the author (s) of the papers submitted for publication,
- Assign a specific number to an article submitted for processing;

- Disregard the discriminating factors, e.g. gender, race, ethnicity, religious belief, cultural sentiments, political affiliation, seniority and/or institutional association of the author(s) while selecting articles for publication to ensure evaluation of the content of research papers impartially,
- Make sure impartiality of the review process by informing the reviewer (s) that s/he needs to disclose any conflicts of interest regarding the submitted research paper.

Confidentiality

- The Editor must ensure confidentiality of the author(s) and reviewers during the process of double-blind peer review,
- Information pertaining to a research paper should not be disclosed by the Editor to anyone except the author(s), reviewer(s), and editorial board members,
- Upon reaching a decision about a research paper, only the Editor may disclose or announce title of the study and name of the author(s) that has been accepted for publication. Any other information may only be disclosed with the prior approval of the author(s),
- Editor should declare clear guidelines to the contributors (authors) regarding confidentiality of the individual participant.
- Confidentiality of the participants of the research should also be ensured by protecting personal information (e.g. identifiable personal details, images, and/or individual results).
- Prior to publication, the content of the manuscript should be kept confidential, both the Editor and reviewer(s) will not share or use any part of the work.

Transparency

- The Editor must ensure that multiple papers as a principal investigator submitted by an author should not be published in the same issue.
- Those who are contributing a research paper as a principal investigator in the same issue are allowed for only one co-authorship in the same issue.
- The Editor should adopt authorship or co-authorship policy that will set an example in the scientific community and strictly discourage any misconduct (e.g. forcible inclusion of a name in the author list).

- Authorship should only be given to those individuals who have substantially contributed in the said article.

- **Disclosure**
  - The Editor must not use any unpublished information/data from the submitted research paper without the permission of the author(s), and
  - Any information received after the peer review process must be kept confidential and not used for personal gains.

- **Editing and Formatting Guidelines**

  Editor is responsible for providing clear guidelines with respect to formatting and editing of each manuscript, which must be available online and in each issue.

- **The Review Process**

Editor should ensure that

- All the details about the review process are clearly stated,
- All the published papers have gone through a double-blind peer review, and at least one of the reviewers is from outside the country
- Peer-review is masked in both directions and the identity of the author is removed from the manuscript prior to its review in order to protect the confidentiality and privacy.
- Sufficient guidelines are available to reviewers, including necessary information about the review process and a reviewer comment form for recording his/her comments.
- Peer-review process is prompt, nondiscriminatory and highly professional.
- Reviewers' comments are sent to author(s) promptly and the corrections suggested by the reviewers are incorporated by the author(s) in true letter and spirit.
- Peer-review practices regularly are critically evaluated and make improvements, if, required.
- A database of competent and qualified reviewers is maintained regularly. For this purpose, various sources other than personal contacts to identify new reviewers (e.g. referring by author (s), citations and references section in a book/journal), can be used.
- Troublesome cases (e.g. in case of one acceptance and one rejection or any conflict arisen after review) are referred to Advisory Committee in order to resolve the matter agreeably.

Publication Decisions

- The Editorial Board should only shortlist research papers which have relevance to the scope of the journal clearly stated in the Journal, using his /her judgment, but without any personal bias.
- After completion of the reviewing process, the submission of revised manuscript, and assessing the quality and validity, the Editor has a right to accept or reject a research paper.
- The Editor's decisions to accept or reject a paper for publication should be based purely on merit, academic standards and professional demands of the journal.
- The Editor must justify the reason (s) of rejecting a research paper to author(s). This may include:
    - Failure to fit in the scope of the journal (may be communicated after preliminary review)
    - Insufficient depth of content
    - Major errors related to design, analysis, write up and format
    - Any misconduct or conflicting factors (e.g. plagiarism, copyright infringement, legal issues, fake data, authorship issues)
- The Editors should not reverse decisions in favor or against author(s) on their own.

Procedure for Appeal

The Editor is responsible for establishing a proper mechanism for appeals launched against:

- The rejection of a research paper.
- Objections to publications causing harm to any party.
- Infringement of ethical boundaries by any means.

Dealing with Misconduct

The Editor should encourage reviewers

- To comment on the validity of submitted research paper and identify 'subtle (simply copy-paste)' and/or 'blatant (paraphrasing)' type of plagiarism, if, practiced by the author(s).

- To comment on ethical issues and possible research and publication misconduct (e.g. inappropriate research design, incomplete detail on participant's consent, data manipulation, and presentation).

Conflict of Interest

- In order to ensure transparency and following guidelines of Higher Education Commission Pakistan (HEC), Pakistan Journal of humanities and Social Sciences Research (PJHSSR) do not publish any research article from the members of editorial board.
- The Editor must publish a list of common interests (e.g. financial, academic and/or any other type) for all Editorial Board members and editorial staff. This list should be updated from time to time.
- The Editor should not edit a submitted paper for those author(s) and/or institution against which s/he has any conflicts of interest (e.g. resulting from competitive, collaborative and/or professional standing).

B. Ethical Guidelines for Authors

The following ethical guidelines are obligatory for all author(s), violation of which may result in application of penalties by the editor, including but not limited to the suspension or revocation of publishing privileges.

Declaration

- Authors are required to provide an undertaking/declaration stating that the manuscript under consideration contains solely their original work and is not under consideration for publishing in any other journal in any form.
- A manuscript that is co-authored must be accompanied by an undertaking explicitly stating that each author has contributed substantially towards the preparation of the manuscript in order to claim right to authorship.
- It is the responsibility of the corresponding author that s/he has ensured that all those who have substantially contributed in the manuscripts have been included in the author list and they have agreed to the order of authorship.

Reporting Standards

- It is the author(s)' responsibility to ensure that the research report and data contain adequate detail and references to the sources of information in order to allow others to reproduce the results.
- Fraudulent or knowingly inaccurate statements constitute unethical behavior or falsification of data that ranges from fabrication to deceptive selective reporting of findings and omission of conflicting data, or willful suppression and/or distortion of data are unacceptable.

Authorship Credit

- Authorship of the work may only be credited to those who have made a noteworthy contribution in conceptualization, design, conducting, data analysis and writing up of the manuscript.
- It is the responsibility of the corresponding author to include the name(s) of only those coauthors that have made significant contributions to the work. Moreover, the corresponding author should ensure that all co- authors have seen and approved the final version of the paper and have agreed to its submission for publication.
- Individuals or organizations who have participated in certain substantive aspect of the research or who helped in data acquisition, provided administrative support must be acknowledged for their contribution in the "Acknowledgement" section.

Originality and Plagiarism

- It is the author(s)' responsibility to make sure to submit an entirely original work, giving due credit, by virtue of proper citations, to the works and/or words of others where they have been used.
- Plagiarism in all its forms constitutes unethical publishing behavior and is not acceptable.
- As per HEC's policy, in case the manuscript has a similarity index of more than 19%, it will either be rejected or left at the discretion of the Editorial Board for the purposes of a conditional acceptance.
- Material quoted verbatim from the author(s)' previously published work or other sources must be placed in quotation marks.

Multiple, Redundant and Current Publication

- Authors should not submit manuscripts describing essentially the same research to more than one journal or publication except if is a re-submission of a rejected or withdrawn manuscript.
- Authors may re-publish previously conducted research that has been substantially altered or corrected using more meticulous analysis or by adding more data.
- Simultaneous submission of the same manuscript to any other Journal is unethical publishing behavior and is unacceptable.

Acknowledgment of Sources

- Authors are instructed to mention proper acknowledgment of the work of others, including clear indications of the sources of all information quoted or offered.
- The author(s) must also acknowledge the contributions of people, organizations and institutes who assisted the process of research, including those who provided technical help, writing assistance or financial funding (in the acknowledgement).
- It is duty of the author(s) to conduct a literature review and properly cite the original publications that describe closely related work.

Privacy of Participants

- Authors must respect the privacy of the participant of research and must not use any information obtained from them without their informed consent.
- Authors should ensure that only information that improves understanding of the study is shared.
- Authors must ensure that in occasions where the identity of the participant needs to be revealed in the study, clear and informed consent of the concerned party is obtained.
- In the case of the demise of a participant, consent must be obtained from the family of the deceased.

Data Access and Retention

If any question arises about the accuracy or validity of the research work during the review process, the author(s) should provide raw data to the Editor.

- **Images**

- The author(s) should ensure that images included in an account of research performed or in the data collection as part of the research are free from manipulation,.
- The author(s) must provide an accurate description of how the images were generated and produced.

- **Manuscript Acceptance and Rejection**

- The review period can last between 1-2 months or longer and during this period the author(s) reserve the right to contact the Editor to ask about status of the submitted manuscript.
- Once the review process has been completed, the author will be informed about the status of the manuscript which could either be an acceptance, rejection or revisions.
- In the case of rejection, the author(s) reserves the right to publish the article elsewhere.
- In case of revisions, the author(s) must provide a description of all corrections made in the manuscript and the revised manuscript should, then, go through the process of verification of revisions and be accepted or rejected accordingly.
- In case of dissatisfaction over the decision of rejection, the author can appeal the decision by contacting the Editor.

- **Disclosure and Conflicts of Interest**

- The potential and relevant competing financial, personal, social or other interest of all author(s) that might be affected by publication of the results contained in the manuscript must be conveyed to the editor.
- The author(s) should disclose any potential conflict of interest at the earliest possible stage, including but not limited to employment, consultancies, honoraria, patent applications/registrations, grants or other funding.

- All sources of financial support for the project should be disclosed alongside a brief overview of the role played, if any by the responses during various stages of the research.
- Authors should state the conflict of interest clearly in the submission statement form. This statement should also appear at the end of the text before the references. If there are no conflicts of interests, the authors should state, “none to declare.”

Ethical conduct of research using Human Subjects

- When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation and with the latest version of American Psychological Association.
- Every manuscript submitted to Pakistan Journal of humanities and Social Sciences Research (PJHSSR) involving human subjects should have the ethical approval by the ethical review board of the institution. The statement should be written on the official letterhead of the Ethical Review committee of the institution duly stamped and signed by the Chairperson of the committee. The study should be approved prospectively.
- All case study/reports involving data from human subjects require an approval on the institutional letterhead from the head of the department. A statement should be included that participants gave informed consent before being included in the study or for publication of a case report.

Copy Right Policy

- Authors may have to sign an agreement allowing the journal to reserve the right to circulate the article and all other derivative works such as translations.

C. Ethical Guidelines for Reviewers

Scholars accepting to review a research paper have an ethical responsibility to complete this assignment professionally. The quality, credibility and reputation of a journal also depend on the peer review process. The Higher Education Commission (HEC), Pakistan has listed down 'Ethical Guidelines for Reviewers' so that all reviewers provide their valuable services in a standardized manner.

- **Suitability and Promptness**

The Reviewers should:

  - Inform the Editor, if they do not have the subject expertise required to carry out the review and s/he should inform the Editor immediately after receiving a request.
  - Be responsible to act promptly and submit review report on time.
  - Immediately inform the Editor of any possible delays and suggest another date of submission for a review report, and
  - Not unnecessarily delay the review process, either by prolonged delay in submission of their review or by requesting unnecessary additional data/information from the Editor or author(s).

- **Standards of Objectivity**

  - The reviews should be objectively carried out with a consideration of high academic, scholarly and scientific standards.
  - All judgments should be meticulously established and maintained in order to ensure the full comprehension of the reviewer's comments by the editors and the author(s).
  - Both reviewers and author(s) in rebuttal should avoid unsupported assertions,
  - The reviewer may justifiably criticize a manuscript but it would be inappropriate to resort to personal criticism on the author(s), and
  - The reviewers should ensure that their decision is purely based on the quality of the research paper and not influenced, either positively or negatively, by any personal, financial, or other conflicting considerations or by intellectual bias.

- **Confidentiality**

  - Reviewers should consider the research paper as a confidential document and must not discuss its content on any platform except in cases where professional advice is being sought with the authorization of the Editor, and
  - Reviewers are professionally and ethically bound not to disclose the details of any research paper prior to its publication without the prior approval of the Editor.

- **Ethical Considerations**

  - If the reviewer suspects that the research paper is almost the same as someone else's work, s/he will ethically inform the Editor and provide its citation as a reference.

  - If the reviewer suspects that results in the research paper to be untrue/unrealistic/fake, s/he will share it with the Editor.

  - If there has been an indication of violating ethical norms in the treatment of human beings (e.g. children, female, poor people, disabled, elderly, etc), then this should be identified to the Editor, and

  - If the research paper is based on any previous research study or is replica of an earlier work, or the work is plagiarized for e.g. the author has not acknowledged/referenced others' work appropriately, then this should be brought in the Editor's knowledge.

- **Originality**

For evaluating originality, the reviewers should consider the following elements:

- Does the research paper add to existing knowledge?
- Are the research questions and/or hypotheses in line with the objective of the research work?

- **Structure**

  - If the layout and format of the paper is not according to the prescribed version, the reviewers should discuss it with the Editor or should include this observation in their review report. On the other hand, if the research paper is exceptionally well written, the reviewer may overlook the formatting issues. At other times, the reviewers may suggest restructuring the paper before publication. The following elements should be carefully evaluated:
    - If there is serious problem of language or expression and the reviewer gets the impression that the research paper does not fulfill linguistic requirements and readers would face difficulties reading and comprehending the paper. The reviewer should record this deficiency in his/her report and suggest the editor to make its proper editing. Such a situation may arise when the author(s)' native language is not English.

- Whether the data presented in the paper is original or reproduced from previously conducted or published work. The papers which reflect originality should be given preference for publication.
- The clarity of illustrations including photographs, models, charts, images and figures is essential to note. If there is duplication then it should be reported in the review report. Similarly, descriptions provided in the "Results" section should correspond with the data presented in tables/figures, if not then it should be clearly listed in the review report.
- Critically review the statistical analysis of the data. Also check the rational and appropriateness of the specific analysis.
- The reviewers should read the "Methodology" section in detail and make sure that the author(s) has demonstrated the understanding of the procedures being used and presented in the manuscript.
- The relationship between "Data, Findings and Discussion" requires a thorough evaluation thoroughly. Unnecessary conjecture or unfounded conclusions that are not based on the presented data are not acceptable.
- Further questions to be addressed are whether: the organization of the research paper is appropriate or deviates from the standard or prescribed format?
- Does the author(s) follow the guidelines prescribed by the journal for preparation and submission of the manuscript?
- Is the research paper free from typographical errors?

Review Report

- The reviewer must explicitly write his/her observations in the section of 'comments' because author(s) will only have access to the comments reviewers have made,
- For writing a review report, the reviewers are requested to complete a prescribed form (s).
- It is helpful for both the Editor and author(s) if the reviewer writes a brief summary in the first section of the review report. This summary should comprise the reviewer's final decision and inferences drawn from a full review.

- Any personal comments on author(s) should be avoided and final remarks should be written in a courteous and positive manner.

- Indicating any deficiencies is important. For the understanding of the Editor and author(s), the reviewers should highlight these deficiencies in some detail with specificity. This should help justify the comments made by the reviewer,

- When a reviewer makes a decision regarding the research paper, it should be clearly indicated as 'Reject', 'Accept without revision', or 'Need Revision' and either of the decisions should have justification.

- The reviewers should indicate the revisions clearly and comprehensively, and show willingness to confirm the revisions submitted by the author(s), if Editor wishes so, and

The final decision about publishing a research paper (either accept or reject) will solely rest with the Editor and it is not a reviewer's job to take part in this decision. The editor will surely consider reviewer's comments and have a right to send the paper for another opinion or send it back to the author(s) for revision before making the final decision

Disclosure and Conflict of Interest

- A reviewer should not, for the purpose of his/her own research, use unpublished material disclosed in a submitted manuscript.
- The data included in the research paper is confidential and the reviewer shall not be allowed to use if for his/her personal study.
- A reviewer must declare any potentially conflicting interests (e.g. personal, financial, intellectual, professional, political or religious). In such situation, s/he will be required to follow the policies of Pakistan Journal of humanities and Social Sciences Research (PJHSSR).
- A reviewer should be honest enough to declare conflicts of interest, if, the research paper under review is the same as to his/her presently conducted study.
- If the reviewer feels unqualified to separate his/her bias, s/he should immediately return the manuscript to the Editor without review, and justify to him/her about the situation.

D. Ethical Guidelines for Publisher

Women University Mardan as publisher of Pakistan Journal of humanities and Social Sciences Research (PJHSSR) is committed to make sure that the potential for advertising, reprint or other commercial income has no influence or impact on editorial board decisions. We also provide widespread education and recommendation on publishing ethics standards, particularly for early career researchers. We support editors in communications with other publishers and/or journals where this is helpful to editors and are prepared to provide specialized legal review and counsel if required.

Editorial Policies

- **Plagiarism, data fabrication and image manipulation policy**
  - Plagiarism is not acceptable in Pakistan Journal of humanities and Social Sciences Research (PJHSSR) as it is committed to promote original work with no tolerance for plagiarism. Less than 19% similarity index policy is followed as per HEC guidelines.
  - Plagiarism in all its forms constitutes unethical publishing behavior. Plagiarism includes copying text, ideas, images, or data from another source, even from your own publications, without giving credit to the original source.
  - All submissions will be subjected to plagiarism evaluation before editorial processing. It is the author(s) responsibility to ascertain that she/he has submitted completely original work, giving due credit, by virtue of proper citations of cited work, to the works and/or words of others where they are used/cited.

- **Identification and dealing with research (Scientific) misconduct**
  - The Editor encourages reviewers to comment on ethical issues and possible research and publication misconduct (e.g. inappropriate research design, incomplete detail on participant's consent, data manipulation, and presentation).
  - Pakistan Journal of humanities and Social Sciences Research (PJHSSR) encourage reviewers to comment on the validity of submitted research paper and identify 'subtle (simply copy-paste)' and/or 'blatant (paraphrasing)' type of plagiarism, if, practiced by the author(s).
- **Authorization and declaration**

- Authors must accept full responsibility for the content of their articles. Editorial Board and the Publisher of the journal are not responsible for the opinions and statements expressed by the authors in their published material in Pakistan Journal of humanities and Social Sciences Research (PJHSSR).
- To use the copyrighted material (for example psychological instruments, table, figure etc.), the author/s must seek the permission from the Author/s and Publisher of the material and send the copy of the permission letters via e-mail to the Editor of Pakistan Journal of humanities and Social Sciences Research (PJHSSR) for records.
- While submitting the paper the author (s) must sign an ethical statement that "the article has not been published or sent for publication elsewhere". And the authors acknowledge that they have disclosed all and any actual or potential conflicts of interest with their work or partial benefits connected with it.

Any change to the author list during the editorial process or after publication should be approved by all authors, including any who have been removed. 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. PAKISTAN JOURNAL OF HUMANITIES AND SOCIAL SCIENCES RESEARCH (PJHSSR) reserves the right to request evidence of authorship, and changes to authorship after acceptance will be made at the discretion of PJHSSR.

Peer Review Policy

- Pakistan Journal of humanities and Social Sciences Research (PJHSSR) ensure that all the published papers have gone through a double-blind peer review, and at least one of the reviewers is from outside the country.
- Pakistan Journal of humanities and Social Sciences Research (PJHSSR) make sure that peer-review is masked in both directions and as such the identity of the author is removed from the manuscript prior to its review in order to protect the confidentiality and privacy.
- The Reviewers are provided with sufficient guidelines for review process, and a reviewer comment form for recording his/her comments is also provided.
- The Editor ensures that peer review process is prompt, nondiscriminatory and highly professional.

- Pakistan Journal of humanities and Social Sciences Research (PJHSSR) has a system of confidentiality of research papers undergoing the review process.
- The reviewers' comments are shared promptly with the author(s) and editorial team makes sure that the corrections suggested by the reviewers are incorporated by the author(s) in true letter and spirit.
- The Editor refers troublesome cases (e.g. in case of one acceptance and one rejection or any conflict arisen after review) to Advisory Committee in order to resolve the matter cordially.

Checks applied to all reviewers:

- ✓ Reviewers must hold no conflicts of interest with the authors, including if they have published together in the last three years.
- ✓ That they hold a PhD.
- ✓ They must have recent publications in the field.
- ✓ Pakistan Journal of humanities and Social Sciences Research (PJHSSR) asks reviewers to inform the editor if they hold a conflict of interests that may prejudice the review report, either in a positive or negative way.
- ✓ Enough guidelines must be provided to reviewers together with a review comments form for recording comments.

Copyright, licensing and open Access policy

Copyright of the manuscripts published are retained by the author/authors and the first publication rights granted to Pakistan Journal of humanities and Social Sciences Research (PJHSSR). Editor or other team members will not be responsible for any successive use of the author(s) work. If so desired, it is the job of author (s) to bring an infringement action.

Article Correction, Retraction and withdrawal Policy

Article Corrections

Authors are encouraged to report errors in their articles with regard to the precision of published material. Only errors that impact the article considerably will be considered. Corrections are made

at the journal's discretion. The correction procedure depends on the publication stage of the article. Corrections will be published under corrections and addendum in a later issue of the journal.

Article Retractions

Articles may be retracted because of scientific misconduct in cases such as multiple submissions, false claims of authorship, plagiarism or deceitful use of data. A signed statement from the concerned authors will be required to be submitted before an article can be retracted. Agreement of all authors of a paper is required before a retraction can be published. A notice of retraction will be published and linked to the original article clearly marked as a retracted. The notice will also include the reason for the retraction and who is retracting the article. The original article will not be removed from online or print versions of the journal, but will be identified as a retracted article. Retractions will also be listed on the contents page. PJHSSR follows the recommendations of the Committee on Publication Ethics (COPE) for retraction.

Article Withdrawal

Articles can be withdrawn either by the authors or the publisher. Article withdrawal by authors may be acceptable only for the most undeniable and inevitable reasons, after submitting a letter signed by all authors of the article to the editorial office explaining the reason for article withdrawal. Authors must not assume that their article has been withdrawn until they have received appropriate notification from the editorial office. If an article is found to infringe the ethical publishing guidelines of PJHSSR such as bogus claims of authorship, duplicate publication, fake use of data, plagiarism, multiple submission the publisher has all the rights to withdraw that article.

Citation Policy

- The Pakistan Journal of humanities and Social Sciences Research (PJHSSR) follows a variant of APA styles.
- Authors should ensure that where the material is taken from other sources (including their own published writing) the source is clearly cited and that where appropriate permission is obtained.
- Excessive self-citation of own work by the author is highly discouraged.
- Authors should not preferentially cite their own or their friends', peers', or institution's publications.

- In accordance with COPE guidelines, we expect that "original wording taken directly from publications by other researchers should appear in quotation marks with the appropriate citations." This condition also applies to an author's own work.

Complaint Process

Editorial board of Pakistan Journal of humanities and Social Sciences Research (PJHSSR) is committed to offer quality services to its contributors and believes in building trust and respect with all the authors, and researchers. In order to ensure the maintenance of high quality, Pakistan Journal of humanities and Social Sciences Research (PJHSSR) believes to improve by responding to appeals and complaints and rectifying its mistakes against:

- Objection to publications causing harm to any party
- Violation of ethical boundaries in any manner and
- Rejection of research paper

Authors/readers can submit their appeal directly at: pjhssr@wumardan.edu.pk

The application must provide detail rationalization (harm, ethical issues or response to editor/reviewer comments). The chief editor would look after the matter independently and forward it to some appropriate PJHSSR editorial board member. Finally, the board member after going through the whole complaint/justification can finally recommend acceptance of appeal, further review, or maintain the original decision (if any).

Funding Source

Authors should list all funding sources in the Acknowledgments section. Authors are responsible for the accuracy of their funder designation.