

PUBLICATION ETHICS: AUTHORS, EDITOR, REVIEWERS

The B&ESI subscribes to the principles delineated by the [Committee on Publication Ethics \(COPE\)](#) as applied to (A) Duties of potential authors, (B) Duties of editor, and (C) Duties of reviewers.

Additionally, authors are subject to the ethical principles outlined by the [B&ESI - CODE OF ETHICS / CONDUCT](#).

(A) Duties of potential authors

(I) Manuscripts may be rejected by the editorial office if it is felt that the work was not carried out within an ethical framework.

(II) Submitted manuscripts to the GBEA,

- (a) should not be under consideration for possible publication at another outlet,
- (b) should represent original work,
- (c) should expansively reference published literature related to the proposed theme, and
- (d) should offer comparison and contrast of the point(s) made in the paper to previously published works by the same author(s) and / or other authors.

(III) To prevent plagiarism, the B&ESI screens submissions with *turnitin*. As explained by *turnitin* [here](#), A “percentage of [similarity] below 15% would probably indicate that plagiarism has not occurred. However, if the 15% of matching text is one continuous block this could still be considered plagiarism. A high percentage would probably be anything over 25%”. Plagiarism is theft and, as such, a criminal offense; it is the wrongful appropriation of text, ideas, images and any other form of content without crediting the creator. You commit plagiarism when you

- copy and paste,
- paraphrase without giving credit,
- self-plagiarize (when you present your previously published work with no - or minor – modifications as new or you double-submit a manuscript), and
- do so accidentally.

(IV) Authors must state all possible relevant competing interests (including, among other, professional, personal and financial) that involve people, private, non-profit or governmental institutions.

(B) Duties of editor

- Guided by GBEA’s editorial policy, theme coverage constraints, inclusion of non-academic articles policy, legal requirements (regarding plagiarism, copyright, infringement and libel), the editor is responsible for deciding which submitted articles (ranging from scholarly papers to announcements and advertisements) ought to be admitted and after review be published.
- The editor ought to consult the editorial board when making publication decisions and together guard and maintain the integrity of the published record, prevent the compromising of intellectual and ethical standards that may be attempted by various interest groups, take reasonably responsive measures when ethical complaints have been presented concerning a submitted or published paper, and always be willing to publish, when needed, apologies for various mishaps, retractions, clarifications and corrections.
- The editor should evaluate manuscripts regardless of race, gender, sexual orientation, religious beliefs, ethnic origins, citizenship, or political philosophy of the author(s). The editor will not disclose any information about a manuscript under consideration to anyone other than the author(s), reviewers, potential reviewers, and to all or some members of the editorial board.

- Additionally, the editor will be guided by COPE's Guidelines when considering retracting, issuing expressions of concern about, and issuing corrections pertaining to articles that have been published in the GBEA.
 - Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.
 - Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.
 - The editor is committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions.
 - The editor should seek so ensure a fair and appropriate peer review process.
 - The editor should recuse herself or himself from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers.
 - The editor should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication.
 - If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern.
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(C) Duties of reviewers

- Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.
 - Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the editor so that alternative reviewers can be contacted.
 - Any 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 editor.
 - Reviews should be conducted objectively. Personal criticism of the author is inappropriate.
 - Referees should express their critical and constructive views clearly with supporting arguments.
 - Reviewers should identify relevant published work that has not been cited by the authors.
 - Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation.
 - A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.
 - Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.
 - Reviewers should not consider evaluating manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the submission.
 - In case of alleged or proven scientific misconduct, fraudulent publication or plagiarism the publisher, in close collaboration with the editor, will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum or, in the most severe cases, the complete retraction of the affected work.
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