

## **Publication Ethics and Publication Malpractice Statement**

This journal follows the COPE Code of Conduct and Best Practice Guidelines for Journal Editors and the Code of Conduct for Journal Publishers.

The International Journal on Recent Trends in Business and Tourism (<http://www.ijrtbt.org>) follows the Ethical guidelines for journal publication based on Elsevier recommendations and COPE's Best Practice Guidelines for Journal Editors. Therefore the journal is committed to ensure ethics in publication of quality articles and it follows the Code of Conduct defined by the Committee of Publication Ethics (COPE) available at: [http://publicationethics.org/files/Code%20of%20Conduct\\_2.pdf](http://publicationethics.org/files/Code%20of%20Conduct_2.pdf)

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For the publication of an article in a peer reviewed journal it is necessary to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer and the publisher.

Our ethic statements are based on COPE's Best Practice Guidelines for Journal Editors.

### **Duties of Editor**

#### *Publication Decisions*

Based on the review report the editor has complete responsibility and authority to accept, reject, or request modifications to the manuscript. The editors ensure that all submitted manuscripts being considered for publication undergo peer-review by at least two reviewers who are expert in the field. The Editor-in-Chief is responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and such legal requirements as are currently in force regarding libel, copyright infringement and plagiarism. The Editor-in-Chief may confer with other editors or reviewers in making this decision

#### *Review of Manuscripts*

Editor must ensure that each manuscript is initially evaluated by the reviewer for originality, making use of appropriate software to do so.

#### *Fair Review*

The editor must ensure that each manuscript submitted to The International Journal on Recent Trends in Business and Tourism is reviewed for its intellectual content without regard to sex, gender, race, religion, citizenship, etc. of the authors.

### *Confidentiality*

The editor must ensure that information regarding manuscripts submitted by the authors is kept confidential.

### *Disclosure and Conflicts of Interest*

The editor of this Journal shall not use unpublished materials disclosed in a submitted manuscript for his/her own research without written consent of the author. Editors will recuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships/connections with any of the authors, companies or institutions connected to the papers; instead, they will ask another member of the editorial board to handle the manuscript.

### *Errata Information*

The editor must publish errata pages or make corrections when needed.

### *Involvement and cooperation in investigations*

Editors (in conjunction with the publisher and/or society) will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every reported act of unethical publishing behavior will be looked into, even if it is discovered years after publication. IJRTBT editors follow the COPE Flowcharts when dealing with cases of suspected misconduct. If, on investigation, the ethical concern is well-founded, a correction, retraction, expression of concern or other note as may be relevant, will be published in the journal

### *Ethical Guidelines*

The editor shall ensure that all research material they publish conforms to internationally accepted ethical guidelines available at <http://publicationethics.org>

### *Proof of Misconduct*

The editor should not reject papers based on suspicions; they should have proof of misconduct.

## **Duties of Reviewers**

### *Contribution to Editorial Decisions*

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. IJRTBT shares the view of many that all scholars who wish to contribute to the scientific process have an obligation to do a fair share of reviewing.

### *Promptness*

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

### *Confidentiality*

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.

### *Standards of Objectivity*

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

### *Acknowledgement of Sources*

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.

### *Disclosure and Conflict of Interest*

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider 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 papers.

Unpublished material disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the authors. Privileged information or ideas obtained through peer review must be kept confidential and not used for the reviewer's personal advantage. This applies also to invited reviewers who decline the review invitation.

## **Duties of Authors**

### *Reporting standards*

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to

permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

#### *Data Access and Retention*

Authors may be asked to provide the raw data of their study together with the manuscript for editorial review and should be prepared to make the data publicly available if practicable. In any event, authors should ensure accessibility of such data to other competent professionals for at least 10 years after publication (preferably via an institutional or subject-based data repository or other data center), provided that the confidentiality of the participants can be protected and legal rights concerning proprietary data do not preclude their release.

#### *Originality and Plagiarism*

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

#### *Multiple, Redundant or Concurrent Publication*

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

The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

#### *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 reported work. Information obtained privately (from conversation, correspondence or discussion with third parties) must not be used or reported without explicit, written permission from the source. Authors should not use information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, unless they have obtained the explicit written permission of the author(s) of the work involved in these services.

#### *Authorship of the Manuscript*

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

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

#### *Hazards and Human or Animal Subjects*

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript

#### *Disclosure and Conflicts of Interest*

Authors should—at the earliest stage possible (generally by submitting a disclosure form at the time of submission and including a statement in the manuscript)—disclose any conflicts of interest that might be construed to influence the results or their interpretation in the manuscript. 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. All sources of financial support for the project should be disclosed.

#### *Fundamental errors in published works*

When an author discovers a significant error or inaccuracy in his/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 paper

#### *Peer review*

Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, patient consents and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

#### *Fundamental errors in published works*

When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the journal's editors or publisher and cooperate with them to either correct the paper in the form of an erratum or to retract the paper. If the editors or publisher learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors' obligation to promptly correct or retract the paper or provide evidence to the journal editors of the correctness of the paper. For guidelines on retracting or correcting articles, please click here: <https://www.elsevier.com/about/company-information/policies/article-withdrawal>.

## **Duties of the Publisher**

### *Handling of Unethical publishing behavior*

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism, the publisher, in close collaboration with the editors, will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum, clarification or, in the most severe case, the retraction of the affected work. The publisher, together with the editors, shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, and under no circumstances encourage such misconduct or knowingly allow such misconduct to take place.

### *Access to journal content*

The publisher is committed to the permanent availability and preservation of scholarly research and ensures accessibility by partnering with organizations and maintaining our own digital archive.