

# HURJ Publication Ethics & Malpractice Statement

Hebron University Research Journal (HURJ) is issued by the Deanship of Academic Research at Hebron University, Palestine. HURJ aims to offer equal opportunities for all researchers. The Journal will accept manuscripts on their intellectual content, irrespective of race, gender, beliefs, ethnic origins, citizenship, or the political philosophy of the authors. Complying with professional ethics of publishing is of prime importance that authors, reviewers, editors, and publishers must put in mind.

What follows is the statement of ethics for Hebron University Research Journal. This statement draws on the principles of Hebron University for Publication Ethics and involves regulations of ethics for the chief editor, editorial board members, reviewers and authors. It is also in compliance with the principles of the Committee on Publication Ethics (COPE) and Publication Ethics and Malpractice Statement requirements.

## **CHIEF EDITOR**

HURJ has an editor-in-chief who is responsible for selecting appropriate reviewers according to the content of the submitted manuscript and reviewer's area of expertise. The chief editor shall maintain confidentiality of manuscripts during the reviewing process and shall not disclose any information regarding manuscripts nor the identity of the authors to anyone other than the Editorial Board of HURJ.

## **EDITORIAL BOARD MEMBERS:**

HURJ has an editorial board whose members are recognized experts in the field; their full names and academic affiliations are provided on the web site of HURJ. Their duties include:

- working with the editor-in-chief to improve the vision of HURJ,
- selecting appropriate reviewers for the submitted manuscripts, and
- maintaining the confidentiality of the reviewing process and the information received from the reviewers.

## **AUTHORS**

Author(s) shall assure that their work is original and meet the high professional and ethical standards of authors and co-authors. Therefore

- The submitted manuscript must be highly credible in terms of presenting the results without fabrication or misrepresentation of data results.
- Authorship shall be limited to those who have made a sufficient degree of contribution. Authors are usually listed according to the weight of their contribution. It is the duty of the corresponding author to be sure to include all co-authors and exclude the names of authors who have not participated in authoring the manuscript.
- Authors must properly cite that publications already contributed to the research.
- Authors should provide proper acknowledgment to those who have contributed to the work within the manuscript.

- Authors must revise their manuscript in accordance with the reviewers' suggestions. In the event that the author disagrees with suggested modifications, he/she must provide rationale for not carrying out the suggested modification.
- HURJ shall not charge any fees on authors when receiving the submitted manuscripts for peer-reviewing or for publication therein. However, the author shall pay the financial expenses resulting from the refereeing procedures in case he/she requests to withdraw the submitted manuscript, and expresses the desire not to pursue the refereeing procedures or fails to justify his/her ignorance of taking some of the referees' comments into account.

### **PEER REVIEW PROCESS & REVIEWERS**

Peer review is considered a key stage in the publication process. It is the HURJ's policy to ensure that reviewers should work with professionalism and abide by the ethical codes. Therefore,

- Any manuscript submitted to HURJ should be subjected to peer-review.
- If the Editorial Board finds it consistent with HURJ publication policies and research integrity, the submitted manuscript shall be sent to two competent reviewers who shall, in turn, evaluate it and submit to HURJ a detailed report on its integrity and originality, using a special form for this purpose.
- Names of the reviewers are kept confidential and may only be disclosed to the Journal Editorial Board members who are also instructed to maintain confidentiality.
- Reviewed manuscripts should be treated confidentially prior to their publication.
- The information received from the reviewers must also be kept confidential. Accordingly, reviewers must not discuss the content of the submission without permission.
- In the case of a negative report from one of the two referees, the original version of the submitted manuscript shall be reviewed by another referee to decide on its integrity and validity for publication.
- All judgments and findings in the peer-review process should be objective.
- Reviewers should have no conflict of interest.
- Reviewers must double check that manuscripts are free of plagiarism and they should point out relevant published work which is not yet cited.
- Reviewers should adhere to the time allocated for the review process.

### **PLAGIARISM**

Plagiarism is considered unethical behavior in research and publication, and therefore it is strictly prohibited. This comes in parallel with Hebron University clear policy regarding unethical practices or misconduct in research and publishing. Therefore,

- Authors should submit only original work that is not plagiarized, and has not been published or being considered elsewhere. Thus, authors shall abide by the rules of citation, documentation and ethics of publication.
- Appropriate anti-plagiarism software (e.g. Turnitin) may be used by the editorial office to check for similarities of submitted manuscripts with published papers.
- Work and/or words from other publications must be accurately and appropriately cited or quoted.
- HURJ has the right to take all actions necessary against those who behave in contradiction to the ethics of research conduct. The action may include but is not limited to withdrawal of the submitted manuscript, refusal to consider an author's future work, and retraction of a

published article. HURJ shall notify the offender of the taken action, and may also report the case of misconduct to other journals, institutions, or concerned parties.

## **MULTIPLE SUBMISSION**

- Authors must not submit work that has been previously published in other journals. A similar manuscript should not be submitted to more than one journal concurrently as this constitutes as unethical publishing behavior and is unacceptable.
- Authors are entitled to publish their manuscript in other journals only after receiving a formal rejection from the journal or if their request to withdraw their work is officially accepted by the journal.

### **Publication ethics:**

HURJ shall take practical steps to identify and prevent the publication of papers where research misconduct has occurred; in no event shall a journal or its editors encourage such misconduct, or knowingly allow such misconduct to take place.

### **Copyright:**

Copyrights shall be transferred to HURJ upon notifying the author that his/her submitted manuscript has been accepted for publication in HURJ.

### **Archiving:**

HURJ has backup and an electronic archive to the published volumes.

### **The web site:**

HURJ's web site shall demonstrate that care has been taken to ensure high ethical and professional standards.

### **Publishing schedule:**

HURJ abides by the publication schedule. It publishes two issues per year (July and December)

### **Name of the journal:**

Hebron University Research Journal (HURJ) is unique and is not easily confused with other journal(s) that might mislead potential authors and readers about the journal's origin or association with other journals.