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CODE OF CONDUCT AND BEST PRACTICE

This document describes the guidelines of the best practice and ethics of the International Journal “Information Technologies and Knowledge” (IJ ITK). The following contents apply to:

- 1) Journal general policies
- 2) Editors
- 3) Reviewers
- 4) Authors
- 5) Publisher

1. General policies

1. Peer review process:

Peer review is defined as obtaining advice on individual manuscripts from several external reviewers who have proven expertise in the field. This is essential to ensure high quality standards of the journal

2. Detecting of research misconduct:

Publishers and editors are in charged of identifying and preventing the publication of research misconduct papers such as false results, plagiarism, citation manipulation and duplicity. Once this is detected, authors are no longer invited to submit their work to the journal.

3. Editorial team/contact information:

Journals shall provide the full names and affiliations of the journal’s editors on the journal’s Web site as well as contact information for the editorial office. The committee is composed of international scientist from all over the world (Armenia, Belgium, Bulgaria, Canada, Germany, Egypt, Israel, Italy, Romania, Russia, Spain, UK, Ukraine, USA).

4. Governing Body:

The full names and affiliations of the journal’s editors are displayed on the journal’s Web site.

5. Author fees:

The publication fee is stated in the main page for the potential authors to know before submitting their work for reviewing.

6. Abstract and indexing.

The journal is indexed in Worldcat, ROAD Directory of Open Access scholarly Resources, Google Scholar, CiteseerX, ITHEA.

7. The percentage of publications from authors who are not part of the journal organization is about 80%

8. The contents of the journal are exclusively 100% research articles

9. The language of the journal is mostly English although there are a few articles in Russian.

2. Editors specific responsibilities and duties

- Editors continuously search for authors, readers and expert reviewers
- Researching into peer review and publishing and reassessing their journal's processes in the light of new findings
- Reducing publication misconduct
- They ensure that all publications are being reviewed by suitably qualified reviewers and also make sure that non-peer-reviewed sections are identified
- Reviewing author instructions in regular basis and providing updates with new relevant guidelines
- Providing international standards for authors
- Ensuring that appropriate reviewers are selected for submissions (i.e. individuals who are able to judge the work and are free from disqualifying competing interests)

3. Reviewer's specifics responsibilities and duties

- IJ ITK reviewers commit to not use information obtained during the peer-review process for their own or any other person's or organization's advantage, or to disadvantage or discredit others
- IJ ITK reviewers can only agree to review manuscripts for which they have the subject expertise.
- IJ ITK reviewers respect the confidentiality of peer review and do not reveal any details of the work they review, during or after the peer-review process.
- In case of a conflict of interests, the IJ ITK reviewers must seek advice from the journal editorial board
- Acknowledge that peer review is largely a reciprocal endeavor and undertake to carry out their fair share of reviewing and in a timely manner.
- IJ ITK reviews are not influenced by the origins of a manuscript, by the nationality, religious or political beliefs, gender or other characteristics of the authors.
- IJ ITK reviewers must be assertive, objective and constructive in their reviews, refraining themselves from being harmful, insulting or aggressive in any way to the authors.

4. Authors specifics responsibilities and duties

1. Data access and retention

Authors could be asked to provide the raw data of their study together with the paper for editorial review and should be prepared to make the data publicly available if practicable.

2. Reporting Standards

Authors of original research reports should present an accurate account of the work. 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 and even liable.

3. Originality, plagiarism and acknowledgement of sources

Authors will submit only entirely original works, and will appropriately cite or quote the work and/or words of others.

4. Multiple, redundant or concurrent publication

In general, papers describing essentially the same research should not be published in more than one journal. Submitting the same paper to more than one journal constitutes unethical publishing behavior and is unacceptable. Manuscripts which have been published as copyrighted material elsewhere cannot be submitted. In addition, manuscripts under review by the journal should not be resubmitted to copyrighted publications.

5. 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 reported study. All those who have made significant contributions should be listed as co-authors. The corresponding author ensures that all contributing co-authors and no uninvolved persons are included in the author list. The corresponding author will also verify that all co-authors have approved the final version of the paper and have agreed to its submission for publication.

6. Corrections of 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 to cooperate with the editor to retract the statements, paper (as deemed appropriate) or correct the paper in the form of an erratum.

5. IJ ITK Publisher ethics.

IJ ITK publisher has responsibilities and duties too.

- Define the relationship between publisher, editor and other parties in a contract.
- Respect privacy for authors and for peer reviewers.
- Protect intellectual property and copyright.
- Publishers should also work along with the journal editorial in regards of Editorial independence, Research ethics and Transparency and integrity.