

PUBLICATION ETHICS AND POLICIES FOR ARTICLE WRITING: A CRITICAL EXPLORATION

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Abstract

To abide by the publication ethics and policy is a noble aspect of any journal's editorial office. To brand any journal in the publication industry, the effective role of the editor-in-chief and the editorial board is a must. Honesty and confidentiality must be agglutinated in the publication policy for any sorts of article writing. Reasonable publication charge should be considered, especially for the lower income authors living in the third world countries. The editorial board ought to provide free of charge, especially for those who are financially handicapped. The most important fact is that plagiarism free articles must be provided for students, teachers, and researchers. Many academicians are found globally to deviate from their professional career owing to plagiarized article writings. This unethical practice must be banned at any cost by both authors and editorial board members. For this purpose, this article would like to examine some important key aspects of article publication policies, including personnel of editorial office, title selection, correction and revision, resubmission, use of hi-tech plagiarism software checker, integrity, neutrality, and confidentiality, reasonable fee, remuneration, timeline, and submission guidelines with a view to globalizing and branding the reputation of the journals among students, teachers, and research scholars. This study aims to look at the current problematic issues of article writers for the academic purpose. It would like to investigate the complexities of the novice researchers without publication at the recruited intuitions. It attempts to highlight the novel directions for the concerned authority of the journals with a view to maintaining the publication ethics and policy very strictly. In this way, the current researcher aims to motivate and inspire novice researchers and young teachers so that they can be able to realize the publication policies while they are devoted to scholarly writing.

Keywords: Article Writing, Publication Ethics and Policy, Editors, Authors, and Plagiarism.

Introduction

Editors should try to maintain the highest level of ethical standards while producing journal content. It is very essential that all who would like to participate in developing the high quality journals, including authors, reviewers, editors, and publishers are committed

to publication ethics and policies. The success and failure of a journal actually relies on the code of the publication policy and ethics. To protect the reputation of journal is the duty of the editorial office. Similarly, to write a plagiarism free research paper is the duty of an author. The main issues come to our mind that both authors and editors must utterly follow publication code in writing article.

Here, this article would like to mention some important statements regarding publication ethics and policies for scientific writing explained by internationally recognized research associations.

According to Council of Science Editors (2020):

Trust is fundamental to scientific communication: trust that the authors have accurately reported their methods and findings, trust that authors have disclosed all potential conflicts of interest, and trust that editors have exercised sufficient diligence to ensure accurate reporting and disclosure by authors. Unfortunately, problems with authorship are not uncommon and can threaten the integrity of scientific research. With the aim to decrease such problems, this section focuses on principles to guide authorship-related decisions, policies, practices, and responsibilities.

Both author and editors must have self-confidence and faith each other to enhance the quality of scientific writing as well as standard journals with a view to branding. Trust is such a noble virtue, which must be deeply rooted in the publication policy and ethics.

According to The American Diabetes Care Association (October 2015), journals require all participants in the peer-review and publication process to disclose all relationships that may be viewed as potential conflicts of interest. Editors can use information disclosed in conflict of interest and financial interest statements as a basis for editorial policy. For submission guideline, authors ought to include conflict of interest statements in both the comments to the editors at the time of submission and within the acknowledgments section of the manuscript itself. Examples of conflict of interest include employment, membership on the board of directors, or any fiduciary relationship with a third party entity being engaged in the development, manufacture, or sale of pharmaceutical or medical devices, supplies, or information. (p.4)

ADC avows that authors-cum-submitters must maintain publication policy very strictly before article submission in any journals. Moreover, research misconduct is defined in the US Federal Policy on Research Misconduct: "Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results." (Quoted in Wiley, 2014, p.2) From this quote, it implies us that plagiarism is undoubtedly an academic crime for which many teachers are falling apart from their professional career. This real scenario is now happening at many more educational institutions all over the world.

According to Wiley (2014), "It is good practice for journals to adopt publication policies to ensure that ethical and responsible research is published, and that all necessary consents and approvals have been obtained from authors to publish their work." (p.5) Wiley has emphasized upon the fact that publication ethics and policies must be implemented in scientific writing for spreading the essence of journals.

Background of the Study

An article is a piece of writing written for students, teachers or research scholars. The only motive behind writing a scholarly article is that it should be published in either newspapers or magazines or journals so as to make some difference to the world. It may be the topics of interest of the writer; or it may be related to some current issues. Recent topics or contemporary issues are expected by the academicians from their researchers at many universities. Considering the fact very seriously, while writing an article, authors should hit upon a play in such a way that his piece of writing copes with the demands of the supervisors.

According to Hindawi, "Ethical standards for publication exist to ensure high-quality scientific publications, public trust in scientific findings, and that people receive credit for their work and ideas."

According to Elsevier,

The publication of an article in a peer-reviewed journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important 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, the publisher and the society of society-owned or sponsored journals.

The Journal of Micropaleontology points out: "Ethical standards are crucial to ensure the high quality of scientific publications, credibility of scientific findings, and that authors receive credit for their work." From the above quotations, we can understand that some high quality journals are following publication ethics and policies very strictly with a view to gripping their popularity and reputation. In these high indexed journals, plagiarism is zero tolerance, but the problem is that the payment policy is beyond the capacity of the authors of the lower income countries. Another noticeable thing is that to review a single article, it takes more or less one year.

Since each editor aims to publish scientific articles, novelty as well as fundamentality must be fisted. Authors' expectations and demands must be considered. Timeline policy is a very crucial factor for many journals; and 3-4 issues may be flexible for authors.

The editorial office of any international journal should follow the outstanding norms and instructions of publication ethics and outlines some pragmatic steps against violating publication rules of the 21st –century scholarly writing published in the well-reputed international journals. Any articles, submitted for publication processing the online or printed versions around the world, are generally regarded as blind reviewed for creativity, ethics, and effectiveness. There is a rumor in the publication industry that the aim of the editor and his partners is to collect money from the authors. They want to publish the articles without revising grammar and punctuation marks or without checking research methodology, citation, in-text citation, acknowledgements, and above all, checking plagiarism. It is seen that there are gross of errors, like spelling, grammar, punctuation marks, preposition, sentence-structure, and capitalization, which are clearly noticed in the authors' articles. The problem for these errors that the authors have to face is that their promotion has been postponed, because their writing capacity is very poor; and there is a lot of research gap being found in their articles. Another risk for the young researchers is that most of them fail to find out the high standard journals to publish their papers. They try to publish their articles within very short times, but they do not realize the fact that the high quality journals do not publish any articles within short time.

There is a big gap, which is greatly noticed in writing a scientific article between the European authors and the global south authors. Western writing style and research design is far away from global south. Lack of primary or secondary materials may be of the cardinal reasons. Diction, phrase, sentence-structure, clauses-all of which are difficult to understand for the South Asian, African or Middle East authors. The libraries, which are established at the universities of Europe, USA, UK, Australia, Canada, France, Germany, New Zealand, etc. have rich and rare collections of articles, books, journals, theses, monographs, etc. To write an article, an author is provided a large numbers of sources; on the contrary, in Asia, even an author has to await his primary sources for months and years. In Bangladesh contexts, I would like to express my opinions that most of the universities and colleges have no faith and confidence in the online journals, especially at the public universities, the promotion of the teachers are postponed due to the lower quality journals. In a world, predatory or online open access journals are supposed to be lower quality. It is noticed in the authors' articles that they don't have proper knowledge of style and research methodology; and their thoughts and ideas regarding works cited and references are very much poor. They do not know how to or what to cite works or acknowledge throughout the articles. Most authors fail to show the research gaps and hypothesis in their scholarly writings. Another major problem is mainly noticed in their writings is that what innovative and novel aspects they are trying to focus on is far away from expectations.

Those who are novice researchers have no proper concepts concerning the article writing for scholarship purpose or promotion purpose may be of anyone or both.

To get rid of these mentionable crises said above, the editors and the board members must maintain the publication policy and ethics very strictly so that they can hold the high quality journals; and, at the same time, they must try to satisfy the demands of the authors and the recruitment board. Publication ethics as well as publication plagiarism statement are dealt with the high quality practice submission guidelines for the journal's editor-in-chief, editorial board members taken pragmatic steps by the managing committee.

The real motto of the editorial board is to brand themselves through popular and well-established journals so that authors are keenly eager to submit their research articles with timetabled publication process with a view to getting promotion, scholarship and developing professional careers indeed. Best journals' publication has an outstanding reputation among academicians or at institutions around the globe. In the regard, the editorial office aims to look at meeting up a postmodern publication ethics so as to capture their publication sector among younger research scholars, teachers, and above all, supervisors. If any editorial board members of any journals fail to police publication ethics, the branding of publication policies and ethics will be decreased due to violating norms. Moreover, now it is being noticed that some editors are publishing the articles within short time in their predatory journals. In this case, the payment policy is highly cost. Authors have to pay the charge despite financial constraints, because they need immediate publication. On the contrary, there are editors who publish articles free of charge within a specific time considering the financial capability of the poor authors.

During the last 10 years, the scenario of publication ethics is found to have a remarkable change in the research journals in many countries of the world. A lot of articles are being published in many journals every month. Authors' ideas towards publication policy and ethics do not seem to be apparent. Many of them do not follow the submission guideline. Another crisis in writing any articles is that they try to write research articles within 2000-3000 words, including abstract and references. But, if any authors want to write an article, it would be better for them to write within 5000-8000 words.

The first and foremost duty as well as responsibility of the editorial office is to check plagiarism in such a way that no phrase or sentence can be copied paste and plagiarized in the research paper while submitting it for publication process in the scholarship journals. Publication policy and ethics should be followed very strictly in this regard. In such cases, the editor-in-chief obviously will play as a model role figure to police publication ethics; he should be honest, neutral, confidential, and deserving to serve generous, humanitarian, and magnanimous qualities among the editorial board members and the research scholars.

According to critics and scholars, research is a novel aspect of any braches of epistemology, which aims to innovate and investigate the unknown facts and findings for

the younger scholars and teachers so that they can apply the previous research and, at the same time, a novelty of research can be unveiled. A researcher's early stage of life commences from writing articles, and, in that case, his concepts are emerged from novel practice. In this regard, I think that article writing helps a researcher or teacher carry out a potential project, which would be very pertinent to the demand of his contemporary age.

Duty of Editorial Office

In the editorial office, subject-wise experts and editors are recruited with remuneration or volunteering basis, who are playing a chief role as editors, reviewers, editor-in-chief, editorial manager, advisory board, and/or editorial board members to police publication ethics in the well-recognized journals. Each personnel would like to brand themselves in the respective expertise so that they can be able to have achieved goals and expectations.

The following key features given:

- To brand research paper;
- To timely review articles, which are submitted from the distant authors;
- To keep confidentiality and neutrality;
- To check all research papers with plagiarism software checker before review process;
- To send the research submission to an area related expertise;
- To publish articles, news, newsletters, and reports in a proper time;
- To respond submitters' questions in time;
- To supply articles to the exact location of the authors at home and abroad;
- To take reasonable publication fee, especially from the authors of developing country;
- To provide opportunities, like free publication for reviewers, or editorial board members, who serve an honest role voluntarily;
- To provide free/less charge for those who have no capability to pay for publication;
- To follow research methodology in details;
- To check carefully printing mistakes;
- To emphasize on theoretical research paper rather than subjective research; and
- To edit and review the research paper by conversant scholars, editors, and reviewers.

Of course, editors should perform the important role to brand their journals in the international platform. Editors would follow the publication policy and ethics. The role of editorial office is essential to produce the high quality journals for the authors. Before to going to publication process, the office will read very closely and edit the articles very subtly in such a way that anyone cannot find even a minor mistake in the authors' articles.

Editorial Publication Ethics and Policies

Moreover, the chief figure must cope with all personnel in such way that they are never dissatisfied with them and have not lost faith in his members. The editorial manager must use simple and colloquial word, phrase, and sentence for those whose native language is not English. He must try to avoid complex and gaudy writing style while he replies

authors' e-mail correspondence; and also he must refute to make delayed response. While any articles are submitted for publication process, many a time, it is seen that authors are waiting very anxiously when their articles will be published. To maintain timeline, reviewers ought to follow strict publication ethics very carefully; they must avoid delayed response.

Title Selection

Title selection of any research paper is a difficult concern. If the title is not appropriate in accordance with the article's demand, the essence of it is certainly lessened to academicians, fellow colleagues, and scholarship as well. The title must be cohered with the research project. In the article writing, 12-18 word limits are generally counted as a right title selection. So title must not be a very big one. Rather a research article must be entitled considering the appropriate word limit. But, in many articles, authors select a big title consisting of a complete sentence, which seems to be inappropriate. Before selecting a title for an article, the authors need to discuss with experts or teachers so that an appropriate title will suit the quality article.

Moreover, the role of editors and reviewers is much important to advise the authors. I think that their duty is much more for selecting an appropriate title. In this regard, we should bear in mind that Masters, M.Phil or PhD research project may be emerged from a single article's title. Therefore, title selection must be based on discussion with literary or linguistic experts so that title may be acceptable and appropriate to the interview board or the academicians. Authors, editors and reviewers will select the contextual title in order that it will satisfy the audience's demand.

Correction and Revision

Many a time in the research paper, correction is required for the poor authors without having a better knowledge of English. Obviously, such poor authors seem to be weak in the English language; they fail to come up with high standard writing style, phraseology, cohesion and coherence as well. So they must be advised to correct his potential research paper by literary experts. In his submission, error of grammar, sentence pattern, structure, logic or arguments are prioritized in a very gaudy and inappropriate ways. In such issues, authors must be made conscious of his correction. Without correction or revision, it is very difficult to ascertain or judge an article, the more the article requires revision, the more the article seems to be appropriate.

Resubmission

Resubmission must be maintained to enhance the high quality journals; the more resubmission, the more essence of the journals. Many researchers and supervisors at the institutions around the world expect more revision through resubmission from the journals' managing committee. So, in the case of resubmission, the role of the editorial office is a must for holding his journals' reputation. But if we evaluate some predatory or open access journals, we will see that articles are published without revision. Editors must advise the

authors to resubmit the articles after careful investigation. Resubmission policy must be maintained for any sorts of articles. Based on the resubmission, the minor errors are found in the articles.

Usage of Hi-tech Plagiarism Software Checker

Each and every editorial board expects plagiarism free research articles from their authors before sending to reviewers for review process. Again scholarship committee also expects a higher quality research paper from the research scholars to provide funding aid as well as scholarship opportunities so that they can be able to carry out his potential research project with a very successful completion. In the postmodern age, there is a slogan for the researchers: "We don't want a plagiarized research article, rather we hope for a copy paste free research article."

Turnitin or i-Thenticatesoftware is globally famous to check plagiarized articles. Each editor should use plagiarism software checker. Major problem is that this software is very costly; it may not be feasible for the editor to purchase it. In this case, he may use paid basis software. If he fails to check plagiarism, the result will be dire and dangerous not only for novice researchers, but also for experts. Many teachers or academicians are deprived of their professional career owing to plagiarism. Restrictions on them are imposed in this sense that they will not join at any educational institutions. If they fall into this category, they will have to face a difficult situation to maintain his life and livelihood.

So, to police publication ethics, the editorial office must utilize hi-tech plagiarism software checker to provide high standard articles and also to meet up the demand and expectation of the immature researchers.

Integrity, Neutrality, and Confidentiality

Without having integrity, neutrality, and confidentiality, no editorial office can come out successful and brand itself in the research field. Reviewers and editors must follow such noble virtues so that new researchers and authors might have firm confidence and belief in editors and reviewers. In fact, success and failure of the editorial office relies on reviewers and editors' honesty and self-reliance. So the editor-in-chief along with reviewers must abide by integrity, neutrality, and confidentiality.

The fact is that if authors, editors and reviewers fail to maintain neutral or confidential policy, the journals and the published articles will automatically lose the quality. We try to understand that the whole publication policy is now depending upon the internet. Through internet communication, authors and editors establish confidence and faith. Nobody knows or meets anybody. So, in terms of publication policy, the editorial office must be quite confidential and neutral.

Publication Fee

The editorial office should take a reasonable fee for the article publication in the journals, especially considering the authors of the developing country. In most cases, it is found that despite accepting the research paper for the journal publication, the editor-in-chief

demands many charges from the authors, but they are unable to pay the fee due to financial crisis. In such issues, the editorial office should police the publication ethics very politely. The fact is clear that authors living in the global south are paid very poor salary. With this salary, they have to maintain their lives and livelihood difficulty.

There are many journals which are indexed with Scopus, Web of Science or Pub Med, their publication fee is much cost, which is beyond the capacity of the poor authors living in the low income countries of the world. The editorial office tries to pretend the fact that they will have to bear publication formalities, including domain charge, honoree reviewers, printing cost, postal charge, etc. Yet, the publication ethics for scholarly writing must be followed. They should consider the financial capacity of the poor authors. They should be given opportunities for publishing articles. I think that here lies the branding of the journals if in some cases, editors agree to publish article free of charge.

Remuneration

Remuneration is one of the important issues for the editorial office. Reviewers and editors of the developing countries ought to be remunerated, because they have to maintain family, children, and regular expenses with a very small income source. If they are able to provide honest labors for the journals' prosperity and success, they should be given remuneration. They feel inspiration; they never hesitate to provide better services for the journals.

But, even in many high quality journals, the job of article review policy is voluntary basis. Throughout the year, reviewers are not permitted to publish a single article. The reason is that when editors or the concerned authority of the editorial office receive more and more articles for publication process, they are not willing to publish any articles submitted by the reviewers free of charge. They try to argue that even reviewers will have to be paid if they would like to publish articles. On the contrary, it is seen that when any editorial office receives only few articles, publication opportunities are provided for reviewers.

Timing of Publication

Timing of publication is the most indispensable aspect of the editorial office to police publication process for any journals. Editors should maintain timeline policy very strictly so that authors can be able to receive their published research paper in an appropriate time. If the editor-in-chief fails to maintain scheduled time, authors will have no faith and confidence in the editorial office. In future, they feel confession and suspicion to submit the research paper on account of violating deadline policy.

In many high quality journals, a lengthy time is maintained, to review a single article, it takes more or less than one year, authors begin to lose their patience and confidence, because they think that the submitted articles may be rejected; there is no guarantee for publication. For this reason, they feel hesitation whether their articles will be accepted or not.

To my opinion, the matter may be considered in this sense that the editorial office tries to shorten the lengthy timeline policy. The important thing is that any articles are sent for

review policy, reviewers must be informed of timeline policy. How the lengthy timeline policy can be shortened, the editorial office must take initiatives in this regard indeed.

Submission Guidelines

Each and every editorial office should follow specific submission guidelines. Some follow APA or MLA style and again some follow Chicago Manual Style or Harvard Manual Style to publish a research article. In such issues, editors must try to make conscious of authors to follow research methodology, like word limit, references, citation, in-text citation, acknowledgement, alignment, line spacing, and style. Submission guidelines ought to be truncated with some important samples and instances. The reason is that new and inexperienced authors are very bad at research methodology; they have no common sense and knowledge which style they have to follow, what to follow and how to follow the methodology. So, the editorial office must maintain submission guidelines in such a way so that the novice researchers can easily understand the submission rules and instructions before they decide to submit a research article.

During the previous years, publication policies and ethics have undergone noticeable changes in the journals around the world. With the passage of time, new types of trends and instructions are emerging from publishing research papers. New trends of researches are emerged from different kinds of field based on the contemporary circumstances. The tendency, which is currently found in the minds of authors, editors, and reviewers is to publish more and more articles. The rate of plagiarism is increasing randomly though the university authority is following the strictest publication policy and ethics. Many universities demand zero tolerance plagiarism for scientific writing.

However, through this treatise, the researcher is of the view that the editorial office should police publication ethics for the research writing. Their duty and responsibility is to save authors from copy cut writings and, at the same time, is to create awareness among authors regarding scientific research project.

Conclusion

Publication policies and ethics are one of the most important aspects for scholarly writing. Many novice researchers, teachers, and authors have been suffering from the research-deprived knowledge and experience for decades at many educational institutions around the world. This practical image has seemed to be acutely clarified to many of us. Despite having experiences, many authors are deprived of the general techniques of article writing. Even a large number of brilliant students and teachers are being seen to feel reluctance and apathy to write article or to publish it in the peer reviewed journals. The ever-known fact has puzzled us. In terms of article publication in the open access or predatory journals, the duty and responsibility of editorial office is much more than our expectations, which is the focal point of this current study. There is a popular saying regarding article publication: "Publish or Perish." This imperative sentence makes us conscious of publication policy and ethics for scholarly writing. For this reason, the article has been designed to motivate

novice researchers, authors, and teachers so as to write or publish articles in the high quality peer reviewed journals.

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