Publication Ethics and Malpractice Statement

(Guidelines based on existing COPE’s Best Practice Guidelines for Journal Editors – http://publicationethics.or/about)

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2. Authors and Authors responsibilities

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The submission of the same paper or of substantial parts of it to more than one conference, proceeding and journal concurrently constitute unethical publishing behavior and it is not acceptable. Authorship should be limited to those who have provided a significant contribution to the conception, design, execution and interpretation of the reported study. One author has to be indicated as corresponding author for all the communications related to the paper. All correspondence and proofs will be sent to the corresponding author, who will be treated as final representative voice for all authors regarding any decision related to the paper. Publisher and editors will be not responsible for any dispute related to authorship of a submitted paper.

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3. Peer-review process

All submitted manuscripts are subject to strict peer-review process to ensure neutral evaluation. High quality manuscripts are peer-reviewed by minimum two peers of the same field. The criteria that will be taken into account in review are novelty and originality, relevance, soundness, significance, readability and quality of language. Reviewers’ comments will be properly appreciated but editorial team reserves to make the final decision about the manuscript.

If authors are encouraged to revise and re-submit the manuscript, it is no guarantee that the revised version of the submission will be accepted. Articles may be rejected without review if the Editors-in-Chief consider the article clearly not suitable for publication. Manuscripts received for the review will be treated as confidential documents. The entire review process is performed using the IFKAD online submission. Once a manuscript is submitted, the manuscript is assigned to an editor most appropriate to handle it based on the subject of the manuscript and the availability of the editors. It could happen that manuscripts are rejected at this stage. Those rejected at this stage lack novelty and innovativeness, have poor language or are outside the aims and scope of the IFKAD conference and related proceedings. If the editor determines that the submitted manuscript is of sufficient quality and falls within the scope of the IFKAD conference and related proceedings, he will assign the manuscript to a minimum of two reviewers for peer review. The deadline to complete the review is maximum 8 weeks.


**Reviewers’ responsibilities**

Reviewers assist the editors in making editorial decisions and authors in improving the papers.

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/herself from the review process.

The reviewers have to evaluate manuscripts for their intellectual contents without any prejudices about race, gender, sexual orientation, religious belief, ethnic origin, citizenship or political philosophy of the authors.

Reviews have to be conducted in an objective and rigorous way. Personal criticism of the author is not appropriate. Referees should express their views clearly with supporting arguments. Reviewers are encouraged to be honest but not offensive in their language and tones. It is expected that the reviewers suggest the authors on how they can strengthen their paper to make it acceptable. Comments should be sufficiently informative and helpful for the final editorial decision.

A reviewer should call the editor’s attention for 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 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. Any manuscript received for review must be treated as confidential documents.

4. Publication ethics

**Publisher’s responsibilities**

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IKAM, as publisher of the IFKAD proceedings, encourages the best standards of publication ethics and take all possible measures against publication malpractices, trying to effectively empower all the parties involved in the act of publishing, such as authors, editors, and peer reviewers.

For the IFKAD proceedings, the guidelines given by the Committee on Publication Ethics (COPE) are generally followed for any publication disputes, authorship disputes, etc. (http://publicationethics.org/resources/flowcharts).

The publisher accepts only original papers drawn up in compliance with copyright law, meeting high standards of writing and editing quality and not under review for publication elsewhere.

The publisher enhances the independent scientific research and condemns the violation of copyright and plagiarism.

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The editorial board members – composed by the editor-in-chief and co-editors are responsible for deciding which of the articles submitted to IFKAD conference have to be published in the proceedings. The editorial board has at least three members of the IFKAD Scientific Committee.

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When the editorial board is notified or discovers a significant problem regarding errors/inaccuracy, undisclosed conflict of interest, plagiarism, in a published article, the editorial board will promptly notify the corresponding author and the publisher and will undertake the necessary actions to clarify the issue and in case of need to retract the paper or publish a note as Erratum.

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8. Web site

The IFKAD proceedings web site is the same of the IFKAD conference: www.ifkad.org

9. Publishing schedule

The IFKAD Conference proceedings are published yearly.

10. Name of the journal

IFKAD Proceedings