

JOIE Code of Conduct

To achieve high standards of publication, we are taking the following code of conduct. JOIE's code of conduct is inspired by guidelines provided by Committee on Publication Ethics (COPE) and Open Access Scholarly Publishers Association (OASPA). This code of conduct is prepared to maintain the quality of publication.

1. JOIE Policy on Peer Review Process:

Once manuscript is received (online) from authors it passes from following stages-after assigning a unique code.

- a. Manuscript is first handled by JOIE journal management team (team consists of experts on language and copyediting). During this process manuscript is checked for plagiarism and grammatical errors
- b. Coded manuscript then forwarded for blindfolded review process.
- c. Primarily accepted manuscript then forwarded for reviewers evaluation (at least 2 reviewers). Reviewers are selected by JOIE journal management team on given parameters. All reviewers are provided with template of reviewers report to facilitate structured review format. Reviewers need to submit their evaluation report within 30 working days.
- d. Evaluation report received from any two reviewers then analysed by journal management team and discussed in the editorial board the result may be rejection, acceptance or asking for the corrections by authors.
- e. Entire report then communicated to corresponding author to make suggested changes in the manuscript. Authors are asked to resubmit the manuscript with necessary corrections.
- f. Corrected manuscript then handled by journal management team for possible copyediting. Copyright form, ethical clearance letter.
- g. Authors are then communicated about the publication of corrected manuscript in upcoming issue.
- h. Process ensures that identity of reviewers is kept confidential and cannot be revealed to authors.

2. JOIE Policy on Selection of Reviewers

Reviewers for evaluation of manuscript are selected on following parameters-

- a. His / her expertise in research area
- b. Publications in the specific research area (Not less than three publications in indexed journals)
- c. Past record on evaluation quality and timeliness
- d. List of reviewers is maintained and updated frequently

3. JOIE Policy on Selection of Editorial Board Members

Editorial Board Members are selected on following parameters-

- a. His / her expertise in research area
- b. Experience (Not less than Eight years academic / research experience)
- c. Publications in the specific research area (Not less than ten publications in indexed journals)
- d. Enthusiastic about participating in journal management activities

4. JOIE Policy on Publication Ethics

- a. No manuscript with plagiarized content shall be considered for publication in JOIE
- b. Manuscript shall not be published until authors submit copyright form duly signed by all authors (co-authors).
- c. Manuscript without signed declaration on ‘Conflict of Interest’ by authors shall not be considered for publication in JOIE.
- d. Manuscripts published in JOIE cannot be reproduced in whole or in part (s) without written permission from journal management team. If scholars need to refer content of manuscript for their research / review work, then it should be mentioned appropriately in the part of references of their work.

5. JOIE Policy on Communication with Authors and Readers

We at JOIE adopt fast communication mechanism to communicate with authors and readers. Authors and readers shall receive communication from our end within few working hours (except on holidays). We encourage e-communication because it is more elaborative and simple to reach.

6. JOIE Ownership Information

JOIE is official publication of Islamic azad university, Qazvin branch in Iran. All editorial operations of JOIE are carried out from its head office at Qazvin, Iran. Each JOIE issue carries address details of editorial office to facilitate communication on any matter related to publication.

7. JOIE Policy on Corrections on Published Manuscripts

JOIE is open and prompt in publishing corrections on errors cited in published manuscripts.

8. JOIE Policy on Digital Preservation of Published Articles

JOIE developed its own Digital Preservation Mechanism to keep published papers secure for generations to come. Every published issue is preserved securely in physical instruments as well as online repositories and can be easily accessed at any given time.

9. JOIE Policy on Commercial Consideration

JOIE does not receive any fee from authors. JOIE do not accept any donations / grants / advertisements from any commercial organization to maintain its sanctity in publication of unbiased research. Remunerations, Software cost, Website Management Charges, Membership fees of Associations, Print charges and other miscellaneous expenditure are managed from university.

10. JOIE Policy in dealing with scientific misconduct and handling complaints

Scientific misconduct committed by authors and noticed by journal management team shall be dealt promptly and precisely. JOIE journal management team is authorized to suspend manuscript immediately on observing scientific misconduct by authors until issue is cleared legitimately. Authors accused for scientific misconduct shall be given enough time and support to put forward their views on issue.

Complaints received from readers shall be handled promptly by JOIE journal management team in structured way. All complaints and reported scientific misconduct shall be handled.

11. JOIE Journal License Policy

Authors of accepted manuscript need to submit copyright form stating that, the research / review work which they intend to publish is their own work with complete involvement of them as an individual or team. Authors need to submit declaration about the manuscript stating that they have not send this manuscript for publication elsewhere, or not under consideration for publication other than conference presentation.