



## **Research Synergy Ethical Guideline of Conferences and Publications**

### **Background**

We thought it essential to attempt to define best practice in the ethics of scientific publishing. These guidelines should be useful for authors, conference participants, editors, editorial board members, owners of journals, reviewer and publishers.

### **How Ethical Guidelines were Developed**

The guidelines were developed from a study from COPE (Committee on Publication Ethics), IEEE Explore Author Guideline Ethic and I-DAS ethical guideline using desk research method by the committees. The committees address part of Ethical guideline consists of General Role Ethics Guideline and Manuscript Writing Ethics Guideline. General role ethic guideline encompasses Conference Chairman ethic, Scientific review ethics, Author ethic, and Journal editor ethic. Manuscript writing ethic guideline includes ethics in the citation, ethics in reporting data, ethics in the publishing process, and avoid plagiarism and redundant of research.

### **GENERAL ROLE ETHICS GUIDELINE**

#### **1. Conference Chairman**

Duties of Conference Chairman:

#### **Manuscript decisions**

The Chairman and the organizers of a conference are in charge of choosing which of the articles submitted to the conference to be presented in the scientific event. The approval of the work being referred to and its significance to scientists and per users should dependably drive such decisions.

It is a characteristic outcome that the gathering Chairman is guided by the scientific judgment of the organizers and the conference scientific committee. His official choice is obliged by such lawful necessities as will at that point be in power in regards to slander, copyright encroachment, and plagiarism.

#### **Confidentiality**

Both Chairman and session organizers must not disclose any information about a submitted manuscript to anyone other than the corresponding author and reviewers.

Disclosure and conflicts of interest

Unpublished materials unveiled in a submitted original copy must not be utilized in a chairman's own research paper without express written consent to the author (s). Favored

data or thoughts got through the peer review process must be kept classified and not utilized for individual preferred standpoint.

Both Chairman and scientific committee ought to recuse themselves from considering original copies in which they have irreconcilable situations coming about because of focused, community, or different connections or associations with any of the author, organizations, or (conceivably) foundations associated with the papers.

The Chairman should take sensibly responsive estimates when moral objections have been exhibited concerning a submitted original copy or distributed paper, related to the distributor. Such estimates will, by and large, incorporate reaching the author of the original copy or paper and giving due thought of the particular object or cases made, yet may likewise incorporate further interchanges to the significant establishments and research bodies. Each revealed demonstration of exploitative distributing conduct must be investigated, regardless of whether it is found a very long time after production

## 2. Scientific Reviewer

Duties of Scientific Reviewer:

### **Confidentiality**

Regard the confidentiality of the peer-review process and avoid utilizing data acquired amid the companion audit process for your own or another's a favorable position, or to an impediment or ruin others.

### **Promptness**

Any chosen person who feels inadequate to review the manuscript revealed in an original copy or realizes that its brief audit will be incomprehensible ought to advise the editorial manager and reason himself from the review procedure. Review assignment can be rejected by the person itself by an announcement to the Conference Committee/ Conference Chair.

### **Following Standard of Review Process and Guideline**

Review process ought to be led objectivity. Personal criticism of the author (related to personality, gender, race, religion, and others) is improper. The scientific review team should express their perspectives plainly with supporting logic and scientific argument following the official review guideline of conference committees.

### **Disclosure and Avoid Conflict of Interest**

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the author. 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

Unpublished materials unveiled in a submitted original manuscript must not be utilized in a reviewer's own research papers without express written consent to the author(s). Special data or thoughts got through companion audit must be kept private and not utilized for individual preferred standpoint. Reviewer ought not to consider original manuscript in which they have irreconcilable circumstances coming about because of focused, community-oriented, or different connections or associations with any of the creators, organizations, or foundations associated with the papers.

### 3. Authors

Duties of Authors:

#### **Perform Standard Quality of Report/ Manuscript**

Author (s) report of original research should introduce an exact record of the work executed just as a target talk of its significant contribution of science. Hidden information ought to be spoken to precisely in the paper. A paper ought to contain adequate detail and references to allow others to recreate the work. False or intentionally erroneous proclamations establish exploitative conduct and are unsuitable. Review process and publication articles ought to likewise be accurate and objective.

#### **Originality and Plagiarism**

The author (s) ought to guarantee that they have composed completely original works, and if the author (s) have utilized the work and additionally expressions of others, this has been properly referred to or cited. Plagiarism takes many forms, from 'going off' another's paper as the author's own paper, to duplicating or summarizing considerable pieces of another's paper (without attribution), to guaranteeing results from research led by others. Plagiarism infringement in the entirety of its structures comprises deceptive distributing conduct and is unacceptable.

#### **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.

#### **Multiple, Redundant or Concurrent Publication**

Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

#### **Fundamental Errors of Published Work**

The author should clarify and inform the Editor or Conference Chairman if there any mistake or fundamental error in published work to retract and correct the papers.

#### 4. Journal Editor

Based on COPE (Committee on Publication Ethics), recommends that editors reviewing such a manuscript should consider the following, in addition to the usual criteria that are applied during the editorial review:

- a. Review the validity and clarity of the study; for example, is the sample is adequate or not, how the methods used and is there any biases or not.
- b. Minimize the ethical harm
- c. Do clarification process if there any possibility to harm law or regulation of research through any consent letter from author or committee of ethics.

### **MANUSCRIPT WRITING ETHICS GUIDELINES**

#### **Writing/ reporting data accurately**

The manuscript should contain valid data and no biases. The author should avoid this violation in the manuscript writing process:

Data fabrication: inventing data or result

Data Falsification: manipulating research materials, equipment, or processes, or changing or omitting data or results

Image manipulation: inappropriate adjustment of an image by editing using technology or not, especially when that alters the scientific meaning of the image.

#### **Publish only original research**

Manuscript only allowed to be published on one publication at the time. The manuscript should contain original research that hasn't been published before and is not currently submitted anywhere else.

#### **Avoid Plagiarism**

Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences.

#### **Cite source/ references appropriately**

Direct quotation: place verbatim text from another source in quotation marks and include a citation to the original source

Paraphrase or summarize: include an in-text citation when summarizing information from another source, including ideas, processes, arguments, or conclusions

Data, research results, information, graphics, or tables: cite the original source when referring to, adapting, or reusing any information from another source

## References

- Committee on Publications Ethics (COPE). 2014. Guidance for Editors: Research, Audit and Service Evaluations. Retrieved from [https://publicationethics.org/files/Guidance\\_for\\_Editors\\_Research\\_Audit\\_and\\_Service\\_Evaluations\\_v2\\_0.pdf](https://publicationethics.org/files/Guidance_for_Editors_Research_Audit_and_Service_Evaluations_v2_0.pdf)
- Committee on Publications Ethics (COPE). COPE Best Practice Guideline for Journal Editor. Retrieved from [https://publicationethics.org/files/u2/Best\\_Practice.pdf](https://publicationethics.org/files/u2/Best_Practice.pdf)
- IEEE Author Center. IEEE Author Ethics Guidelines. Retrieved from <http://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Author-Ethics-Guidelines.pdf>
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