

AJSI editorial policies

1. Submission Policy

Submission of an article implies that the work described has not been published previously, that it is not under consideration for publication elsewhere, that it will not be submitted elsewhere until under consideration by this journal, that its publication is approved by all authors and tacitly or explicitly by the authorities responsible where the work was carried out.

2. Peer review policy

All manuscripts are subject to screening by the editorial office for its scientific content, format and relevance of the topic to AJSI followed by a blinded peer-review by two or more referees/experts in the concerned field. Authors are advised to read our editorial policies to understand our review process since AJSI considers manuscripts which comply our instruction with authors.

Strict confidentiality will be maintained by the editorial office during review process with regards to identity of the authors and reviewers. In order to ensure the anonymity in the double-blind peer-review process, each manuscript is assigned a specific Manuscript Number and the reviewer is also assigned a particular Reviewer ID number or code. Authors are expected to mention about all conflicts of interest related to the manuscript during initial and final submission if any.

An invitation email will be sent to the verified reviewers where the reviewers can accept or decline review request. If the reviewers accept reviewing; reviewing guidelines, full manuscript and a filling review response form is sent to reviewers. The independent reviewer assesses submitted manuscripts for originality, validity and significance to help editors determine whether the manuscript should be published in AJSI journal.

Once accepted for publication the authors will take message through email for agreement with the journal indicating author's willingness to give consent again for the first publication and permit the journal to share the article with global libraries through feasible ways. The publication process is run by the Editorial Office, composed of the Editor-in-Chief whose main function is to oversee the entire publication process, the Associate Editors, whose function is to evaluate if the

submitted manuscript is of sufficient quality, and the Managing Editor whose function is to directly supervise the day-to-day operations of the publication.

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4. Conflict of interest policy

For a transparent nature of publishing process, all parties involved in the article should reveal any possible association which poses a conflict of interest in connection with the manuscript. The journal requires that **all authors disclose any potential sources of conflict of interest**. It is understood upon submission of an article that the authors acknowledge the sources of funding and any related associations or assistance from any third parties related to the article.

Any financial interests, or relationship or connections, direct or indirect, or other situations that might raise the question of bias in the work reported or the conclusions, implications or opinions

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If the work involves the use of human or animal subjects or affect environment(resource), each manuscript should provide ethical approval authority/IRB/ethical committee/institution head name with the reference number. If not required, provide an ethical exemption letter of not required. The author should send scanned pdf copy of the ethical approval/exemption letter during manuscript submission if required. Write a statement of informed consent taken from the patient/participants/respondent or client owned animals or relevant authorities preferably at the end of methods section/before references section. The editor may ask to send scanned pdf copy for written consent **if required** (such as photos).

6. Publication Ethics

Authors are expected to be aware of, and comply with, best practice in publication ethics specifically with regard to authorship (for example avoidance of ghost or guest authorship), dual submission, plagiarism, fabrication, falsification, manipulation of figures, competing interests and compliance with policies on research ethics. Reviewers and Editors are required to treat manuscripts fairly and in confidence.

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- Black listing of concerned author(s) in question.
- Rejection of all other manuscripts submitted by the author(s) in question.

- Reporting of the issue to the concerned authorities, including the authors' institution and/or funding organizations.

7. Retraction policy

Manuscripts published in the Journal shall remain extant, exact and unaltered as long as it is possible. However, occasionally, circumstances may arise where a published manuscript will later require retraction. The main reason for retraction is serious flaws in the article which were not detected prior to publishing. The aim of retraction is for preserving the integrity of science and not for the purpose of punishing the author.

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8. Peer Review Process

The manuscript submitted for publication is screened by the Editor-in-Chief and in consultation with Managing editor and or Associate editors after the identity of the author(s) is concealed from the other Editors to ensure anonymity. If the evaluators find that the manuscript does not have the sufficient quality to go through for the peer-review process, the article will be rejected. The Editor-in-Chief notifies the author by email of the rejection of the manuscript for publication. If the evaluators find that the manuscript needs revision prior to the peer-review process, the authors are notified by the Editor-in-Chief to prepare and submit by email a final copy of their manuscript after the major or minor revisions are made. The Editor-in-Chief reviews the revised manuscript submitted by the authors. Once the Editor-in-Chief is satisfied with the revised manuscript, send to two double blind reviewers for publication when accepted by peer reviewers.

The Editor-in-Chief assigns the manuscript to two reviewers for peer-review. The Editor-in Chief sends a letter of request to the appropriate reviewers who have the expertise of the topic together

with the manuscript, Peer-Review Form and Editorial Policy. If the peer reviewers agree to review the manuscript, the reviewers submit their filled-in Peer-Review Form, together with the reviewed manuscript, to the Editor-in-Chief along with their recommendation of one of the following actions: “Accept as is”, “Reconsider after minor revisions”, “Reconsider after moderate revisions”, “Reconsider after major revisions”, or “Reject: Manuscript is flawed or not sufficiently novel”. Using the same form, the reviewers make a summary of the review, comment on the strengths as well as the minor and major weaknesses of the manuscript and suggest the necessary revisions. The Editor-in-Chief notifies author(s) of the review outcome by email.

The Editor-in-Chief decides that the manuscript is accepted for publication, if the two peer reviewers recommend “Accept as is,” and all the sets of criteria for publication are met. If the peer reviewer recommends either “Reconsider after minor revisions” or “Reconsider after moderate revisions” or “Reconsider after major revisions” the authors are notified by the Editor in-Chief by email to prepare and submit a final copy of their manuscript together with a cover letter outlining point-by-point the revisions made in regards to the reviewers' comments and guidelines. The authors are expected to revise their manuscripts in accordance with the changes recommended by the reviewers and to submit their revised manuscript in a timely manner. If the peer reviewer finds that the manuscript is of sufficient quality after revisions are made, the peer reviewer fills in and submits a new Peer-Review Form to the Editor-in-Chief by email along with the recommendation “Accept as is”. The Editor-in-Chief notifies the author(s) by email of the acceptance of the manuscript for publication.

If the two peer reviewers recommend “Reject: Manuscript is flawed or not sufficiently novel”, the decision of the Editor-in-Chief to reject the manuscript is immediate. If only one of the two peer reviewers recommends for rejection, the Editor-in-Chief has the authority upon deliberation with the corresponding Editor to reject or to reconsider the manuscript after sending to the third reviewer or revision accordingly.

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9. Duties of Editors

Publication Decisions

Editorial Office Team of AJSI consisting of the Editor-in-Chief, Associate Editors and the Managing Editor is responsible for deciding which of the articles submitted to the journal should be published. The Management Team may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding defamation, copyright infringement and plagiarism. The Management Team may confer with other editors or reviewers in making this decision.

Fair Play

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Confidentiality

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Disclosure and Conflicts of Interest

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

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When genuine errors in published work are pointed out by readers, authors, or editors, which do not render the work invalid, a correction (or erratum) will be published as soon as possible. The online version of the paper may be corrected with a date of correction and a link to the printed erratum. If the error renders the work or substantial parts of it invalid, the paper should be retracted with an explanation as to the reason for retraction (i.e., honest error).

Ensuring the Integrity of the Published Record – Suspected Research or Publication Misconduct

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10. Duties of Reviewers

11. Contribution to Editorial

Decisions

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

Promptness

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 from the review process.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

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Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments. Reviewers are expected to give decision based on the checklist prepared to support reviewers response.

Acknowledgement of Sources

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Reviewer Misconduct

12. AJSI Editors will take reviewer misconduct seriously and pursue any allegation of breach of confidentiality, non-declaration of conflicts of interest (financial or non-financial), inappropriate use of confidential material, or delay of peer review for competitive advantage. Allegations of serious reviewer misconduct, such as plagiarism, will be taken to the institutional level.

13. Duties of Authors

Reporting Standards

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. 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.

Data Access and Retention

Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data and should in any event be prepared to retain such data for a reasonable time after publication.

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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. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

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Researchers should not generally publish or share identifiable individual data collected in the course of research without specific consent from the individual (or their representative).

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Authors should supply research protocols to journal editors if requested (e.g. for clinical trials) so that reviewers and editors can compare the research report to the protocol to check that it was carried out as planned and that no relevant details have been omitted. Researchers should follow relevant requirements for clinical trial registration and should include the trial registration number in all publications arising from the trial.

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