



# **DNC Online**

## **Ethics Policies and Practices**

# Ethics Policies and Practices

## Table of Contents

<b>1. General Ethics Policies.....</b>	<b>2</b>
<b>2. Ethics Policies for Editors .....</b>	<b>2</b>
<b>3. Ethics Policies for Reviewers.....</b>	<b>2</b>
<b>4. Ethics Policies for Authors.....</b>	<b>3</b>

## 1. General Ethics Policies

The publication of peer-reviewed articles in the journal “*Discontinuity, Nonlinearity and Complexity*” (DNC) should follow guidelines of “Ethics Policies and Practices”. It is necessary to understand and follow standards and guidelines of expected ethical behaviors for all parties (i.e., the author, the journal editor, the peer reviewer, and the publisher, etc.) involved in publishing. If applicable, the editors and authors should also follow the ethics guidelines of Ethics Approval and Informed Consent Statements.

## 2. Ethics Policies for Editors

The editor of DNC is responsible for making a decision whether the submitted manuscripts should be published or rejected, and the editor’s duties and responsibilities should be guided by the bylaws of DNC editorial policies. During peer-review process, the following Ethics policies and guidelines are for editors and associate editors to follow.

- The editor(s) at any time should handle manuscripts equally and fairly.
- The editor(s) must not disclose any information about a submitted manuscript to anyone instead of the corresponding author, reviewers, potential reviewers, other associate editors, and the publisher.
- Unpublished materials disclosed in a submitted manuscript must not be used in the editor's own research.

## 3. Ethics Policies for Reviewers

Peer-review helps the editor in making editorial decisions and may also help the author improve the quality of the paper through the editorial review process. The prompt and serious review process causes the editor to efficiently make a professional editorial decision. During manuscript review, the following ethics policies and professional responsibilities are for reviewers to follow.

- Any selected referee giving prompt responses are very important no matter how s/he feels qualified or unqualified to review the assigned manuscript.
- Any manuscripts received for review must be treated confidentially, which cannot be shown to or discussed with others except.
- Reviews should be conducted objectively and professionally.

- Reviewers should identify other relevant published work not cited by the authors.
- A reviewer should report to the editor any substantial similarity or overlap between the full and partial manuscript under consideration and any other published papers.
- During the review process, it should be avoided that the reviewers' own research work is suggested to be cited.
- Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.
- Reviewers should not accept the assigned manuscript reviews if they have conflicts of interest with such assigned manuscripts.

#### **4. Ethics Policies for Authors**

Authors should follow the bylaws of editorial policies and practices to prepare manuscripts for submission. The corresponding author should check the submission checklist to satisfy the journal and ethics requirements. Therefore, the following ethics policies are for authors to follow.

- The authors should submit original research and review papers for publication.
- An author should not submit partially and fully the same research materials in more than one journal or other publications.
- Proper citations of the work of others must always be given. Authors should properly cite publications with significant influence in the research work., and such influence should be described in the manuscript.
- Authorship should be limited to those who have made a significant contribution to the reported study.
  - All significant contributors should be listed as co-authors. Others participated in certain substantive research should be acknowledged as contributors.
  - The corresponding author should be responsible to all appropriate co-authors on the paper.
  - Before submission, all co-authors have read and approved the final version of manuscript for publication consideration.
  - Once a manuscript is accepted for publication, the order of authorship cannot be changed.
- If the research involves chemicals and medical studies, the author must follow Ethics Approval and Informed Consent Statements.
- All authors should disclose any financial or other substantive conflict of interest in their manuscript. All sources of financial support for the project should be disclosed.
- When an author discovers a significant error or inaccuracy in his/her own published work, the author should promptly inform the journal editor or publisher and cooperate with the editor to retract or correct the paper as soon as possible.