

INTERNATIONAL JOURNAL OF INFORMATICS TECHNOLOGIES- IJIT

ETHICAL STANDARDS OF JOURNAL & PUBLICATIONS OF INFORMATICS INSTITUTE OF GAZI UNIVERSITY

As one of the journals of Informatics Institute of Gazi University- International Journal of Informatics Technologies (IJIT) is known as the leading informatics journal throughout the country. Our mission targets that we aim to 'improve the publication quality of Gazi University's objective of advancing informatics, informatics related learning, knowledge and research worldwide'. In accordance with this objective, the Informatics Institute of Gazi University itself adopts to improve the scientific content and quality on the issues treated within its important journal- IJIT.

Publication of an article in the academic peer-reviewed journal – IJIT serves several functions, one of which is to validate, disseminate and preserve the “recent” research. It therefore follows that the author, the journal editor-in-chief, member of editorial board, the peer-reviewer, the publisher and the owner- Informatics Institute have responsibilities to meet the expected ethical standards at all stages in their involvement from submission to the publication of an article. Thus, It is vital to agree upon the standards of expected ethical behavior for all parties involved in the act of publishing: The author, the journal editor, the peer reviewer, the publisher and the society of society-owned or sponsored journals.

Informatics Institute Press is committed to meeting and upholding standards of ethical standards at all stages of the publication process. We follow closely the industry associations, such as the Committee on Publication Ethics (COPE), which put standards and provide guidelines for good practices to meet the requirements. Below is a summary of our key expectations of member of editorial board, peer-reviewers and authors.

A. ETHICAL EXPECTATIONS

A.1. Editor-in-Chief responsibilities

- To act in a balanced, objective and fair behavior while carrying out the expected duties, without discrimination on grounds of gender, sexual orientation, religious or political beliefs, ethnic or geographical origin of the authors.
- To handle submissions for sponsored supplements or special issues in the same way as other submissions, so that articles are considered and accepted solely on their academic merit and without commercial influence.
- To adopt and follow reasonable procedures in the event of complaints of an ethical or conflict nature, in accordance with the policies and procedures of the Society where appropriate. To give authors a reasonable opportunity to respond to any complaints. All complaints should be investigated no matter when the original publication was approved. Documentation associated with any such complaints should be retained.

- To direct the scientific papers to the editorial board members in a short-time in accordance with their appropriate research fields.
- To follow the entire stages of the peer-review mechanism in order to complete the correct scientific decisions on the papers depending on the decisions of the reviewers and the corresponding editorial board member.
- To inform the authors for the scientific review decisions timely upon the receipt of reviewers' and the corresponding editorial board member's decisions.
- To decide one of the items among ACCEPTANCE, REJECTION and REVISION in accordance with the peer-review process.
- To communicate with the Journal Coordinator in every stages of the peer-review, paper assignment and all documentation.
- To ascertain the publishing of the journal issues timely in online.
- To monitor the journal statistics form the journal web-site for each year by the help of Journal Coordinator.

A.2. Editorial Board Members' responsibilities

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- To direct the submitted papers, which are conveyed by the Editor-in-Chief to the independent reviewers timely and contribute at the decision on the paper in depending on the reviewers' comments and suggestions.

A.3. Reviewers' responsibilities

- To contribute to the decision-making process, and to assist in improving the quality of the published paper by reviewing the manuscript objectively, in a timely manner

- To maintain the confidentiality of any information supplied by the editor or author. To not retain or copy the manuscript.
- To alert the editor to any published or submitted content that is substantially similar to that under review.
- To be aware of any potential conflicts of interest (financial, institutional, collaborative or other relationships between the reviewer and author) and to alert the editor to these, if necessary withdrawing their services for that manuscript.

A.4. Authors' responsibilities

- To maintain accurate records of data associated with their submitted manuscript, and to supply or provide access to these data, on reasonable request. Where appropriate and where allowed by employer, funding body and others who might have an interest, to deposit data in a suitable repository or storage location, for sharing and further use by others.
- To confirm/assert that the manuscript as submitted is not under consideration or accepted for publication elsewhere. Where portions of the content overlap with published or submitted content, to acknowledge and cite those sources. Additionally, to provide the editor with a copy of any submitted manuscript that might contain overlapping or closely related content.
- To confirm that all the work in the submitted manuscript is original and to acknowledge and cite content reproduced from other sources. To obtain permission to reproduce any content from other sources.
- Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.
- The authors should ensure that the works have been original, and if the authors have used the work and/or words of others, that point has been appropriately cited or quoted. Plagiarism has many forms, from 'passing off' another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. All of those constitute unethical publishing behavior and is unacceptable for IJIT.
- Authors should ensure that any studies involving human or animal subjects conform to national, local and institutional laws and requirements (e.g. Directives on Turkish Publication Law, WMA Declaration of Helsinki, EU Directive on Use of Animals) and confirm that approval has been sought and obtained where appropriate. Authors should obtain express permission from human subjects and respect their privacy.

- To declare any potential conflicts of interest (e.g. where the author has a competing interest (real or apparent) that could be considered or viewed as exerting an undue influence on his or her duties at any stage during the publication process).
- To notify promptly the journal editor or publisher (Informatics Institute) if a significant error in their publication is identified. To cooperate with the editor and publisher to publish an erratum, addendum, corrigendum notice, or to retract the paper, where this is deemed necessary.
- The copyright form should be signed by the corresponding author on behalf of all authors. It is important in order to ensure that IJIT has the rights necessary for the proper administration of electronic rights and online dissemination of journal articles.
- Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. The data should be represented accurately in the paper.
- The 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.
- The studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. In those situations, the author should ascertain the legal requirements for the permission according to the corresponding regulations in the local and/or international authorities.

A.5. Publisher or Society responsibilities

- Informatics Institute Press on behalf of which it publishes shall ensure that good practice is maintained to the standards outlined above.
- To contact with the ULAKBIM Turkish National Citation Database for the transfer of the required documentation and reviewers' database timely for each issues of the journal.
- To work with Editor-in-Chief for all the monitoring issues and online knowledge about the journal including the documentation transfer between the publisher and ULAKBIM Turkish National Citation Database.
- As part of our commitment to the protection and enhancement of the peer review process, IJIT publisher has an obligatory task to assist the scientific community in all aspects of publishing ethics, especially in cases of prevention of (suspected) duplicate submission or plagiarism.

- The authors should not publish manuscripts describing essentially the same research in more than one journal or primary publication as the multiple, redundant or concurrent publication.

B. PROCEDURES FOR DEALING WITH UNETHICAL BEHAVIOUR

B.1. Identification of unethical behavior

- Misconduct and unethical behavior may include, but need not be limited to, examples as outlined above.
- Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached.

B.2. Investigation

- An initial decision should be taken by the editor, who should consult with or seek advice from the publisher, if appropriate.
- Evidence should be gathered, while avoiding spreading any allegations beyond those who need to know.

B.3. Minor breaches

- Minor misconduct might be dealt with without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations.

B.4. Serious breaches

- Serious misconduct might require that the employers of the accused be notified. The editor, in consultation with the publisher or Society as appropriate, should make the decision whether or not to involve the employers, either by examining the available evidence themselves or by further consultation with a limited number of experts.

B.5. Outcomes (in increasing order of severity; may be applied separately or in conjunction)

- Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.
- A more strongly worded letter to the author or reviewer covering the misconduct and as a warning to future behaviour.
- Publication of a formal notice detailing the misconduct.

- Publication of an editorial detailing the misconduct.
- A formal letter to the head of the author's or reviewer's department or funding agency.
- Formal retraction or withdrawal of a publication from the journal, in conjunction with informing the head of the author or reviewer's department, Abstracting & Indexing services and the readership of the publication.
- Imposition of a formal embargo on contributions from an individual for a defined period.
- Reporting the case and outcome to a professional organisation or higher authority for further investigation and action.
- The addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts can only be realized in the following way: Before the accepted manuscript is published in an online issue, requests to add or remove an author, or to rearrange the author names, must be sent to the Editor-in-Chief by the corresponding author of the accepted manuscript. The reason for that should be explained and written confirmation (e-mail or letter) from all authors must be done in the sense that all authors agree with the addition, removal or rearrangement. In addition, a confirmation from the author being added or removed must be required.