

## **Code of Ethics**

The IASEM Code of Ethics provides for the rules and standards of ethics to ensure a fair and responsible process of publishing an academic paper in IASEM journals. It specifies the responsibilities of authors, editors, and reviewers, so that the value of the research can be adequately acknowledged and shared among the academic community in the relevant field.

### **Code of Ethics for Authors**

1. **Authorship:** Authorship should be limited to those who have made a significant contribution to the reported academic work, in its conception, design, data retention, execution, or interpretation. Authorship entails responsibility for the research findings for which he/she is acknowledged.
2. **Originality and Plagiarism:** The authors of an academic paper should make sure that their written works are entirely original. If any work and/or words of others are used, it should be appropriately cited or quoted. Proper forms of acknowledgment of the work of others, such as citation, reference, footnote, endnote, or preface must always be given to avoid plagiarism.
3. **Multiple or Redundant Publication:** An author should not publish manuscripts describing essentially the same research in more than one journal or primary publication (excluding abstracts, academic thesis, or electronic pre-print). Any attempt to submit or publish previously published research (including any researches pending review) as a new research will be considered redundant.
4. **Revision:** An author should try to incorporate revisions suggested by the editors and reviewers during the evaluation process. When an author discovers a significant error or inaccuracy in his/her own published work, it is his/her obligation to promptly notify the journal editor or publisher for possible correction or retraction of the paper.

### **Code of Ethics for Editorial Board**

1. **Fair Evaluation:** The editorial board should ask reviewers with specialized knowledge to evaluate the submitted paper. The evaluation should be based on the quality and submission regulations, regardless of the author's gender, age, affiliation or any personal relationship. When a submitted paper receives a significantly different evaluation among reviewers, the editorial board can ask additional reviewers for re-viewing.
2. **Confidentiality:** The editorial board should not disclose any of the author's personal information or the content of the paper to any people other than a member of the editorial board until the decision to whether or not publish the paper is made.

### **Code of Ethics for Reviewers**

1. **Appropriateness:** The reviewer should evaluate the paper and inform the result to the editorial board within a period of time specified by the editorial board. However, if a reviewer considers himself/herself inappropriate to perform the evaluation, he/she must notify the editorial board of the inappropriateness without hesitation.
2. **Objective Judgement:** The reviewer should evaluate a paper based on objective criteria, regardless of his/her academic beliefs or personal relations with the author(s). The reviewer's opinion should be clearly stated with reasons, if any, if he/she considers any part of the paper should be modified or supplemented.

3. Confidentiality: A reviewer should keep the evaluated paper in confidence. Save for a case of seeking advice in order to evaluate the paper, the reviewer must not discuss any content in the paper, nor show it to anyone else. Reviewers should not cite any of content in the paper before it is published without the written consent of the author(s).

### **Implementation of Code of Ethics**

1. Pledge: All members of IASEM should pledge to observe the Code of Ethics as their membership is activated. The pledge will be considered effective to the revised Code of Ethics as well.
2. Organization/Rights of the Ethics Committee: The Ethics Committee consists of more than five members appointed by the chairman of IASEM upon the recommendation of the board of directors. The committee may suggest disciplinary measures to the chairman if a breach of Code of Ethics by a member is confirmed.
3. Report of the Breach of Ethics Regulation: If any member recognizes that other member(s) are in breach of the ethics regulations, he/she should report the fact to the ethics committee. The ethics committee must not disclose the identity of the member who reports a breach.
4. Investigation and Review: Either the ethics committee or the editorial board should be requested to review the possibility of plagiarism or duplicate publication. The breaching member should be given sufficient opportunities to explain what he/she has done, and the noncooperation of the breaching member during the investigation process is considered as a breach of the Code of Ethics.
5. Decision Process: When the suggestion is made by the Ethics Committee after thorough investigation, the chairman will summon the board of directors to make a final decision on whether or not to take a disciplinary measure, and on which disciplinary measure is to be taken.
6. Disciplinary Measures: The measures include warning, suspension or deprivation of the membership of IASEM. Also, the confirmation of plagiarism or redundant publication may result in: deletion of the paper from the journal and its list, prohibition of the breaching member to submit a paper (for three years), reporting of the fact on the website.
7. Confidentiality: Not until the final decision on the disciplinary measures to be taken is made, the Ethics Committee should not disclose the information of the breaching member or anyone who reported the breach.