

## WEBSITE AND JOURNAL POLICIES

### Publication Ethics Policy

At the School of Commerce & Management Studies, Dayananda Sagar University, we are committed to upholding the highest standards of publication ethics and integrity. Our ethical guidelines are based on internationally accepted norms such as those laid out by the **Committee on Publication Ethics (COPE)**, ensuring that all stakeholders—authors, reviewers, editors, and publishers—adhere to responsible publishing practices.

#### 1. Duties of Authors

- **Originality & Plagiarism:** Authors must ensure that their work is entirely original and properly cites others' work. All submissions are screened using plagiarism detection software. A similarity index exceeding 10% (excluding references) may lead to rejection.
- **Data Transparency:** Authors must provide access to data where required and ensure that data is presented accurately and honestly.
- **Multiple Submissions:** Manuscripts must not be submitted simultaneously to more than one journal or be previously published.
- **Authorship Criteria:** All listed authors must have made a substantial academic contribution to the manuscript. Gift, guest, or ghost authorship is strictly prohibited.
- **Disclosure of Conflicts of Interest:** Authors must disclose all financial or personal relationships that could influence their work.
- **Ethical Approval:** Research involving human participants, animals, or confidential data must include appropriate ethics approval and informed consent.

#### 2. Duties of Editors

- **Editorial Independence:** Editors make decisions solely based on the manuscript's scholarly merit, relevance, and quality, free from commercial or personal bias.
- **Confidentiality:** Editors and editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, or other editorial advisers.
- **Handling Misconduct:** Editors will take appropriate steps if ethical misconduct (e.g., plagiarism, data fabrication, authorship disputes) is reported or suspected.

#### 3. Duties of Reviewers

- **Confidentiality:** All manuscripts must be treated as confidential documents.
- **Objectivity:** Reviews must be conducted objectively, with clear and constructive feedback.
- **Conflict of Interest:** Reviewers must disclose any conflict of interest and decline to review if one exists.
- **Timeliness:** Reviewers should respond promptly and complete reviews within the stipulated time frame.