
We have listed a few points for your quick referral and it is strongly advised to refer the above two documents for complete details.

**DUTIES / RESPONSIBILITIES OF AUTHORS**

- **Originality and Plagiarism** - All manuscripts must be the original work of authors; and authors should ensure that they write and submit only fully original works, and if they have used the work and/or statements of any others, the same needs to be appropriately cited.

- **Acknowledgement of sources** - If the authors have used the work and/or words of others that this has been appropriately cited or quoted.

- **Authorship of the Paper** - 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.

- **Multiple, redundant or concurrent publication** - Authors must not submit the same manuscript to more than one journal concurrently.

- **Disclosure and Conflicts of interest and financial support** - Authors should disclose any financial or other substantive conflict of interest that might influence the results or interpretation of their manuscript and acknowledge individuals or organisations that have provided financial support for research.

- **Compliance** - Authors should only submit papers only on work that has been conducted in an ethical and responsible manner and that complies with all relevant legislation.

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- **Error notification** - When an author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to promptly notify the journal editor or publisher.
and cooperate with the editor to retract or correct the paper.

**DUTIES / RESPONSIBILITIES OF THE EDITOR AND THE EDITORIAL BOARD**

- **Publication decisions** - The Editor is responsible for deciding which of the articles submitted to the journal should be published. The publication decision should be guided by the policies of the journal's Editorial Board, and should be based exclusively on the academic merit and the decision of the reviewers. 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.
- **Fair play** - An editor should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
- **Confidentiality** - The Editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

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- **Contribution to Editorial Decisions** - Peer review assists the editors in making editorial decisions.
- **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 editors and excuse himself from the review process.
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