

Ethical Guidelines For *IES – Islamic Economic Studies*

About the Document

The **Ethical Guideline (EG)** is a supporting document for editorial policy. This guideline is made available here for author(s) to inform and help them about the ethical considerations in preparing the manuscript.

It should be read in conjunction with the *Editorial Policy*, the *IES Style Guidelines*, and the *Manuscript Submission Guidelines* that are available on IES webpage.

1. Introduction

- 1.1 This document constitutes the ethical publication policy of the journal IES and has been approved by IRTI Executive Committee.
- 1.2 Authors should observe high standards with respect to publication ethics as set out by the *Code of Conduct and Best-Practice Guidelines for Journal Editors* (Committee on Publication Ethics (COPE), 2011).¹ Manipulation of figures, multiple submissions, claiming untrue or distorted or non-existent results, plagiarisms including duplicate publication of the author's own work without proper citation, and misappropriation of the work are all unacceptable practices. Any Case of ethical misconduct is treated very seriously and will be dealt in accordance with Editorial Policy.
- 1.3 This guideline is applicable to publication in Islamic Economics Studies (IES)
- 1.4 This guideline is effective from January 01, 2013.

2. Editors' responsibilities

Publication decisions

- 2.1 The journal (IES) follows two stage double blind refereeing process. In stage-1, all submitted papers are given a preliminary evaluation to decide on each paper whether it shall be put to the formal refereeing process or rejected. In the second stage (stage-2) the papers that pass stage-1 are sent to at least two referees/reviewers each and the double blind refereeing processes is used.
- 2.2 The editor of IES is responsible for deciding which of the papers submitted to the journal will be published. The editor will evaluate manuscripts without regard to the

¹ Code of Conduct and Best-Practice Guidelines for Journal Editors. Retrieved from http://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf

authors' race, gender, religious belief, ethnic origin, citizenship, or political philosophy. The decision will be based on the referee reports, the paper's importance, originality and clarity, and the study's validity and its relevance to the journal's scope. Legal requirements regarding libel, copyright infringement, and plagiarism should also be considered.

- 2.3 The editor of IES ensure that the material submitted remains confidential while under review. The editor ensure that published research material conforms to internationally accepted ethical guidelines. Whenever it is recognized that a significant inaccuracy, misleading statement or distorted report has been published, it will be corrected promptly and with due prominence. If, after an appropriate investigation, an item proved to be fraudulent, will be retracted. The retraction will be clearly identifiable to readers (via erratum) and indexing systems.

Confidentiality

- 2.4 The editor of IES and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, referees/reviewers, potential referees/reviewers, other editorial advisers, and the publisher, as appropriate.
- 2.5 Any manuscripts received for review must be treated as confidential documents. They must not be disclosed to or discussed with others except as authorized by the editor.

Disclosure and conflicts of interest

- 2.6 Unpublished materials disclosed in a submitted paper will not be used by the editor or the members of the editorial board for their own research purposes.

3 Reviewers' responsibilities

Contribution to editorial decisions

- 3.1 The peer-reviewing process assists the editor and the editorial committee in making editorial decisions and may also serve the author in improving the paper.

Promptness

- 3.2 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 editor and withdraw from the review process.

Standards of objectivity

- 3.3 Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of sources

- 3.4 Reviewers should identify cases in which relevant published work referred to in the paper has not been cited in the reference section. They should point out whether observations or arguments derived from other publications are accompanied by the respective source. Reviewers will notify the editor of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and conflict of interest

- 3.5 Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions associated with the papers.

4 Authors' duties

Reporting standards

- 4.1 Authors of original research reports should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A 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.

Data access and retention

- 4.2 Authors could be asked to provide the raw data of their study together with the paper for editorial review and should be prepared to make the data publicly available if practicable.

Originality, plagiarism and acknowledgement of sources

- 4.3 Papers submitted to IES must be entirely original works, not have been published and must not be under consideration elsewhere. Authors will appropriately cite or quote the work and/or words of others. Plagiarism, including duplicate publication of the author's own work, in whole or in part without proper citation is not tolerated. Manuscripts submitted to the journal may be checked for originality using anti-plagiarism software. Publications that have been influential in determining the nature of the reported work should also be cited.

Multiple, redundant or concurrent publication

- 4.4 In general, papers describing essentially the same research should not be published in more than one journal. Submitting the same paper to more than one journal constitutes unethical publishing behavior and is unacceptable.
- 4.5 Manuscripts which have been published as copyrighted material elsewhere cannot be submitted. In addition, manuscripts under review by the journal should not be resubmitted to copyrighted publications. However, by submitting a manuscript, the author(s) retain the rights to the published material. In case of publication they permit the use of their work under a CC-BY license [<http://creativecommons.org/licenses/by/3.0/>], which allows others to copy, distribute and transmit the work as well as to adapt the work and to make commercial use of it.

Authorship of the paper

- 4.6 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.
- 4.7 The corresponding author ensures that all contributing co-authors and no uninvolved persons are included in the author list. The corresponding author will also verify that all co-authors have approved the final version of the paper and have agreed to its submission for publication.

Disclosure and conflicts of interest

- 4.8 All authors should include a statement disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

Fundamental errors in published works

- 4.9 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 to cooperate with the editor to retract or correct the paper in form of an **erratum**.