

## **Publication Ethics and Malpractice Statement**

GEN TEFL is committed to uphold standards of ethical behavior at all stages of the publication. We based our guidelines and standards on Publication Ethics and Malpractice Statement developed by the Committee on Publication Ethics (COPE).

### **Duties of the Editor**

Editors should be accountable for everything published in the journal: to have measures in place to assess the quality of the manuscripts, accept papers for the journal and have willingness to publish corrections and clarifications when required.

Editors should act in a fair and balanced way when carrying out their duties, without discrimination on grounds of gender, ethnicity, sexual orientation, or religious or political beliefs.

Editors should provide guidance to authors and reviewers on everything that is expected of them.

Editors should make decisions on which articles to publish based on quality and suitability for the journal and without interference from the journal owner/publisher.

Editors should be guided by COPE flowcharts in cases of suspected misconduct (including plagiarism) or disputed authorship.

Editors should provide new editorial board members with guidelines on everything that is expected of them and should keep existing members updated on new policies and developments.

Editors should have systems for managing their own conflicts of interest as well as those of their staff, authors, reviewers and editorial board members.

### **Peer Reviewer**

Peer review assists the Editor-in-Chief in making editorial decisions and, through the editorial communication with the author, may also assist the author in improving the manuscript.

A description of peer review processes should be published, and editors should be ready to justify any important deviation from the described processes.

Editors should handle submissions in a fair, unbiased and timely manner and treat all manuscripts as confidential, for distribution to others for purposes of peer-review only.

Reviewers should inform the journal editor of any published or submitted content that is similar to the material under review, or any suspected plagiarism.

Editors should have systems to ensure that peer reviewers' identities are protected unless they use an open review system that is declared to authors and reviewers.

Any invited peer reviewer who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the Editor-in-Chief so that alternative reviewers can be contacted.

A reviewer should also call to the Editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published data of which they have personal knowledge.

Reviewers should not consider evaluating 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 connected to the submission.

### **Authors**

Authors should declare that all work in their submitted piece is original, and cite content from other sources appropriately to avoid plagiarism.

Authors must ensure their contribution does not contain any libelous matter or infringe any copyright or other intellectual property rights or any other rights of any third party.

The listing of authors should accurately reflect who carried out the research and wrote the article, and the order of authorship should be jointly determined by all of the co-authors.

All authors (including co-authors) should be aware of the submission of their paper to the journal and agree to the main author signing the consent and release form on their behalf.

Authors should ensure that their manuscript, as submitted, is not under consideration (or accepted for publication) elsewhere. Where sections of the manuscript overlap with published or submitted content, these should be acknowledged and cited.

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 named in an Acknowledgement section.

Authors should declare any potential conflicts of interest relating to a specific article.

Authors should inform the editor or publisher if there is a significant error in their published piece, and work with the editor to publish an erratum, addendum or retraction where necessary.

Authors have the right to appeal editorial decisions.

