

## **Publication Ethics and Publication Malpractice Statement**

Publication Ethics and Publication Malpractice Statement of AAYAM AKGIM Journal of Management is based on COPE guidelines under the category of non member institutions. Following are the responsibilities associated with functionaries under AAYAM Team.

### **Chief Editor Responsibilities**

**1. Anti-Discrimination ,Equality and Fair Judgement Policy-** Manuscripts received are evaluated on the basis of their intellectual content . Chief editor's decision will be solely dependent on the quality, contents of the manuscript without regard to the author's race, gender, sexual orientation. religious belief, ethnic origin, citizenship or political philosophy of the authors.

**2. Confidentiality Policy-** Manuscripts submitted by authors are purely confidential . Editor in chief ,editors .and editorial staff are under the responsibility to not disclose any information about a submitted manuscript to anyone other than the corresponding author and editorial board reviewers.

**3. Disclosure and conflict of interest-**unpublished submitted manuscripts shall not be used by the editor, reviewers, editorial board members, advisers for their own research purposes without the author explicit written consent.

**4. Decision-making policy-** Editor in chief takes the final decisions on the submitted articles.

### **Peer reviewers responsibilities**

**1. Contribution to Editorial Decisions-** Manuscripts received are reviewed by the reviewers based on their expertise on the subject. Peer reviewers are responsible to assist Editor in chief in making editorial decisions. They are under an obligation to revise the manuscript under review thoroughly and advise the authors if there is any scope of improvement in the manuscript.

**2. Timely Review-** Reviewers are responsible to submit their reviews within specified time . In case.if reviewers feel unqualified to review the research reported in a manuscript or if feels that timely reviews of the submitted manuscripts are not possible due to any other reasons,he must notify the Editor in Chief. So that other alternatives can opt timely.

**3. Confidentiality Policy-** Reviewers are under an obligation to maintain the confidentiality of the manuscripts received by them.

**4. Objectivity Policy-** Reviews should be conducted objectively. Reviewers are under an obligation to complete the review questionnaire. There must be supporting arguments for every view stated. Personal criticism of the author is unacceptable.

**5. Acknowledgement of sources-** Reviewers should identify whether the sources are properly cited in the manuscript. In the case submitted manuscripts are similar to any other research work and reviewer personally knows about it, he is under an obligation to notify it to the chief editor.

**6. Disclosure and conflict of Interest-** unpublished submitted manuscripts shall not be used by the editor, reviewers, editorial board members, advisers for their own research purposes without the author explicit written consent.

### **Authors Responsibilities**

**1. Originality and Plagiarism-**Authors must ensure that they have submitted original work. In case, if research is based on the use of secondary sources, an author must cite the sources used properly.

**2.Reporting Standards-** Authors must strictly adhere Guidelines provided on <http://www.akgim.edu.in/Aayam/authorguidelines.html>

**3.Multiple, Redundant or Concurrent Publication-** Parallel submission of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable.

**4.Authorship of the Manuscript-**Researcher who has contributed in the paper in terms of its design,conception, and execution or interpretation will be treated as an author. All those who have made significant contributions should be listed as co-authors. While those who have supported the research in terms of data collection or other substantive aspects should be named in an acknowledgment section.

**5.Disclosure and Conflict Of Interest-** All authors are under an obligation to disclose any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their manuscript.

**6.Fundamental Errors in published work-** If author found any significant error or inaccuracy in his/her own published work,he must notify the same to the Editor in chief.