

ZEMCH International Conference Proceedings Publication Policy Statement

All abstracts and full papers published in ZEMCH International Conference Proceedings will undergo a double-blind peer-review process. Thus, the author does not know the identity of the reviewers, but the reviewers know the identity of the author. All abstracts will be reviewed by two members of the Editorial Board members and/or ZEMCH International Scientific Committee members selected by the board. The author(s) of accepted abstracts will be invited to submit a full paper. All full papers submitted will be reviewed by the same or different members selected. Revised papers then undergo a final review to be carried out by the conference scientific committee chair(s) towards the decision for publication based on the reviewers' comments.

1 Editorial Board

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2 Publication Ethics and Malpractice Statement

By submitting a paper to the ZEMCH International Conference or acting as an editor or reviewer, you agree to comply with the following Publication Ethics and Malpractice Statement.

2.1 Duties and Responsibilities of Authors

2.1.1 Peer Review Process

Authors are obliged to participate in the peer-review process and to provide retractions or corrections of mistakes.

2.1.2 Originality and Plagiarism

The manuscripts should not be submitted simultaneously to multiple venues, published before, or have evidence plagiarism.

2.1.3 Authorship of the Paper

Authorship of a manuscript must be limited to authors who have made substantial contributions.

2.1.4 Acknowledgement of Sources

Authors should accurately and appropriately acknowledge the work of others.

2.1.5 Disclosure and Conflicts of interest and financial support

Authors must disclose any substantive conflict of interest or other financial that could impact the interpretation of their manuscript or results and acknowledge organisations or individuals that have provided financial research support.

2.1.6 Data Access and Retention

Authors might be asked to provide the raw data in connection with manuscripts for editorial review and must be prepared to provide public access to such data if possible.

2.2 Duties and Responsibilities of Editors

The editors are responsible for everything published in the ZEMCH International Conference Proceedings. The editors strive to:

- Champion freedom of expression
- Maintain the integrity of the academic record
- Preclude business needs from comprising intellectual and ethical standards
- Publisher and editors should be willing to publish corrections, clarifications, retractions, and apologies when needed.

2.2.1 Publication Decisions

Editors are accountable for deciding which of the manuscripts submitted to the ZEMCH International Conference Proceedings must be reviewed or published.

2.2.2 Fair play

Editors must ensure the integrity of the publication review process. Accordingly, editors must not reveal either the identity of reviewers to authors or the identity of authors of manuscripts to the reviewers.

2.2.3 Confidentiality

Editors must treat all received abstracts or manuscripts for review as confidential documents and should not reveal any information about submitted documents to anyone other than other editorial advisers, reviewers, the corresponding author, and the publisher.

2.2.4 Disclosure and Conflicts of Interest

Any editorial staff must not use materials revealed in a submitted document (published or unpublished) for their research without the author's written authorisation.

2.2.5 Investigations

Editors shall conduct a fair and proper investigation into ethical complaints.

2.3 Responsibility of reviewers

2.3.1 Confidentiality

Reviewers should keep all the information regarding submitted documents confidential and treat them as confidential information.

2.3.2 Standards of Objectivity

Reviews must be conducted objectively without any personal criticism of the author(s).

2.3.3 Contribution to Editorial Decision

Reviewers must express their opinions evidently with supporting arguments.

2.3.4 Promptness

Reviewers must finalise their reviews within a specific timeframe.

2.3.5 Disclosure and Conflicts of Interest

Reviewers should not review documents in which they have a conflict of interest due to collaborative, competitive, or other connections or relationships with any of the authors, institutions, or companies connected to the papers.

2.4 Action will Take in the Event of Malpractice by Editors

When allegations or suspicion appear regarding any of malpractice or misstatement, the editors will preferably address such issues after submission and before publication. Editors will investigate any allegations made and suspicions and decide based on those investigations.

When the editors suspect an ethics violation might exist regarding allegation concerning a submitted document or a document submitted, the following steps will be taken:

1. Editors will raise the issue with the corresponding author and in some cases with a specific co-author whose actions are complained about - in some circumstances all co-authors of the paper in question may need to be contacted. Editors will seek an explanation and, where necessary, the provision of evidence supporting that explanation.
2. Editors will seek explanations from all complainants, where necessary, with evidence supporting those explanations.
3. Editors will seek the complainant's opinions on any explanation and evidence provided by the author. Similarly, editors will seek the opinions of the author on any explanation and evidence provided by the complainant.
4. If the authors are unable to satisfy editors that there has been no ethical violation, then the editors will continue to investigate the matter. The depth of the investigation will differ from case to case, but might contain the subsequent steps:
 - Additional examining any allegations made by third parties
 - Speaking to colleagues of any author
 - Speaking to officials at any institutions where the research in question was carried out
 - Speaking to officials at any institution or professional body which any author is a member
 - Speaking to other leading experts in the field of research in question
 - Speaking to members of the editorial advisory board of the ZEMCH International Conference
 - Working with a professional body with an investigation mission like the Committee on Publication Ethics (COPE)

2.4.1 Caution Regarding Defamation Claims

While investigating, editors will take great care to act objectively and fairly and not to defame any author (or complainant) in any way, which could give rise to legal liabilities, including damages. Therefore, editors will follow below the guideline in the investigation:

- Any inquiries of an author's institution will be made in terms of an "apparent" or "alleged" violation. The inquiries must state the facts and the allegation without premature judgment of the author's culpability.
- Care will be taken to gather information while imparting as little information as possible about the suspicion or accusation.

2.4.2 Practical Consequences of Findings

If editors decide that there is no issue, publication may take place or continue in a usual way.

If editors conclude that there has been an unethical practice, they may reject the paper. If an unethical practice is discovered after the paper has been published, editors will consider whether retraction of the paper or, in very exceptional cases, removal is appropriate

2.5 Legal Consequences of Findings

In the case of plagiarism, there might be an infringement of copyright and, probably, also moral rights. Moral rights include the right of an author of a work to be identified as such, as well as the right of an author to prevent changes to his or her work that are derogatory.

In the case of research results not being original to the purported author and allegations about the authorship of contributions, there may be an infringement of the moral rights outlined above, but also an infringement of a person's moral right not to have a work attributed to him or her when not the author.

In all cases of ethical misconduct, there is possible to be a breach of contract by the author, who will have contravened the terms of his or her publishing agreement with the publisher or the relevant instructions to authors.

3 Copyright and Access

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4 Archiving

The full conference proceedings will be available on USB, which can be purchased during the conference. Individual papers will also be available on the ZEMCH International Conference Proceedings website shortly after the conference.

5 Website

www.zemch.org

6 Publisher

ZEMCH Network

7 Name of Conference Proceedings

ZEMCH International Conference Proceedings