

## **International Review of Social Research editorial policy**

Generally, our editorial policy complies with the editorial policies conveyed by other prestigious international scientific journals. Our editorial policy covers different aspects such as: publication ethics (i.e. *authorship criteria*, *plagiarism*, *image manipulation* and *competing interests*), sharing materials and data, peer review procedure and copyright and licensing.

### **Publication ethics**

#### *Authorship criteria*

All the persons designated as authors of a paper must have been contributed to all or at least one of the following dimensions: a) research design, collection, analysis and interpretation of the data; b) drafting the paper or revising it; c) final approval of the version to be published; d) agreement to be accountable for all aspects of the work. Moreover, the persons that had made contribution to different sections of the paper or of the research and did not qualify as authors should be mentioned in the acknowledgements.

#### *Plagiarism*

International Review of Social Research does not accept plagiarism in any form. For this reason, as a prevention mechanism, International Review of Social Research uses special software solutions for detecting plagiarism (i.e. CrossCheck). Manuscripts are to be rejected during peer review if plagiarism is detected.

#### *Image manipulation*

International Review of Social Research does not accept any forms of image file manipulation or adjusting that could lead to the misinterpretation of the information presented in the original image. We reserve the right to reject a manuscript while in the process of peer review or a paper after its being published, if we identify forms of inappropriate image manipulation.

#### *Competing interests*

Authors, academic editors, reviewers and commenters involved with a manuscript must declare all their potential competing interests (i.e. anything that could/ might interfere with or could be perceived as interfering with the complete and objective presentation, peer review, editorial decision-making, or publication of a manuscript).

### **Sharing materials and data**

All authors that intend to have their work published within International Review of Social Research are conditioned by making freely available any materials and information described in their publication.

### **Peer review procedure**

International Review of Social Research is following a peer review process consisting of the following stages:

- a) International Review of Social Research internal staff firstly assess every received manuscript in order to ensure that there is an adherence to the International Review of Social Research policies and scope.
- b) Manuscripts that pass the first stage are then assigned to an *Academic Editor*. This Academic Editor decides where the manuscript is sent for review and also the number of the reviewers (at least two reviewers).
- c) After the evaluation received from the reviewers, the Academic Editor must choose one of the following decisions: *Accept*; *Minor Revision*; *Major Revision*; *Reject*.
- d) In case the decision is *Minor Revision* or *Major Revision*, authors have up to 45 days to resubmit the revised manuscript. Cases wherein the authors need more than 45 days should be announced.
- e) The resubmitted revised manuscript returns to the Academic Editor. However, this time, the Academic Editor can send the manuscript back to the initial reviewers or can decide based on his expertise.

Rejected submitted manuscripts are allowed a formal appeal. The formal appeals should provide detailed reasons and detailed feedback to the reviewers and / or The Academic Editor comments. The appeals must be sent to [irsr@sas.unibuc.ro](mailto:irsr@sas.unibuc.ro) with the word `Appeal` in the subject line.

### **Copyright and licensing**

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Submitted manuscripts should not contain any images or figures that have already been published, previously copyrighted, or that contain proprietary image data (e.g., many maps and satellite images). This can cause serious copyright concerns. If authors must include previously published figures or images, they must obtain express written permission from the copyright holder to publish the images under a Creative Commons Attribution-NonCommercial-NoDerivs license.

If authors wish to publish material obtained or gifted from third parties (e.g., writers, illustrators, photographers, videographers, artists, etc.), they must obtain express written permission from the creator to publish the material under a Creative Commons Attribution-NonCommercial-NoDerivs license, with copyright held by the authors.

### **Submission policies**

When you submit a manuscript to International Review of Social Research, we will take it to imply that the manuscript has not already been published or submitted elsewhere. You may

not submit your manuscript elsewhere while it is under consideration at International Review of Social Research.

The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current address may also be stated.

If the manuscript includes personal communications, please provide a written statement of permission from any person who is quoted. Permission by email is acceptable.

We reserve the right to reject a paper even after it has been accepted if it becomes apparent that there are serious problems with its scientific content, or our publishing policies have been violated.

### **Author responsibilities**

#### *Being an author*

International Review of Social Research does not require all authors of a research paper to sign the cover letter upon submission, nor do they impose an order on the list of authors. Submission to International Review of Social Research is taken by the publication to mean that all the listed authors have agreed to all of the contents. The corresponding (submitting) author is responsible for having ensured that this agreement has been reached, and for managing all communication between the publication and all co-authors, before and after publication.

#### *Responsibilities of senior team members on multi-group collaborations*

International Review of Social Research assumes that at least one member of each collaboration, usually the most senior member of each submitting group or team, has accepted responsibility for the contributions to the manuscript from that team. This responsibility includes, but is not limited to: (1) ensuring that original data upon which the submission is based is preserved and retrievable for reanalysis; (2) approving data presentation as representative of the original data; and (3) foreseeing and minimizing obstacles to the sharing of data, materials, algorithms etc.

#### *Author contributions statements*

Authors are required to include a statement of responsibility in the manuscript that specifies the contribution of every author. The level of detail varies. International Review of Social Research allows one set of up to six co-authors to be specified as having contributed equally to the work or having jointly supervised the work. Other equal contributions are best described in author contributions statements. Corresponding authors have specific responsibilities (described below) and are usually limited to three.

For example, "AB and CD wrote the main manuscript text and EF prepared figures 1–3. All authors reviewed the manuscript."

#### *Corresponding author – prepublication responsibilities*

The corresponding (submitting) author is solely responsible for communicating with International Review of Social Research and for managing communication between co-

authors. Before submission, the corresponding author ensures that all authors are included in the author list, its order has been agreed by all authors, and that all authors are aware that the paper was submitted.

After acceptance, the proof is sent to the corresponding author, who deals with International Review of Social Research on the behalf of all co-authors; International Review of Social Research will not necessarily correct errors after publication if they result from errors that were present on a proof that was not shown to co-authors before publication. The corresponding author is responsible for the accuracy of all content in the proof, in particular that names of co-authors are present and correctly spelled, and that addresses and affiliations are current.

#### *Corresponding author – responsibilities after publication*

International Review of Social Research regards the corresponding author as the point of contact for queries about the published paper. It is this author's responsibility to inform all co-authors of matters arising and to ensure such matters are dealt with promptly. This author does not have to be the senior author of the paper or the author who actually supplies materials; this author's role is to ensure enquiries are answered promptly on behalf of all the co-authors. The name and email address of this author (on large collaborations there may be two) is published in the paper.

#### *Correcting the record*

Authors of published material have a responsibility to inform International Review of Social Research promptly if they become aware of any part that requires correcting.

#### *A confidential process*

International Review of Social Research treats the submitted manuscript and all communication with authors and referees as confidential. Authors must also treat communication with International Review of Social Research as confidential: correspondence with International Review of Social Research, referee reports and other confidential material must not be posted on any website or otherwise publicized without prior permission from the International Review of Social Research publishing team, regardless of whether or not the submission is eventually published.

#### *Referee suggestions*

Authors are welcome to suggest suitable independent referees when they submit their manuscript, but these suggestions may not be used by International Review of Social Research. Authors may also request that International Review of Social Research excludes a few (usually not more than two) individuals. International Review of Social Research sympathetically considers such exclusion requests and usually honours them, but the decision of the editors on the choice of referees is final.

## **Correction and retraction policy**

International Review of Social Research operates the following policy for making corrections to its peer-reviewed content.

Publishable amendments must be represented by a formal online notice because they affect the publication record and/or the scientific accuracy of published information. Where these amendments concern peer-reviewed material, they fall into one of three categories: erratum, corrigendum or retraction.

*Erratum.* Notification of an important error made by the journal that affects the publication record or the scientific integrity of the paper, or the reputation of the authors or the journal.

*Corrigendum.* Notification of an important error made by the author(s) that affects the publication record or the scientific integrity of the paper, or the reputation of the authors or the journal.

*Retraction.* Notification of invalid results. All co-authors must sign a retraction specifying the error and stating briefly how the conclusions are affected, and submit it for publication. In cases where co-authors disagree, the in-house editors may seek advice from independent referees and impose the type of amendment that seems most appropriate, noting the dissenting author(s) in the text of the published version.

## **Editorial decision-making**

Decisions about types of correction are made by the journal's in-house editors, with the advice of the referees. This process involves consultation with the authors of the paper, but the in-house editors make the final decision about whether an amendment is required and the category in which the amendment is published.

When an amendment is published, it is linked bi-directionally to and from the article being corrected.

Authors sometimes request a correction to their published contribution that does not affect the contribution in a significant way or impair the reader's understanding of the contribution (e.g. a spelling mistake or grammatical error). International Review of Social Research does not publish such corrections.

## **Duplicate publication**

Material submitted to International Review of Social Research must be original and not published or submitted for publication elsewhere. This rule applies to material submitted elsewhere while the International Review of Social Research contribution is under consideration.

Authors submitting a contribution to International Review of Social Research who have related material under consideration or in press elsewhere should upload a clearly marked copy at the time of submission, and draw the editors' attention to it in their cover letter. Authors must disclose any such information while their contributions are under consideration by International Review of Social Research – for example, if they submit a

related manuscript elsewhere that was not written at the time of the original International Review of Social Research submission.

### **Plagiarism and fabrication**

Plagiarism is when an author attempts to pass off someone else's work as his or her own. Duplicate publication, sometimes called self-plagiarism, occurs when an author re-uses substantial parts of his or her own published work without providing the appropriate references. This can range from getting an identical paper published in multiple journals, to 'salami-slicing', where authors add small amounts of new data to a previous paper.

Plagiarism can be said to have clearly occurred when large chunks of text have been cut-and-pasted. Such manuscripts would not be considered for publication in International Review of Social Research. However, minor plagiarism without dishonest intent is relatively frequent, for example, when an author re-uses parts of an introduction from an earlier paper. International Review of Social Research editors judge any case of which they become aware (either by their own knowledge of and reading about the literature, or when alerted by referees) on its own merits.

### **Guide to referees**

#### *About International Review of Social Research*

International Review of Social Research is an online, open access journal that publishes scientifically valid primary research from all areas of social sciences.

#### *Criteria for publication*

To be published in International Review of Social Research, a paper must be scientifically valid and technically sound in methodology and analysis. Manuscripts are not assessed based on their perceived importance, significance or impact; the research community makes such judgements after publication. We are happy to publish papers of niche scope, that lie between disciplines, report negative results, or scientifically-justified replications.

#### *The review process*

Manuscripts that appear to be scientifically valid upon initial assessment will be sent for formal review.

After considering the reviewer reports, the inhouse editors will make one of the following decisions:

- Accept
- Accept after minor revision
- Probably acceptable after major revision with re-review
- Unacceptable as is, but worth reconsideration if extensively revised
- Reject

Upon submission of a revised manuscript, the editors may wish to ask the original reviewers for further advice. We therefore request that reviewers are willing to provide follow-up advice as requested. But editors will not send resubmitted papers to referees if

it seems that the authors have not made a serious attempt to address the reviewers' criticisms.

### *Selecting referees*

Reviewer selection is critical to the review process, and it is the responsibility of the editors to choose appropriate referees. Their choice is based on multiple factors, including expertise, specific recommendations, and previous experience. Invitations to review a manuscript are confidential.

### *Writing the review*

The primary purpose of the review is to provide our editors with the information needed to reach a decision. It should also instruct the authors on how they can strengthen their manuscript to the point where it may be acceptable for publication.

Reviewers should be mindful that they are assessing the manuscript on technical soundness and scientific validity. This refers to both the methods and analysis: the methods must be appropriate and properly conducted, and the conclusions drawn must be fully supported by the data. We ask that referees do not assess the importance or significance of a paper - the research community will make this judgement after publication. The review should consider the following questions:

- Is the paper technically sound?
- Are the claims convincing? If not, what further evidence is needed?
- Are the claims fully supported by the experimental data?
- Are the claims appropriately discussed in the context of previous literature?
- If the manuscript is unacceptable in its present form, does the study seem sufficiently promising that the authors should be encouraged to consider a resubmission in the future?
- Is the manuscript clearly written? If not, how could it be made more accessible?
- Is the statistical analysis of the data sound?
- Are there any special ethical concerns arising from the use of animals or human subjects?

### *Confidentiality*

Editors and reviewers must treat the review process as strictly confidential, and not discuss the manuscript with anyone not directly involved in the review.

### *Timing*

We are committed to providing rapid editorial decisions and publication, and we believe that an efficient editorial process is a valuable service both to our authors and to the scientific community. We therefore ask reviewers to provide a report within 30 days of receiving a manuscript, but this may be extended by prior arrangement. If referees anticipate a delay, we ask them to inform the editors and the publishing offices so we can keep the authors informed and, where necessary, find alternative referees.

### *Anonymity*

We do not release reviewers' identities to authors or to other reviewers, except when reviewers specifically ask to be identified. We prefer that reviewers remain anonymous throughout the review process and beyond.

We ask referees not to identify themselves to authors without the editors' knowledge. If they wish to reveal their identities, this should be done via the publishing office.

We deplore any attempt by authors to confront reviewers or determine their identities. We neither confirm nor deny any speculation about reviewers' identities, and we encourage referees to adopt a similar policy.

### *Editing referees' reports*

As part of our editorial policies, we do not edit reviewer reports and any comments that were intended for the authors are transmitted, regardless of what we may think of the content. On rare occasions, we may edit a report to remove offensive language or comments that reveal confidential information about other matters. We ask referees to avoid comments that may cause needless offence but authors should recognize that criticisms are not necessarily unfair simply because they are expressed in robust language.

### *Competing interests*

We aim to respect requests of our authors to exclude specific referees. We also try to avoid referees who have recent or ongoing collaborations with the authors, who have commented on drafts of the manuscript, who are in direct competition to publish the same finding, who we know to have a history of dispute with the authors, or who have a financial interest in the outcome. It is not possible for the editors or publishing team to know of all potential biases, so we ask referees to draw attention to anything that might affect their review, and to decline invitations to review in cases where they feel unable to be objective.