

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

The Journal of Middle East and North Africa Sciences holds the morals of publication as one of its center qualities and as being what is indicated, adheres entirely globally acknowledged publication ethics. To guarantee compliance, The Journal of Middle East and North Africa Sciences utilizes the double blinded associate survey process for all articles that audits to approve and validate the novelty and integrity of the research work. Audit procedure adopted by the journal acts as filter and increases the quality of articles submitted for publication. This procedure likewise help the authors to remove any errors in manuscript and helps with making the exploration more relevant continuously.

The Journal of Middle East and North Africa Sciences follow the best practices on ethical matters, errors, retractions and to deliver the best standards of publication ethics. We uphold the best standard and take all possible measures against publication malpractices. All manuscripts not in accordance with publication ethics and malpractice statement standards will be removed from the publication, even If malpractice is discovered at any time after the publication.

The editorial board is accountable for, among the other, for deciding which of the research articles submitted to the journal should be published and preventing publication malpractice (Unethical behavior is unacceptable).

### **1. Editors' Responsibilities**

**Publication Decisions:** Editors are in charge of everything published within the journals and attempt to fulfil the requirements of readers and authors. Editors' decisions to accept or reject an manuscripts for publication are based on the peer-review results and editorial boards' reviews and articles' importance.

**Review of Manuscripts:** The editors guarantee that every manuscript is initially assessed and evaluated by the editor, who might create use of acceptable means, to look at the originality of the contents of the manuscript and ensure the quality of the material they publish, recognizing that the journal of middle east and north Africa sciences has specific aims, mission and standards.

**Justice Review:** Editors will attempt to ensure that peer review at their journal is truthful and fair, unbiased and timely. The editor ensures that every manuscript received is assessed and evaluated on its intellectual contents without regard to authors' gender, race, religion, citizenship, etc.

**Confidentiality:** The editors and editorial board members must not disclose any information about a submitted manuscripts to anyone other than the corresponding author, reviewers, potential reviewers, alternative editorial advisers and the publisher. The editor should guarantee that information concerning manuscripts submitted by the authors is kept confidential.

**Disclosure and Conflicts of Interest:** Editors will require reviewers to disclose any potential conflict of interests before agreeing to review a submission.

## 2. Reviewers' Responsibilities

**Confidentiality:** Manuscript reviewers, editors and editorial board staff must not disclose any data regarding submitted manuscripts. All submitted manuscripts are to be treated as privileged data. Editors should provide guidance to reviewers on everything that's expected of them as well as the necessity to handle submitted material in confidence.

**Acknowledgement of Sources:** Reviewers should guarantee that authors have acknowledged all sources of information used in the manuscript (article). Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer ought to call the editors' attention in any substantial similarity or overlapping within the manuscript under consideration and any other published article of which they have personal knowledge.

**Standards of Objectivity:** Review of submitted manuscripts should be conducted objectively. The reviewers will express their views clearly with supporting arguments. Personal criticism of the author is inappropriate.

**Promptness:** If a reviewer believes that it is not attainable for him/her to revise the manuscript within the designated guidelines or within stipulated time, he/she should tell the editors, so that the accurate and timely review can be ensured.

**Conflict of Interest:** All reviewers should don't have any conflict of interest with respect to the research, the author(s) and/or the funding body/ies.

## 3. Authors' Responsibilities

**Reporting Standards:** Authors should accurately present their original research, as well as objectively discuss its significance. Manuscripts are to be edited in accordance to the submission guidelines of the journal of Middle East and North Africa sciences.

**Originality:** Authors should certify that their work is entirely distinctive and original, except for review articles.

**Redundancy:** Authors should not concurrently submit articles describing primarily the same research. Submitting the same article to more than one journal constitutes unethical publishing behavior and is unacceptable.

**Acknowledgement of Sources:** Authors should acknowledge all sources of information utilized in the research article and cite publications that have influenced their research appropriately.

**Authorship of the Article:** Authorship should be restricted solely to those who have created a vital contribution to conceiving, planning, executing and/or interpreting the submitted study. All those who have significantly contributed to the study should be listed as co-authors. The corresponding author should also guarantee that all the authors and co-authors have seen and approved the final submitted version of the manuscript and their inclusion as co-authors.

**Information Access and Retention:** Authors should retain raw data related to their submitted articles, and must provide it for editorial review, upon request of the editors.

**Fundamental Errors in Published Works:** When an author discovers a significant error or inaccuracy in his/her submitted manuscript, the author must immediately notify the editors.

#### 4. Change or Modification of Published Article

**Withdrawal:** The published articles can be withdrawn if the author(s) noticed significant errors. Before processing the withdrawal request, the editorial board members will discuss the issue with the author(s) sufficiently. If the article is agreed to be withdrawn, the following should be followed: The article in the journal database should be removed; the link in online publication site should be removed; Withdraw announce will be shown in the article online location.

**Replacement:** The articles published can get replaced if the author(s) send an updated article. Before accepting the replacement request, the person concerned from the editorial board members should discuss with author(s) sufficiently, and at least 3 reviewers should check the changes. After an update, the old version should be kept separately, and if someone wants to check the old version, the editor can send all the information and files to him/her.

**Removal:** The published articles can be removed if reviewers, readers, librarians, publishers or other subjects noticed a significant errors or plagiarism. Before removing an article, the person concerned from the editorial board members should discuss with author(s) sufficiently, and should provide enough time to have authors' explanation. If the article is removed, the following should be followed: The article in journal database should be removed; The link in online publication site should be removed; The announce will be shown in this article online location.

#### 5. Penalties

**Double Submission:** If double submission was discovered or noticed from other sources, the editorial board should check the status. If the double submission is confirmed as intentional thing, then the following actions will be carried out: Review process will be terminated; the rationale will be sent to reviewers, editorial board members and authors; all authors' names will be marked as black list, and these authors cannot submit any article to the journal of Middle East and North Africa sciences for 5 years and their names will be announced on the website of the journal.

**Double Publication:** If double publication is found or noticed from other sources, editorial board should check the status. If the double publication is confirmed as intentional thing, then the following actions will be carried out: This should be reported to editorial board and author(s); This should be sent to the publisher who published same (or very similar) article; Article will be removed; All authors' name will be marked as black list, and these authors cannot submit any article to the journal of Middle East and North Africa sciences for 5 years and their names will be announced on the website of the journal.

**Plagiarism (up to 15%):** If plagiarism is discovered or noticed from other sources, editorial board should check the status. If the plagiarism is confirmed, then the following actions will be carried out: This should be reported to editorial board members and authors, All authors' name will be marked as black list, and this author(s) cannot submit any article to the journal of Middle East and North Africa sciences for 5 years and their names will be announced on the website of the journal.

The Journal of Middle East and North Africa Sciences follow closely the [Committee on Publication Ethics \(COPE\)](#). It was established to provide a range of services and products aimed primarily, but not exclusively, at editors and publishers of academic journals and to provide advice and guidance on best practice for dealing with ethical issues in journal publishing. [COPE](#) consults editors and publishers on all aspects of publication ethics and, in practically, how to handle cases of research and publication misconduct. It is possible to find an example of a recognized publication ethics and malpractice statement at [http://publicationethics.org/files/u2/New\\_Code.pdf](http://publicationethics.org/files/u2/New_Code.pdf) Code of Conduct and Best Practice Guidelines for Journal editors and Code of Conduct for Journal Publishers can be found at <http://publicationethics.org/resources/guidelines>

Briefly, below is a summary of our key expectations of editors, peer-reviewers and authors:

**Editors' responsibilities**

- 1) Editors have complete responsibility and authority to reject/accept an article;
- 2) All manuscripts are evaluated in fairness based on the intellectual content of the paper regardless of gender, race, ethnicity, religion, citizenry nor political values of authors;
- 3) Information pertaining to manuscripts are kept confidential;
- 4) Any observed conflict of interest pertaining to manuscripts must be disclosed;
- 5) Editorial Board members takes responsibility for making publication decisions for submitted manuscripts based on the reviewer's evaluation of the manuscript, policies of the journal editorial board and legal restrain acting against plagiarism, libel and copyright infringement.

**Reviewers' responsibilities**

- 1) All manuscripts are reviewed in fairness based on the intellectual content of the article regardless of gender, race, ethnicity, religion, citizenry nor political values of author(s);
- 2) Any observed conflict of interest during the review process must be communicated to the editor;
- 3) All information pertaining to the manuscript is kept confidential;
- 4) Any information that may be the reason for the rejection of publication of a manuscript must be communicated to the editor in chief.

**Authors' responsibilities**

- 1) Author(s) is/are obliged to participate in peer review process.
- 2) Author(s) has/have to contribute significantly to the research.
- 3) Statements that all data in the articles are real and authentic.
- 4) Author(s) is/are obliged to provide retractions or corrections of mistakes.
- 5) No plagiarism, no fraudulent data is allowed.
- 6) It is forbidden to publish same research in more than one journal.

**Publishing ethics issues**

- 1) Monitoring/safeguarding publishing ethics by the editorial board.
- 2) Maintain the integrity of the academic record
- 3) Preclude business needs from compromising intellectual and ethical standard.
- 4) Always be willing to publish corrections, clarifications, retractions and apologies when needed.

**Reference**

<http://publicationethics.org/>

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IMSI: 1006894501  
<http://www.jomenas.org/>