



Research Synergy Ethical Guideline of Reviewing Process

Background

To define best practice in ethics of scientific publishing is one of the fundamental matter in research, therefore we provide instructions aiming to provide guidelines for authors; conference participants; editors; editorial board members; owners of journals; reviewers; and publishers.

How Ethical Guidelines were developed

The committees formulate the guideline by instigating series of study conducted by COPE (Committee on Publication Ethics), IEEE Explore Author Guideline Ethic, and I-DAS ethical through desk research method. The committees address several imperative guidelines as part of Ethical guideline that consists of General Role Ethics Guideline and Manuscript Writing Ethics Guideline. The General Role Ethics Guideline encompasses Conference Chairman Ethics, Scientific Review Ethics, Author Ethics, and Journal Editor Ethics. Meanwhile, the Manuscript Writing Ethic Guideline includes Ethics of Citation, Ethics of Data Report, Ethics in the Publishing Process, and Avoidance of Plagiarism and Redundancy of Research.

GENERAL ROLE ETHICS GUIDELINE

1. Scientific Reviewer

Duties of Scientific Reviewer:

Confidentiality

Respect the confidentiality of the peer-review process and avoid utilizing data acquired amid the companion audit process for your own or another's a favorable position and to impediment or ruin others.

Promptness

Any chosen person who feels inadequate to review the manuscript revealed in an original copy or realizes that its brief audit will be incomprehensible ought to advise the editorial manager and reason himself/herself from the review procedure. Review assignment can be rejected by the person themself by an announcement to the Conference Committee/ Conference Chair.

Following Standard of Review Process and Guideline

Review process ought to be led objectively. Personal criticism of the author (related to personality, gender, race, religion, and others) is improper. The scientific review team should express their perspectives plainly with supporting logic and scientific argument following the official review guideline of conference committees.

Disclosure and Avoid Conflict of Interest

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without prior express written consent of the author. Privileged information or ideas

obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider 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 papers

Unpublished materials unveiled in a submitted original manuscript must not be utilized in a reviewer's own research papers prior to expresses written consent to the author(s). Special data or opinions went through audit must be kept private and not utilized for individual preferred standpoint. Reviewer ought to exclude original manuscript in which they have irreconcilable situations imminent due to dissimilar focused, particular community, connections, or associations with any of the author, organizations, or (conceivably) foundations that are associated with the papers.

2. Journal Editor

Based on COPE (Committee on Publication Ethics), recommends that editors reviewing such manuscript should consider the following, in addition to the usual criteria that are applied during the editorial review:

- a. Review the validity and clarity of the study; for example, sample adequacy; appropriateness of methodology and methods being opted; biases.
- b. Minimise ethical harm by encouraging academic integrity
- c. Should possible act harm law or regulation of research occur, the Editor need to conduct clarification process through any consent letter from author or committee of ethics
- d. Maintain professional relationship and transparency with all parties in order to maintain objectivity for the continuity of the ethical journal process

MANUSCRIPT WRITING ETHICS GUIDELINES

Writing/ reporting data accurately

The manuscript should contain valid data and no biases.

The author should avoid this violation in the manuscript writing process:

- Data Fabrication : Inventing data or result
- Data Falsification : Manipulating research materials, equipment, processes, changing or omitting data and/ results
- Image Manipulation : Inappropriate adjustment of an image by editing using technology or not, especially alters the scientific meaning of the image.
-

Publish only original research

Manuscript only allowed to be published on one publication at the time. The manuscript should contain original research that has not been published and is not currently submitted anywhere else.

Avoid Plagiarism

Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences.

Cite source/ references appropriately

- Direct quotation:

Place verbatim text from another source in quotation marks and include a citation to the original source

- Paraphrase or summarize:

Include an in-text citation when summarizing information from another source, including ideas, processes, arguments, or conclusions

- Data, research results, information, graphics, or tables:

Cite the original source when referring to, adapting, or reusing any information from another source

References

Committee on Publications Ethics (COPE). 2014. Guidance for Editors: Research, Audit and Service Evaluations. Retrieved from

https://publicationethics.org/files/Guidance_for_Editors_Research_Audit_and_Service_Evaluations_v2_0.pdf

Committee on Publications Ethics (COPE). COPE Best Practice Guideline for Journal Editor. Retrieved from

https://publicationethics.org/files/u2/Best_Practice.pdf

IEEE Author Center. IEEE Author Ethics Guidelines.

Retrieved from <http://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Author-Ethics-Guidelines.pdf>

I-DAS. 2010. Conference Publishing Ethic. Retrieved from <http://www.i-das.org/>