

## **Editorial Charter of Publication Ethics**

### **Saint Joseph University of Beirut**

#### **1. The Purpose of the Charter**

This Charter is essentially a guide of good conduct aiming namely to guarantee the respect for the rights of the author who requests to publish his manuscript in one of the University publications, and to protect its copyrights.

This Charter is to be applied to all publications edited by the university or any of its institutions, regardless of their type (books, journals, collections or other paperback or electronic publications). The editorial process involves, in addition to the authors, the editor and, where appropriate, the members of the peer review committee, those of the editorial board, those of the scientific committee, as well as the proofreaders.

#### **2. The authors rights and obligations**

The authors are the main actors in the production of an original manuscript that results from intensive research and personal or teamwork and abides by the requirements of the most rigorous intellectual transparency.

They submit articles that reflect accurately and appropriately the results of their research. If the authors decide to refer to the works of other authors (data, texts, photos, etc.), they are required to cite their sources in line with the journal's instructions and guidelines. Furthermore, authors must explicitly state which publications have directly influenced their texts and must mention these sources clearly and expressly.

Moreover, authors must refrain from any kind of plagiarism as defined by the World Intellectual Property Organization (WIPO) "the practice of taking someone else's manuscript and present it as one's own work, integrally or partially, in a certain form, or in a more or less modified or unmodified context. Plagiarism is not limited to cases of formal similarity only. It includes as well making accessible to the public, a manuscript which is an adaptation of the content of other authors' works written in a different style (...) and to present it as one's personal original manuscript, provided that the content thus adapted is not a part of the well-known cultural heritage."

Plagiarism results in the immediate rejection of the request for publication, without prejudice to disciplinary sanctions.

The University may also decide depending on the extent of plagiarism, to prohibit the plagiarist to edit his works by its establishment, in the future.

The author must also refrain from any defamation, slander, insult, offense, or false accusations, as well as from being given any advantage by reason of the unlawful publication or unlawful deletion of information. Failure to comply with these prohibitions shall expose the author to the sanctions provided for in the preceding paragraph without prejudice to the application of the criminal sanctions decreed by law and imposed by the criminal courts.

The author who submits a request for publication of one of his pieces to the University, undertakes not to submit it simultaneously to a publisher other than the University until the latter rejects publishing it. In return, the University undertakes to notify the author of its decision within a reasonable time limit.

A request for publication of a collaborative manuscript submitted by one of the authors can only be accepted if it includes the express prior written consent of all the authors who have collaborated on it.

The copyright of the manuscript being published remains exclusive to the author, without prejudice to the copyright of each contribution in collective and composite works.

The onus is on the author to confer to the University the exclusive first rights of publication. The First rights as defined by the WIPO “mean the publication is buying the right to be the first to publish the author’ s piece or manuscript and to make it accessible to the public by reproducing it and disseminating it in an appropriate number of tangible copies.”

If the author is to grant any other reproduction rights, he must obtain the prior written permission of the University.

Any author may waive the publication of his manuscript, before the process starts, by submitting a written notice to the editorial board in due course.

The author who has received material assistance from a third party, in particular financial assistance, related to the manuscript, is required to inform the University thereof.

### **3. The Editorial Board**

Confidentiality is essential at all stages of the editorial process. It is however, crucial while conducting all types of evaluations, including the double-blind ones. Therefore, the editorial board is prohibited from revealing the names of authors to third parties and reviewers, and likewise the names of the latters to the authors.

Each member of the editorial board must keep strictly confidential, to all parties, except for the other members of the committee, all information relating to the manuscripts received. Namely, the editorial board shall never send a rejected manuscript to third parties. Moreover, its members may not, under any circumstances, use integrally or partially a rejected manuscript, in their own work unless they obtain the written prior consent of the author.

The editorial board is responsible for ensuring the good management of the journal and its publication on a regular basis.

### **4. The Scientific Committee**

The scientific committee is the privileged partner of the editorial board, since its members offer advice and consultancy in their respective fields of expertise.

The scientific committee is mainly consulted on multiple articles that could be kept by the editorial board for future publications.

The calls for contributions that the editorial board intends to launch are subject to the prior approval of the scientific committee. Furthermore, the scientific committee or some of its members may also be required to intervene in the blind evaluation process.

The members of the scientific committee are expected to maintain ultimate and complete objectivity in all opinions they offer.

### **5. The Peer review committee**

The readers, members of the editorial board, have a critical role in establishing, maintaining, and developing the quality of the journal and its reputation for excellence in its field of expertise.

The members of the peer review committee are bound in the evaluations to which they proceed to abide by the ultimate objectivity, the utmost impartiality and the strictest confidentiality.

From this perspective, any reader is free to recuse himself from an evaluation if he deems that he does not have sufficient expertise in the specific field of the work to be evaluated.

He can as well recuse himself in case he considers that his professional or personal position could influence his decision, and more generally, in all cases where a conflict of interest arises.

The decisions of the peer reviewing committee are discretionary. They are binding to the editorial board as well as the authors. The readers should render their evaluations and consequently assume their outcomes.

The readers' work is strictly confidential. Therefore, they are prohibited in any way to use the ideas developed in the articles they are reviewing.

### **6. The proofreaders**

The proofreader may not, on the grounds of improving the structure or the style of the work, alter the ideas of the author or betray them.

Moreover, he shall refrain from taking any untimely initiative during the proofreading process and shall adopt in all circumstances a cautious approach even process the text entrusted to him with respect, regardless of the author's notoriety.

### **7. Access to the publications site, registration process and management of personal data:**

The university publications are open access articles. Their content is available to the public with no registration required. However, if an author wishes to publish his works, or to have his articles evaluated, he should register on the site of the relevant publication.

The registration process requires the author's last name, first name and his valid e-mail address. The other data are optional to fill. All personal data are strictly considered confidential and used exclusively by the journal, for purposes to which they were granted by the author. These aforementioned data shall not be communicated under any circumstances to third parties without the prior express consent of the author. In any event, the author preserves the right to request the immediate and permanent deletion of his data.

## **8. Financial Aspects**

Any free access to publications offered by the University is considered as a privilege not a right. Therefore, this privilege may be subject to subsequent changes.

## **9. Entry into force:**

This Charter, as well as any of its subsequent amendments, come into force on the date they are approved by the University Council.

This Charter and its amendments will be communicated to Saint Joseph academic community by any appropriate means, in particular by posting them on the university website.