

ICIET Editors' Guidelines

Scientific Committee Overview

We operate under the guidance of a Scientific Committee, providing expert advice on content, attracting new authors, and encouraging submissions to ICIET. They function as ambassadors for the ICIET. To some extent the quality of ICIET is judged by the members and academic credentials of the ICIET Scientific Committee.

ICIET Objectives

Aside from providing prestige, the role of the Scientific Committee is to advise and support the editor. Functions of ICIET include:

- Endorse ICIET to authors, readers and subscribers and encourage colleagues to submit their best work.
- Peer review: also help to identify peer reviewers and provide second opinions on papers (i.e., where there is a conflict between reviewers).
- Identifying new topics for commissions, special editions and advising on direction for the paper—giving feedback on past issues and making suggestions for both subject matter and potential authors.
- Provide content by writing occasional editorials and other short articles.
- Approaching potential contributors.
- Assist associate editor(s) in decision making over issues such as plagiarism claims and submissions where reviewers cannot agree on a decision.

Members Roles:

- Review submitted manuscripts
- Advise on ICIET policy and scope
- Identify topics for special issues, which they may guest edit
- Attract new authors and submissions
- Promote the ICIET to their colleagues and peers

Guidelines for the Editors'

ICIET seeks to help Editors of the tracks (e.g., track leads) deal with problems of scholarly misconduct, especially plagiarism (including self-plagiarism and simultaneous or duplicate submission). Editors may also encounter scholarly misconduct among editors and reviewers, and in those circumstances, we urge editors to involve the Publication and Research Committee (PRC) quickly.

Because the timing pressures faced by ICIET editors and track leads are so different, there are some differences in the processes that are recommended. But common principles for both processes include:

- 1). Fair Play for Everyone:** Just as the peer reviewing process must be fair, so too must the process for dealing with charges of scholarly misconduct
- 2). Disclosure of Conflict of Interest:** Editors are responsible for disclosing their own conflicts of interest and finding substitutes to manage situations where they have a conflict of interest. If you participated in accepting either the original or the plagiarised manuscript, appoint an alternative or ask the Chairman or his/her assistant to do so
- 3). Confidentiality:** Keep identities confidential unless and until it is impractical to do otherwise. Be careful when consulting with colleagues that confidentiality is maintained

4). Cooperation in Investigations: If another editor, another publisher, or any institution contacts you for help in resolving a charge of scholarly misconduct, it is your obligation to assist them in all haste.

5). Swift Correction of the Record: If the PRC asks you to correct the publication record because scholarly misconduct has been determined, please do so in all haste. Remember that any decision to remove a paper from the digital library must come from the PRC and/or the ICIET Editor-in-Chief and should not be done just because the author requests it.

6). Maintain organisational memory: The Chair of the PRC will keep records of all cases of misconduct, both those that have been formally referred to the PRC by the ICIET Editor-in-Chief, as well as cases that have been resolved by the ICIET or Proceedings editor. These records will be kept in a manner that will protect the confidentiality of all parties involved. No names or other details will be divulged outside the PRC, unless the case requires more formal action ICIET Editor-in-Chief.

ICIET Editors are committed to:

- Maintaining highest level of intellectual and scientific standard;
- Protecting and enhancing the ICIET peer review process;
- Publishing corrections, clarifications, retractions, and apologies when needed;
- Working closely with other publishers;
- Ensuring that plagiarism and fraudulent data are identified and eliminated from the process .

Editors' Duties

Editors are accountable for the quality of the ICIET's content. ICIET Editors are responsible for sourcing high quality manuscripts, managing day-to-day paperwork, and organising the flow of manuscripts (i.e., from author to referees and back and finally to the SSRN, owned by Elsevier's and the Crossref.org.

- **Editor-in-Chief:** The most senior editor who has overall responsibility for the ICIET themes and the strategic management of the whole process
- **Associate Editor:** A managing editor who commissions tracks; coordinates peer review; consults with authors, reviewers, and board members; writes short editorials, news, and research highlights, and conducts heavy developmental/technical editing of manuscripts
- **Manuscript Editor:** An editor responsible for lighter copyediting of abstract and full papers
- **Web Editor:** Responsible for the online content of the ICIET and social media channels