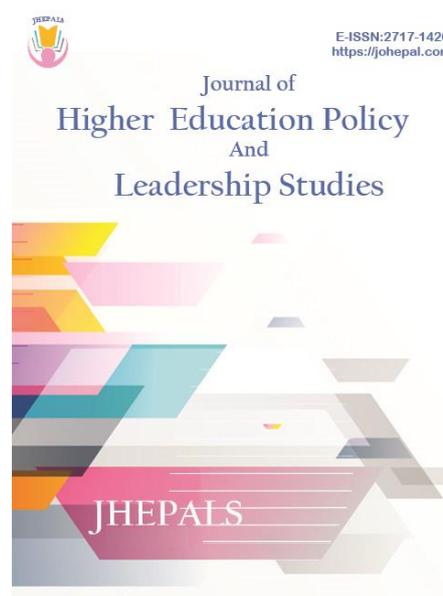


Ethical Guidelines:

Journal of Higher Education Policy And Leadership Studies (JHEPALS)

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JHEPALS as a peer-reviewed journal adopts double-blinded review processes. Articles are initially reviewed by the editors-in-chief to confirm its suitability for the journal based on the **JHEPALS**'s aims and scope as well as the novelty of the research query, rigorous research methodology, and its innovative findings to contribute to the enrichment of the available research within the mainstream of Higher Education Policy and Leadership.

Articles are, then, submitted to one/ two members of the editorial team to ensure that the research meets the optimum criteria of academic publishing. As soon as an initial editorial decision is rendered to send the research for external double-blinded peer-review or the manuscript must be rejected; the potential reviewers are identified based on the content of the research or an immediate rejection letter is sent out to the authors, respectively.

JHEPALS members* try to ensure the accuracy and genuineness of the content of articles published in our issues; however, they make **NO WARRANTIES** as to the accuracy of the articles (content, ideas, views, & etc.) expressed in the **JHEPALS** research. The content of articles **ONLY** represent the views and perception of the authors; and are **NOT** certified and endorsed by the **JHEPALS** members.

* **JHEPALS** members refer to the *Publisher, Editors-in-Chief, Editorial board, and Reviewers.*

You can consult with the *editors-in-chief* through email:

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❖ Publisher:

The publisher is committed to provide financial support for the journal from available funding sources to help the production of the journal.

The publisher financially supports the production team* and pays all applicable fees (journal domain maintenance annual fees and DOI payment, for instance).

- Production Team has no role in decision-making concerning article selection/ acceptance/ rejection. The production team just receives the final draft of the accepted manuscripts after rigorous double-blinded review procedure for preparation to appear online.

The journal has strict policies which hinder biased and unfair decisions which might be due to financial support from the public/ private agencies. In this regard, the supporting agencies or individual(s) have no role in article selection/ rejection.

The publisher keeps the information/ data supplied to the **Journal of Higher Education Policy And Leadership Studies (JHEPALS)** by the authors only for manuscript submission, double-blinded review procedure, as well as production step. The publisher will not use it for marketing, advertising, and fund raising purposes.

The publisher will not tolerate any kind of academic publishing malpractices as plagiarism and data fabrication.

❖ Editors-in-Chief:

The editors-in-chief try to observe the scientific enrichment and research rigor of the journal.

The editors-in-chief initially review the submitted manuscripts to the journal for an immediate editorial decision.

The editors-in-chief remain unbiased to the submitted manuscripts to the journal in terms of author(s), research context, research methodology, and researchers' affiliation to the universities and regions.

The editors-in-chief confirm the proposed Higher Education researchers and leaders by the Managing Editor for the Interview section of the JHEPALS.

The editors-in-chief consult with the Managing Editor and the members of Editorial Board (based on their availability) to confirm the interview questions.

The editors-in-chief make the final decision for the book reviews submitted to the journal.

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❖ **Managing Editor:**

The managing editor closely collaborates with the editors-in-chief to observe academic standards of scientific publishing.

The managing editor provides insightful and illuminating hints and suggestions to the editors-in-chief and other members of the editorial team.

The managing editor identifies potential reviewers for the manuscripts submitted to the journal.

The managing editor initially checks the book reviews submitted to the JHEPALS to see if they fall within the Aims and Scope of the journal. If yes, they are submitted to the editors-in-chief for final approval.

❖ **English Language Editor:**

The English language editor proof-reads the manuscripts accepted for publication in the JHEPALS prior to its online publication in terms of its use of English as the language of the journal.

❖ **Honorary Board:**

The member of honorary board provides insightful ideas to the editors-in-chief in terms of the novel research trends based on the main core of the journal.

❖ **Editorial Board (International/ National):**

The editorial team work closely with the editors-in-chief to initially review the manuscripts submitted to the journal.

The editorial team remain unbiased towards the manuscripts submitted to the journal in terms of the researchers' affiliation, gender, and region.

The editorial team do not have the right and permission to share the manuscripts submitted to the journal with their colleagues, friends, and students; or use the submitted manuscripts to the journal in their speeches, presentations and research.

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The editorial team must provide constructive feedback to the editors-in-chief:

- a) as soon as manuscripts are submitted to the journal; and
- b) when the revised version of the articles is received for final editorial decision.

❖ Reviewers:

The reviewers are obliged to treat the manuscripts as a confidential document. In this regard, they should avoid using the research in their own research or for other purposes.

The reviewers do not have the permission to share the research with their colleagues, friends, and students if their time schedule does not permit them to review the manuscripts.

The reviewers must inform the editors-in-chief if:

- a) They have no background knowledge of the field
- b) They have conflict of interest with the research context or methodology

The reviewers should provide objective unbiased feedback. It means there should be no personal assessment of the topic, research findings, or adopted research methodology.

The reviewers are highly advised to identify any similarity or overlap between the research and other available sources.

The reviewers should provide constructive feedback to the authors with an aim to enrich the scientific merit of the research and journal.

The reviewers should be aware that the grammatical points are not considered as reviewers' feedback as research articles will be proof-read by the English Language Editor prior to its online publication.

❖ Authors:

As an author, you are highly advised to **consider** the following:

Research Rigor: The manuscripts submitted to the journal must adhere to the academic publishing merits in terms of rigorous research methodology, novel research query, innovation in research findings, and work as a bridge to fill the available gap in the literature.

Compliance with Rules and Regulations: The authors are obliged to consider the rules, regulations, and policies of their funding agencies, affiliated universities and research centers, as well as countries to share the research data.

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Referencing and Permission: All in-text citations must match with the references available in the list of references. The authors are highly advised to use the correct referencing style based on their use of others' materials. It must also be noted that necessary permissions must be obtained if third-party materials are used in the research.

Authorship: All authors' details must be provided as a separate document during the submission process. Further, there should be no difference between the number and order of authors during initial and revised versions submission. If a change must occur in the number and order of authors, the corresponding author must inform the editors-in-chief through an officially signed letter by all the authors.

Funding Sources: The authors are highly advised to provide details of the available funding sources.

Acknowledgment: All those who contributed to the enrichment of the research articles must be acknowledged in the research.

Conflict of Interest: The authors are highly advised to add any kind of conflict of interest.

Complete and sign the author form and submit it with the main manuscript (It is available [here](#)).

As an author, you are highly advised to **avoid** the following:

Data Fabrication: The authors must adhere to the merits and criteria of research practice; in this regard, they should avoid fabrication of data which lead to unreal fabricated results, findings, and contributions to the knowledge.

Data Manipulation/ Destruction: The authors are highly obliged to avoid manipulation or destruction of the data (graphs, tables, figures, numbers, and etc.) which conceals any kind of research malpractices. As an unfair practice in research, it is not tolerated at all.

Plagiarism: The authors are highly advised to avoid using others' works, research materials, theories, and data without proper citation to the original works.

Self-plagiarism: The authors are highly advised to avoid submitting their previously published research as a new article. If the research is an extended version of an earlier draft as a conference proceeding, teaching material, conference presentation, or a research in a language than English; you should consult with the editors-in-chief (through email) prior to submission to the journal.

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Plagiarism Check:

Each manuscript goes through initial screening to avoid plagiarism. The *Publisher* and the *Editors-in-Chief* do not tolerate any kind of plagiarism. If **JHEPALS** receive notes (from authors of the published contents with all clarifying documents) to inform plagiarism within their published contents; it will be discussed with the publisher and the editors-in-chief. In case of vagueness, the contents will be re-submitted for plagiarism checks. If the publisher and the editors-in-chief are assured that **plagiarism** is occurred; the author(s) will be asked to provide necessary explanations accordingly.

The contents are checked against **plagiarism** as soon as they are submitted to the journal; however, if **plagiarism** is identified and confirmed; a **Retraction Note** will be published with reference to both the article and the original source in the earliest new issue of the **JHEPALS**.

However, in other cases, a **Correction Note** will be published with the corrected manuscript in the earliest new issue of the **JHEPALS**. The **correction note** (clarifying the reasons for such correction) will also appear in the first page of the article.

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