

# IJCRR Code of Conduct

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## **IJCRR Code of Conduct**

In order to achieve high standard of publication, we are adopting following code of conduct. IJCRR's code of conduct is inspired by guidelines provided by Committee on Publication Ethics (COPE) and Open Access Scholarly Publishers Association (OASPA). This code of conduct is prepared by Board of Directors of Radiance Research Academy to maintain high quality of its official periodical. It also aims to uphold transparency in journal operation process.

### **1. IJCRR Policy on Peer Review Process:**

We at IJCRR understand the importance of peer review process in upholding quality of scholarly publications. Once manuscript is received (online) from authors it passes from following stages-

- a. Manuscript is first handled by IJCRR journal management team (team consists of experts on language and copyediting). During this process manuscript is checked for plagiarism and grammatical errors. Use of softwares to detect plagiarized content and grammatical errors in manuscript ensures more accuracy in this process.
- b. After successful passing this step, manuscript assigns with unique code and decision regarding primary acceptance is communicated to corresponding author. Coded manuscript then forwarded for blindfolded review process.
- c. Primarily accepted manuscript then forwarded for reviewers evaluation (three reviewers). Reviewers are selected by IJCRR journal management team on given parameters. All three reviewers are provided with template of reviewers report to facilitate structured review format. Reviewers need to submit their evaluation report within 15 working days.
- d. Evaluation report received by any two reviewers (first come basis) then analysed by journal management team and communicated to one of the editorial board member for his / her approval for publishing in upcoming issue of IJCRR.
- e. Entire report then communicated to corresponding author to make suggested changes in the manuscript. Authors are also provided with copyright form along with journal template to resubmit their manuscript with necessary corrections.

# IJCRR Code of Conduct

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- f. Corrected manuscript then handled by journal management team for possible copyediting. Copyright form, ethical clearance letter, letter from institutional review board, informed consent form is scrutinized by journal management team for its authenticity.
- g. Authors are then communicated about the publication of corrected manuscript in upcoming issue of IJCRR and possible date of publication.
- h. This process may take few days depending upon reviewers' response on manuscript evaluation.
- i. Process ensures that identity of reviewers is kept confidential and cannot be revealed to authors.

## **2. IJCRR Policy on Selection of Reviewers**

Reviewers for evaluation of manuscript are selected on following parameters-

- a. His / her expertise in research area
- b. Experience (Not less than five years academic / research experience)
- c. Publications in the specific research area (Not less than three publications in indexed journals)
- d. Past record on evaluation quality and timeliness
- e. List of reviewers is maintained and updated frequently
- f. Reviewers need to submit signed declaration of 'Conflict of interest'

## **3. IJCRR Policy on Selection of Editorial Board Members**

Editorial Board Members are selected on following parameters-

- a. His / her expertise in research area
- b. Experience (Not less than Eight years academic / research experience)
- c. Publications in the specific research area (Not less than ten publications in indexed journals)
- d. Enthusiastic about participating in journal management activities
- e. Editorial board is updated every calendar year
- f. Editorial board member need to submit signed declaration of 'Conflict of interest'

# IJCRR Code of Conduct

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## **4. IJCRR Policy on Publication Ethics**

- a. No manuscript with plagiarized content shall be considered for publication in IJCRR
- b. Manuscript in IJCRR shall not be published until authors submit copyright form duly signed by all authors (co-authors).
- c. Authors need to add separate note (format) of acknowledgement suggested by IJCRR in their manuscript. This format of acknowledgement includes contribution of reviewers in bringing quality to the manuscript.
- d. Manuscript without signed declaration on 'Conflict of Interest' by authors shall not be considered for publication in IJCRR
- e. Research work / clinical investigation involving patient participation, patient opinion, patient record, animal studies cannot be considered for publication in IJCRR without submission of Ethical Clearance Letter / Institutional Review Board's report, informed consent, and other necessary documents as suggested by COPE
- f. Reports of clinical trials submitted to IJCRR for publication should be in compliance with the Declaration of Helsinki, and Good Clinical Practice.
- g. Manuscripts published in IJCRR cannot be reproduced in whole or in part (s) without written permission from IJCRR journal management team. If scholars need to refer content of manuscript for their research / review work, then it should be mentioned appropriately in the part of references of their work.

## **5. IJCRR Policy on Communication with Authors and Readers**

We at IJCRR adopt fast communication mechanism to communicate with authors and readers. Authors and readers shall receive communication from our end within few working hours (except on holidays). We encourage e-communication because it is more elaborative and simple to reach. We consider criticism as an opportunity for us to introspect and evolve to be the best.

## **6. IJCRR ownership information**

IJCRR is official publication of Radiance Research Academy, which is registered as per the regulations of Government of India. Board of Directors of Radiance Research Academy is authorized to make guidelines for IJCRR. All editorial operations of IJCRR are carried out from

## IJCRR Code of Conduct

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its head office at Nagpur, M.S., India. Each IJCRR issue carries address details of editorial office to facilitate communication on any matter related to publication.

### **7. IJCRR Policy on Corrections on Published Manuscripts**

IJCRR is open and prompt in publishing corrections on errors cited in published manuscripts. Separate section is provided in individual issue as well as website (webpage) to publish these corrections. Errors will be corrected promptly and with due prominence.

### **8. IJCRR Policy on Digital Preservation of Published Articles**

IJCRR developed its own Digital Preservation Mechanism to keep published papers secure for generations to come. Every published issue of IJCRR is preserved securely in physical instruments as well as online repositories. And can be easily accessed at any given time.

### **9. IJCRR Policy on Commercial Consideration**

All financial activities of IJCRR functions on monetary help received from authors as publication fees and journal subscription charges. IJCRR do not accept any donations / grants / advertisements from any commercial organization to maintain its sanctity in publication of unbiased research. Remunerations, Software cost, Website Management Charges, Membership fees of Associations, Print charges and other miscellaneous expenditure are managed from the monetary help received as publication fees and journal subscription charges. Publication fee is calculated based on following parameters and revised every year.

Parameters to calculate publication fees-

- a. Total manuscript published last year
- b. Total revenue generated from publication fees
- c. Total expenditure of last year
- d. Estimated expenditure for current year (10 % increase than last year)
- e. Estimated publications for current year (Considered same numbers as last year)

## IJCRR Code of Conduct

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### **10. IJCRR Policy in dealing with scientific misconduct and handling complaints**

Scientific misconduct committed by authors and noticed by IJCRR journal management team shall be dealt promptly and precisely. IJCRR journal management team is authorized to suspend manuscript immediately on observing scientific misconduct by authors until issue is cleared legitimately. Authors accused for scientific misconduct shall be given enough time and support to put forward their views on issue. IJCRR journal management team then refers the issue to Editorial board members and Board of Directors of IJCRR. A separate (independent) investigation committee will be set up to investigate the matter as per the gravity of misconduct. If found guilty, issue of scientific misconduct shall be communicated to author's institutional officials for future course of action. Such authors will be banned to publish manuscripts in IJCRR in future.

Complaints received from readers shall be handled promptly by IJCRR journal management team in structured way. All complaints and reported scientific misconduct shall be handled as per the guidelines given by COPE and OASPA.

### **11. IJCRR Journal License Policy**

Authors of accepted manuscript need to submit copyright form stating that, the research / review work which they intend to publish in IJCRR is their own work with complete involvement of them as an individual or team. Authors need to submit declaration about the manuscript stating that they have not send this manuscript for publication elsewhere, or not under consideration for publication other than conference presentation.

Manuscript published in IJCRR cannot be reproduced in whole or in part (s) without written permission from IJCRR journal management team. If, scholars need to refer content of manuscript for their research / review work, then it should be mentioned appropriately in the part of reference of their work.

All manuscripts published in IJCRR are deposited for secure preservation under IJCRR's Digital Preservation Policy, it is not necessary for authors to apply separately for preserving the manuscript digitally.

## IJCRR Code of Conduct

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Time to time IJCRR make contract with indexing agencies for indexing and preserving IJCRR issues with them. Details of such indexing agencies will be displayed prominently on website of IJCRR.

### **12. IJCRR's Article Retraction Policy**

In the view of IJCRR journal management team or Editorial board member, if a manuscript (under consideration or published) is violating journal publication ethics on the ground of plagiarism, infringement of professional ethical code, multiple submissions, bogus claim of authorship, fraudulent / manipulated data would be retracted as per the guidelines given by COPE and OASPA