

## Ethical statement for publishing in the proceedings of the International Conference on Research, Practices, and Contexts In Education (IPCE)

### Authors/ Researchers will:

1. Ensure that all submitted research work is original, crafted to a high academic standard, and comprehensively referenced according to the mandated referencing system.
2. All researchers shall be accurately represented, and any pertinent acknowledgements must be explicitly articulated, including the disclosure of funding sources, if applicable.
3. Provide a transparent and comprehensive disclosure of the origins of all data and the methodologies employed in its acquisition.
4. Certify that all data has been obtained in accordance with established ethical research protocols.
5. Thoroughly review, concur with, and execute a license to publish agreement.
6. Engage in correspondence and adhere to the requests of the editor and publisher regarding source data, proof of authorship, or originality within a timely framework.
7. Collaborate with any subsequent inquiries should any concerns arise from reviewers, editors, or the publisher.
8. Furnish relevant information pertaining to errata should such an occurrence take place.
9. Maintain effective communication with the editor(s), publisher, and any co-authors as circumstances may require.
10. Acknowledge that the Editorial Board holds the ultimate authority in the decision to publish.

### Reviewers will:

1. Reviewers should exclusively evaluate manuscripts that pertain directly to their specialized area of expertise.
2. It is imperative that reviewers engage with the manuscripts with requisite diligence and attention, utilizing their utmost endeavors to provide constructive criticism.
3. Reviewers must consider the material under evaluation as confidential and refrain from discussing it with external parties, while also ensuring their anonymity remains protected from the authors.
4. Manuscripts submitted for review should be assessed in a prompt and efficient manner.

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5. Any instances of suspected ethical violations observed within the submitted works must be reported accordingly.
6. Reviewers are to eschew any derogatory or offensive language in their assessments of the manuscripts.
7. Reviewers should consent to evaluate subsequent iterations of the work and offer further guidance as necessary.
8. Should any aspects of the review process be ambiguous or if potential conflicts of interest arise, reviewers are encouraged to seek clarification from the editor.
9. Timely communication with both the publisher and the editor is essential throughout the review process.
10. All manuscripts under review must be treated equitably, free from any bias or partiality.

## **Editors will:**

1. Only authorise for publication content of the highest quality.
2. Ensure that an exhaustive, impartial, and blind peer review process is undertaken for submissions of original articles.
3. Explicitly delineate articles that will not undergo double-blind peer review (i.e., non-academic manuscripts).
4. Maintain transparency regarding the review and publication procedures, exercising appropriate caution to ensure that individuals are not identifiable when it is deemed inappropriate to do so.
5. Provide guidance to authors throughout the submission process when deemed necessary.
6. Afford authors the right to contest any editorial decision made.
7. Remain vigilant regarding the potential inclusion of third-party materials in submissions for which adequate permissions may not have been obtained.
8. Be prepared to issue errata when warranted.
9. Engage in timely communication with both the publisher and the author(s).
10. Administer all submissions equitably, devoid of any bias or prejudice.

## **Administrators will:**

1. Document all submissions received in a prompt manner.
2. Confirm the acknowledgment of receipt of the submission to the principal author.
3. Evaluate the title of the manuscript and the abstract to ascertain their relevance to the IPCE; if deemed irrelevant, notify the author accordingly.

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4. In instances where the submission form is incomplete, inform the author and retain the abstract until a fully completed form is obtained.
5. Assess the manuscript for compliance with formatting, referencing standards, word count, and page length; return it to the author should any of these elements necessitate correction.
6. Transmit the manuscript to a member of the program committee for evaluation and remind the reviewer of the deadline for completing the review.
7. Dispatch the reviews to the authors and maintain communication between the authors and the reviewers until the manuscript is either accepted or withdrawn.
8. Ensure equitable treatment of all authors and reviewers, devoid of favoritism or bias.

In the event that an ethical concern is highlighted by a reviewer, the Editor, or any reader of the proceedings, the individual who raises the concern will be required to submit their apprehension in written format to the publisher. Upon receipt of such documentation, the publisher shall convey the written statement to the Ethics Review Panel, which will meticulously examine the matter at hand. Any allegation of potential ethical misconduct will be regarded as a significant issue and will undergo an appropriate investigative process. Should it be determined that misconduct has indeed occurred, the paper in question will be retracted, an apology will be solicited, and in the absence of such an apology, the author(s) may face exclusion from consideration for publication of any future papers in the IPCE proceedings.