

## **Publication Policy**

We at Chakdaha College, aspire to select research paper, through highest quality peer review. To achieve this, the entire peer review and publication process must be thorough, objective, and fair. Almost every aspect of this process involves important ethical principles and decisions, which are seldom explicitly stated and even less often shared with the readership. Journal's reputations depend on the trust of readers, authors, researchers, reviewers, editors, research subjects, and administrators of publication policy. This trust is enhanced by describing as explicitly as possible the journal's policies to ensure the ethical treatment of all participants in the publication process. Publications should strictly seek original work that has not been previously published or currently not under review at another journal / conference. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing. We have following Publications Guidelines.

### **Duties of Authors**

Good research should be well justified, well planned, and appropriately designed, so that it can properly address the research question. Paper should publish based on the copyright that constitutes authorship. All authors are responsible for the quality, accuracy, and ethics of the work. Republication of a paper in another language, or simultaneously in multiple journals with different audiences, may be acceptable, provided that there is full and prominent disclosure of its original source at the time of submission of the manuscript.

### **Review**

- Peer review is fundamental to the scientific publication process and the dissemination of knowledge and information.
- Peer reviewers should be experts in the specific topic addressed in the articles they review, and should be selected for their objectivity and scientific knowledge.
- All reviewers should be informed of the publication's expectations.
- Reviews will be expected to be professional, honest, courteous, prompt, and constructive.
- The editors may routinely assess all reviews for quality; they may also edit reviews before sending them to authors.

- The submitted manuscript is a privileged communication; reviewers must treat it as confidential. It should not be retained or copied.
- Also, reviewers must not share the manuscript with any colleagues without the explicit permission of the editor.

### **Duties of Editors**

Editorial Decisions should be precise. If a published paper is subsequently found to have errors or major flaws, the Editor should take responsibility for promptly correcting the written record in the publication. Quality and other performance characteristics of editors should be periodically assessed.

### **Plagiarism**

Plagiarism is the use of other's published and unpublished ideas or words (or other intellectual property) without attribution or permission, and presenting them as new and original rather than derived from an existing source. At Chakdaha College, we strongly discourage and against this ruthless act. If found guilty, to any extent, Chakdaha College will fight for Plagiarism. Self-plagiarism refers to the practice of an author using portions of their previous writings on the same topic in another of their publications, without specifically citing it formally in quotes.

### **Possible Misconduct**

Chakdaha College has a clear policy on handling concerns or allegations about misconduct, which can arise regarding authors, reviewers, editors, and others. Publications do not have the resources or authority to conduct a formal judicial inquiry or arrive at a formal conclusion regarding misconduct. That process is the role of the individual's employer, university, granting agency, or regulatory body. However, journal published / sponsored / organized by Chakdaha College, do have a responsibility to help protect the integrity of the public scientific record by sharing reasonable concerns with authorities who can conduct such an investigation.

### **Advertisement**

Advertisers and donors should have no control over editorial material under any circumstances. Commercial advertisements should not be placed adjacent to any editorial

matter that discusses the product being advertised, nor adjacent to any article reporting research on the advertised product.

### **Allegations of Possible Misconduct**

- Falsification of data.
- Plagiarism.
- Improprieties of authorship.
- Misappropriation of the ideas of others.
- Violation of generally accepted research practices.
- Material failure to comply with legislative and regulatory requirements affecting research.
- Inappropriate behavior in relation to misconduct.