



# BMS PUBLISHING HOUSE

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## ETHICAL POLICY

We observe ethical standards in publishing papers received from authors so as to ensure that we publish high quality papers in our journals. Our statement of publication ethics is essentially based on the Code of Conduct and Best Practices Guidelines prescribed by the Editors Committee on Publication Ethics (COPE).

### **Paper Assessment**

The **Editor-in-Chief** of the Journal is prima facie responsible for selection of papers for publication in the Journal. The Editor-in-Chief. will evaluate the manuscript without any consideration for the author's race, gender, religious belief, citizenship, or political identity but essentially focusing on the originality, clarity, validity, importance of the research undertaken and its relevance to the scope of the Journal.

**Plagiarism:** The paper is then checked for plagiarism to ensure no idea, data or figures, words are used without proper citation. Wherever reuse of the published wordings is effected even with proper citation, it must be limited. Manuscripts found to be plagiarised are straightaway rejected. Whenever such objections come to light after publication, publishers in consultation with the CE shall effect necessary amendments or even retract such papers.

**Reviewer Responsibility:** On receipt of the paper, if the referee feels that he/she is not qualified enough to assess the research under reference, the paper shall be returned to the Editorial Department with the said remarks.

The chosen referee must review the paper objectively and convey his/her opinion on the paper duly supported by arguments. Any similarities with the already published papers have to be brought to the notice of the CE. Similarly, any omissions in citing the relevant literature may also be notified.

Referees must maintain strict confidentiality about the ideas evaluated/discussed in the paper and should not be used for personal advantage.

They should also not review a paper that comes in conflict with their personal interests.

Once accepted to review a paper, the referee should promptly complete the task and convey his/her opinion about its suitability or otherwise for publication in the Journal in the prescribed format to the CE.

Based on the twin reports of the blind-review, the CE shall correspond with the author/s for appropriate modifications/corrections, if any required, in the manuscript and again seek the opinion of the referees on the said modifications affected by the authors. Based on the concurrence of the referees, the CE may accept the paper for publication. Accordingly, a communication may be given to the author/s.

The authors shall be provided with the edited proof before releasing for publication seeking their approval of the final version.

### **Duties of Authors**

Authorship to be limited to those who have contributed significantly to the conception, execution and interpretation of the results of the reported study. All the support received from other agencies for carrying out the research must be properly acknowledged.

The corresponding author must ensure that all the co-authors have seen the paper and approved its submission for publication and must give an undertaking to this effect.

Authors of the papers reporting the results of their original research should present an accurate description of their work duly supported by relevant data. They must present detailed references of the relevant literature. They have to provide questionnaire etc., used for collecting the data and authorise the publisher to make such material available to the readers.

Authors are not to send papers for publication which are already under consideration with other journals.

Authors should give declaration to the Publisher to the effect that the paper submitted for publication is based on their original research and they hold the copyright.

Authors must declare that there is no conflict of interest influencing the results of the study.

In the event of identifying a significant error or inaccuracy in a published paper, it is the author's obligation to bring it to the notice of the CE of the Journal or Publisher and assist them to do the needful correction/publish an appropriate erratum.

### **Duties of Publisher**

Publisher of the Journal shall not discriminate on the basis of author's race, gender, religious belief, citizenship, or political identity in its publication services/activities.

In the event of any proven case of scientific misconduct or fraudulent publication or plagiarism, it shall, in close collaboration with the Editor-in-Chief., take appropriate action to correct the situation and if need be, even retract the so affected paper.

Duplication of publication, once noticed, such papers shall be withdrawn immediately from the Journal site with appropriate notification.

Dispute regarding authorship/ownership of data, if any, received, such allegations shall be examined immediately and fairly, and corrective action shall be taken, including removal of such paper from the Journal site with proper notification.

# No Ethical Issues Involved

To Whom So Ever It May Concern

Subject: ----Reg.

Dear Sirs,

I/we hereby state that there is not ethical issue involved in the study titled.....

REASON

- 1.
- 2.
- 3.

And there is no direct involvement of human/animal in the present study.

Name in Capital (Full).....

Seal & signature.....

Complete corresponding address

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Permanent address

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Date.....

Place.....