

JOURNAL OF CONSUMER SCIENCES GUIDELINES ON PUBLISHING RESEARCH ETHICS FOR MANUSCRIPT SUBMISSIONS

The Journal of Consumer Sciences requires that authors include in the manuscript details of Ethics approvals, Ethical inclusion, use and approach of human research participants, Ethical use of animal research subjects and gathering of information through informed consent, permission from gatekeepers and guardians as appropriate. Authors are expected to declare all conflicts of interest, or none, on submission. The Journal of Consumer Sciences follows the core practices of the **Committee on Publication Ethics (COPE)** and handles cases of research and publication misconduct accordingly (<https://publicationethics.org/core-practices>). The journal currently submits publications through Turn-it-In Similarity software to detect instances of overlapping and similar text in submitted manuscripts.

THE JOURNAL OF CONSUMER SCIENCES PUBLICATION ETHICS AND MALPRACTICE STATEMENT

The publication ethics and publication malpractice statement of the Journal of Consumer Sciences is directed by the *Code of Conduct and Best-Practice Guidelines for Journal Editors* (Committee on Publication Ethics, 2011). Details can be found at: <https://publicationethics.org>

DUTIES AND RESPONSIBILITIES OF THE EDITOR

Apart from the general duties of the editor that include continuous quality improvement, striving to address the needs of authors and readers, adhering to the South African Department of Higher Education and Training (DHET) guidelines for publishing (Research Outputs Policy 2015), encouraging academic debate and others, the editor is obliged to accept the responsibility for the following:

Editorial Board

Editorial board is generated from recognized experts in the field. The editor will provide full names and affiliations of the members as well as updated contact information for the editorial office on the journal webpage.

Publication decisions

The editor is responsible for deciding which of the manuscripts submitted to the journal will be published. The editor will evaluate manuscripts in an objective manner taking into consideration the importance, originality and clarity of the manuscript, the study's validity and its relevance to the scope of the journal. Current legal requirements, copyright infringement, and plagiarism will be considered. The editor has the right to place the manuscript in any of the current volumes so as to adhere to the DHET Research Outputs Policy, 2015.

Confidentiality

The editor and any editorial staff will not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as and when required.

Peer review process

Every manuscript that the editor deems acceptable for peer review is subjected to peer-reviewers. The review process follows a double-blind, peer review process whereby the article is anonymized when submitted to the reviewers and the feedback from the reviewers is anonymized so that authors do not know who the reviewers were. Manuscripts are first reviewed by the editor. The editor may desk reject it which may be for the following reasons: (1) the manuscript does not address the scope of the journal or (2) the manuscript is of a poor quality that cannot be considered for review. Manuscripts that are considered for review are sent to two experts which are either all international or local reviewers or an international and local reviewer depending on the context of the manuscript. Reviewers of papers are not made know to each other. Reviewers complete a Reviewer report in which they classify the manuscript as: can be accepted, accepted with minor revision, needs major revision, rejected and more appropriate for another journal. The reviewer report is completed by the reviewer with comments or aspects to be addressed in the manuscript and a overall summary of the impression of the manuscript. Improvements may also be included in the manuscript. Any reviewer's identification is removed, if track changes were included, by the editor before comments and the reviewer report are submitted to the authors. Reviewers comments are made available to the authors for consideration.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted paper will not be used by the editor or the members of the editorial board for their own research purposes without the author's explicit written consent. Privileged information or ideas obtained through peer review will be kept confidential and not used for personal gain by the editor. The editor will not publish or co-publish in the Journal of Consumer Sciences. The editor will require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication.

Procedures for dealing with unethical behaviour

Unethical behaviour may be identified and brought to the attention of the editor and publisher at any time, by anyone. Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached. Every reported act of unethical publishing behavior will be considered, even if it is discovered years after publication.

The editor will take reasonably responsive measures when ethical complaints have been presented concerning a submitted or published manuscript, in conjunction with the publisher. Such measures will generally include contacting the author of the manuscript and giving due consideration of the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies, depending on the misconduct seriousness.

Minor misconduct might be dealt with without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations.

Serious misconduct might require application of one or more following measures:

- Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.
- Publication of a formal notice detailing the misconduct.
- A formal letter to the head of the author's or reviewer's department or funding agency.
- Formal retraction or withdrawal of a publication from the journal, in conjunction with informing the head of the author or reviewer's department
- Imposition of a formal embargo on contributions from an individual for a defined period.

DUTIES AND RESPONSIBILITIES OF REVIEWERS

Contribution to editorial decisions

The peer-reviewing process assists the editor and the editorial board in making editorial decisions and may also serve the author in improving the paper. It is therefore required that the comments and concerns are clearly articulated in order to assist the authors to correctly address the comments.

Promptness

Any selected reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and withdraw from the review process. Reviewers should indicate if they are unable to review the manuscript within the given time frames. Reviewers are required to provide an alternative submission date should they not be able to review on time and should inform the editor of any delays should these occur.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be disclosed to or discussed with others except as authorized by the editor.

Standards of objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.

Acknowledgement of sources

Reviewers should identify cases in which relevant published work referred to in the paper has not been cited in the reference section. They should point out whether observations or arguments derived from other publications are accompanied by the respective source. Reviewers will notify the editor of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and conflict of interest

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage by the reviewer. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other

relationships or connections with any of the authors, companies, or institutions associated with the manuscripts.

DUTIES AND RESPONSIBILITIES OF AUTHORS

Publication and Submission fee

No fees or charges are required from authors for manuscript processing. Authors will be invoiced for publication fees once the manuscript has been accepted.

Open Access Policy

The journal is freely available online through African Journals Online (AJOL). Authors are required to agree with this open access policy which enables unrestricted access and reuse of all published articles. Users are allowed to copy and redistribute the material in printed or electronic format and build upon the material, without further permission or fees being required, provided that appropriate credit is given.

Reporting standards

Authors of original research reports should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Data access and retention

Authors could be asked to provide the raw data of their study together with the paper for editorial review and should be prepared to make the data publicly available if practicable. In any event, authors should ensure accessibility of such data to other competent professionals, should it be necessary, preferably via an institutional or subject-based data repository or other data center, provided that the confidentiality of the participants can be protected and legal rights concerning proprietary data do not preclude their release.

Originality, plagiarism and acknowledgement of sources

Authors will submit only entirely original works, and will appropriately cite or quote the work and/or words of others. Publications that have been influential in determining the nature of the

reported work should also be cited. Plagiarism in all its forms constitutes unethical publishing behaviour and will not be accepted.

Multiple, redundant or concurrent publication

In general, papers describing essentially the same research should not be published in more than one journal. Submitting the same paper to more than one journal constitutes unethical publishing behavior and is unacceptable. Copyright is owned by the journal. Manuscripts which have been published as copyrighted material elsewhere cannot be submitted. In addition, manuscripts under review by the journal should not be resubmitted to copyrighted publications. However, by submitting a manuscript, the author(s) retain the rights to the published material. In case of publication they permit the use of their work under a CC-BY license [<http://creativecommons.org/licenses/by/3.0/>], which allows others to copy, distribute and transmit the work as well as to adapt the work and to make commercial use of it.

Acknowledgement of sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

Authorship of the paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. The corresponding author ensures that all contributing co-authors and no uninvolved persons are included in the author list. The corresponding author will also verify that all co-authors have approved the final version of the paper and have agreed to its submission for publication.

Disclosure and conflicts of interest

All authors should include a statement disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

Fundamental errors in published works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and to cooperate with the editor to retract or correct the paper in form of an erratum. The corresponding author is required to sign the final draft for publication off and takes responsibility for any incorrect information submitted on this draft. The editor may consider publishing an Erratum.

References

Committee on Publication Ethics (COPE). (2011, March 7). *Code of Conduct and Best-Practice Guidelines for Journal Editors*. Retrieved from

http://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf

https://www.psychopen.eu/fileadmin/user_upload/documents/guidelines/publication_ethics_and_publication_malpractice_statement.pdf

<https://www.iises.net/ijoes-publication-ethics-publication-malpractice-statement.html>