

## **Publication Ethics:**

Asian and African Studies requires adherence to the principles of publication ethics. Issues and conflicts involving authors, the editorial team, the publisher, and reviewers are addressed in accordance with the Publishing Ethics Resource Kit (PERK) - developed by Elsevier, and the Code of Conduct of the COPE (Committee on Publication Ethics) society. For additional references, please refer to the following resources:

1. PERK (Publishing Ethics Resource Kit) by Elsevier [Publishing Ethics Resource Kit | Editors | Elsevier](#)
2. COPE (Committee on Publication Ethics) [Core practices | COPE: Committee on Publication Ethics](#)

## **Responsibilities of the Author:**

- Authors are obligated to adhere to the Ethical Code of the AAS and the Code of Ethics of the Slovak Academy of Sciences (published on the AAS website).
- Authors must submit original articles that have not been previously published and are not currently under review by another journal.
- Authors must ensure that all data presented are accurate, authentic and real.
- Authors must follow the provided instructions for authors and adhere to the principles of the ISO 690 citation standard. Submitted articles should include a correctly formatted list of references and sources, following the journal's citation standards. [ASIAN AND AFRICAN STUDIES STYLE SHEET \(sav.sk\)](#) **Please note that starting in 2024, the journal will transition to using American Psychological Association (APA) Style 7 citations, replacing the previous ISO 690 standard.** <https://apastyle.apa.org/style-grammar-guidelines>
- The articles must be written in clear, academic language without grammatical mistakes and spelling errors. Please be aware that submitting a paper with low language quality may lead to its rejection.
- All forms of plagiarism, including self-plagiarism, and the use of fraudulent information are unacceptable and considered a violation of academic integrity and ethical principles . Please note that contributions will be checked for plagiarism.
- Authors should declare any financial support received for their research.
- Authors are responsible for participating in the peer-review process, ensuring that all co-authors have reviewed and agreed to the final version of the submitted contribution. Using the names of individuals who were not involved in the research as co-authors is unacceptable.
- Authors should clearly state their ownership of the rights to any accompanying materials, such as maps, tables, pictures, etc.
- Authors retain full ownership of the authorship rights. However, by submitting the article, authors agree to the journal's Open Access policy and the use of the CC-BY Creative Commons License 4.0.
- Authors grant permission for the published article in the AAS to be used for commercial purposes, such as the sale of printed copies of the journal.
- Authors are responsible for addressing and correcting any issues identified by

reviewers and for promptly informing the editors of any errors or inaccuracies in their work.

### **Responsibilities of the Editors, Editorial Board and Publisher:**

- The editor and the editorial board are obliged to adhere to the ethical principles outlined in the Ethical Code of AAS
- The editor has the authority to accept or reject articles based on required academic, formal and ethical criteria.
- The editor is obligated to consider an author's appeal against the decision of the reviewers or the editor. The editorial board retains the final decision-making authority.
- The editor must not have any conflicts of interest concerning the articles they accept or reject.
- The editor allows the publication of corrections, explanations, or apologies regarding an article or its parts, and may retract the article if necessary.
- The editor focuses on maintaining a fair approach to authors and reviewers. In case of detected plagiarism, the editorial board might inform the author's affiliated institution.
- The editor provides information on deadlines for submission and acceptance of articles, as well as the review process.
- If an article does not align with the journal's thematic focus, does not meet academic criteria, fails to adhere to the formal requirements outlined in the Guidelines for Authors, or contains errors and inaccuracies, the editor has the right to reject it.
- The editorial board decides on the publication of an article based on the results of the peer review and review reports. 2 external reviewers are added to the review conducted by the editorial board member for each submission.
- The editorial board cannot accept non-peer-reviewed articles for publication, although informative contributions and book reviews can be published without a review process.
- Editors publishing in their own journal should refrain from taking advantage of their position, ensuring that the peer-review process remains independent of the author's involvement.
- The editor responds in line with the principles of publication ethics to any conflicts between the editorial team, authors, and reviewers or any suspicions of breaching publication ethics and practices, following the guidelines of Elsevier LINK and COPE (LINK).
- Editors can only reverse article acceptance with significant justification; new editors should refrain from overturning prior decisions without substantial cause.
- The editor protects the confidentiality of personal data, the anonymity of review reports, the content of unpublished articles, and correspondence between editors, authors, and reviewers.

### **Responsibilities of Reviewers:**

- All contributions are subject to a double-blind peer-review process by at least two reviewers. The review process is anonymous, meaning that the author does not know the identities of the reviewers, and vice versa. Anonymity is maintained by the editor, who removes all information regarding the author or reviewer from the manuscript.
- All review judgments should be objective, with the reviewer committing to an unbiased and impartial review based on their knowledge and conscience

- In case of two contradictory reviews, the editorial board may seek the input of a third reviewer while retaining the responsibility for making the final decision
- Reviewers are obliged to adhere to the AAS ethical code and the author's guidelines based on the ISO 690 standard. [ASIAN AND AFRICAN STUDIES STYLE SHEET \(sav.sk\)](#) **Please note that starting in 2024, the journal will transition to using American Psychological Association (APA) Style 7 citations, replacing the previous ISO 690 standard.**  
<https://apastyle.apa.org/style-grammar-guidelines>
- By accepting the manuscript and completing the review form, reviewers confirm that they are not aware of any conflicts of interest.
- Reviewers are required to promptly confirm their availability to conduct the review. If they have a conflict of interest or cannot meet the deadline, this allows the editorial board to consider alternative reviewers
- Manuscripts should be treated confidentially. The reviewer shall maintain the confidentiality of the manuscript and refrain from discussing it or sharing it with others. Ideas acquired during the review process must also remain confidential and not be used for personal advantage.
- The review report is only accessible to the author and the editorial board.
- Personal criticism of the author is not acceptable.
- In case reviewers discover that the evaluated paper has already been published or if they detect any form of ethical violation like plagiarism, fabrication or data falsification, they are obliged to notify the editorial board immediately.