

## **Publication Ethics**

The publication processes implemented in the EJPSS form the basis for the development and distribution of information impartially and respectably. The processes implemented in this direction are directly reflected in the quality of the work of the authors and the institutions that support the authors. Peer-reviewed studies embody and support the scientific method. At this point, it is essential that all stakeholders of the process comply with the standards for ethical principles. Within the scope of EJPSS publication ethics, all stakeholders are expected to bear the following ethical responsibilities.

These ethical responsibilities below have been prepared following the ethical rules and responsibilities set out by the Committee on Publication Ethics (COPE). The editors, referees, and authors of our journal are expected to act by the following ethical rules:

### **1. Ethical Responsibilities for the Referees**

The editorial board is reviewed and updated regularly, at least once a year. Manuscripts sent to the journal for publication are subjected to the editorial process in terms of purpose, scope, method, and writing principles. Manuscripts that can be published at the end of the editorial process are sent to two different referees. In this context, referees of EJPSS are expected to have the following ethical responsibilities:

- Assessments should be impartial.
- Referees must be experts in the subject matter and only accept the proposal if they have sufficient information.
- Referees should not conflict of interest with the research or authors.
- By the principle of confidentiality, referees should destroy the studies they have reviewed after the evaluation process.
- Referees must evaluate manuscripts objectively only concerning the content of the study. Nationality, gender, religious beliefs, political attitudes, and commercial concerns should not influence assessment.
- As a requirement of their responsibilities as trainers and instructors, referees should guide the authors avoid refractive and honor-damaging comments and statements about the author's inadequacies.
- Referees must carry out the work they accept to evaluate on time and within the framework of the above mentioned ethical responsibilities.

### **2. Ethical Responsibilities for the Authors**

- Manuscripts submitted for publication should not contradict the publication ethics such as plagiarism, falsification, distortion, republishing, slicing, unfair authorship, not specifying the supporting organization, etc.
- Authors should have conducted the research process of their manuscripts in accordance with ethical rules and related legislation.
- If authors conduct research that needs ethical committee decision, they should indicate the ethical committee decision information, such as the name of the committee, date and number, etc.
- If the manuscript cites directly from other studies during the research process, the related author(s) should be cited.

- The bibliography should be complete, and the references cited should be indicated.

#### *2. 1. Compliance and Reliability*

- The author should use appropriate Data analysis methods and, if necessary, should seek expert advice.
- In multi-author studies, authors should take joint responsibility for the content of their publications. Authors should check their manuscripts at every stage to ensure the methods and findings that are correctly reported.

#### *2. 2. Honesty*

- Manuscripts submitted to the journal should not be published elsewhere or sent for publication.
- The author should define the research methods used and present his findings.

#### *2. 3. Originality*

- The author must undertake that the work is original and not published in any language or elsewhere.
- If the research findings were published previously or sent to a different journal for publication elsewhere, the editor should be informed about the issue during the submission process.
- Multiple publications from a single research project should be identified and referenced to the primary publication.

#### *2. 4. Transparency*

- The author may request raw Data on his/her articles within the framework of the evaluation process, in which case the author should be ready to submit the expected Data and information to the editorial board and the referee board.
- The author must have the right to use the Data, and the necessary permissions for the research/analysis that he/she has performed the authorization procedures for the subjects.
- The author should clearly and openly define his methods to confirm the study's findings to others.

#### *2. 5. Responsibility*

- The author cannot simultaneously keep his/her studies in the submission process of more than one journal. Each submission must be initiated following the completion of the previous submission.
- The author must cooperate with the editor in informing, correcting, or withdrawing his work if he/she discovers a mistake or error related to his/her published work.

#### *2. 6. Multi-Author Works*

- All authors should be listed in the case of multi-authored works and should be listed on the copyright transfer form during the submission of articles.
- A responsible author should be selected among the authors during the evaluation of the manuscripts, and this author should maintain communication with the editor.

- It is impossible to change the author's responsibilities, such as adding the author, changing the order of the author, removing the author, etc., of a study once the evaluation process starts.
- All authors should be informed about changes and corrections made in the manuscript. This process falls under the “Responsible Author’s” responsibility.
- Authors are expected to take joint responsibility for research integrity and reporting in multi-author studies. However, if authors take responsibility for only certain aspects and parts of the research, this should be stated in the publication.

### *2. 7. Referee Process and Copyright Transfer Form*

- Detailed information about the referee process can be found in the Author’s Manual under the heading “Referee Arbitration and Evaluation Process.” Authors are deemed to have accepted these rules when submitting articles.
- The author should cooperate in this process and respond timely and accurately to the requests of the referees and editors.
- The author should inform the editor if he/she wants to withdraw his/her manuscript during the evaluation process.

### *2. 8. Reporting Research on Humans or Animals*

- Appropriate approval, licenses, or records must be obtained before the study commences, and details should be provided in the report (e.g., Institutional Review Board, Research Ethics Committee approval).
- If editors request, authors should provide evidence that the reported study has received appropriate approval (e.g., copies of approvals, licenses, and participant approval forms).
- The author should not publish or share personal Data collected during the research without the individual’s (or representative) consent.
- The author should publish all meaningful research results that may contribute to understanding.

## 3. Ethical Responsibilities For Editors

### *3. 1. Responsibility for Journal’s Content*

The editor is responsible for every article published in the journal. He/she must ensure the quality of the material he/she publishes. In this context, the editor;

- Decides only academically and takes full responsibility for these decisions.
- Pays attention to act according to the principle of freedom of thought to evaluate the works fairly and impartially.
- Conducts evaluation processes by intellectual property rights and ethical standards.
- Strives to meet the information needs of readers and writers and constantly seeks to ensure the development of the journal.
- Protects the confidentiality of authors and referees and manages the referee process accordingly.
- Takes into account the views of the authors, readers, and referees board members to improve the image of the journal.

- Follows the research about refereeing and publishing and reviews the state of the journal in the light of new information.

### *3. 2. Relations with the Reader*

- The editors pay attention to the originality of the published works and ensure that the study contributes to the readers, researchers, and practitioners.
- The editors consider all stakeholders' feedback and strive to provide explanatory and informative feedback.

### *3. 3. Relations with the Authors*

- The editors pay attention to the review of all works by qualified referees.
- Detailed information about the authors and the evaluation processes is given in the Author's Manual on the website of the EJPSS.
- The editor is in permanent communication with the author to avoid any problems related to the evaluation process.

### *3. 4. Relations with the Referees*

- During the appointment of the referees, the editors shall check whether there is a conflict of interest between the authors and the referees.
- Since the evaluation process is carried out by a double-blind method, the identity of the referees is kept confidential.
- Referees are encouraged to use objective and scientific language when evaluating the manuscript.
- The necessary studies are carried out for the referee board to be composed of different disciplines and constantly updated.
- Rude remarks and unscientific evaluations are prevented or censored.

### *3. 5. Refereeing and Evaluation Process*

- Editors must implement the Refereeing and Evaluation Process policies in the Author's Manual. In this context, the editors ensure that each evaluation work is completed fair, impartial, and on time.
- The referees in their reports may give a definite opinion about the publication or non-publication of the study. However, the Editor/Editorial Board may decide based on similar and opposing views of the reviewers.
- The Editor/Editorial Board looks at the strength of the arguments of the referees or authors, not the number of referees who accept or reject this issue. The Editorial Board considers reports with strong, justified arguments rather than reports with evaluation questions answered as yes or no.
- The referee may see that his/her considerations are not fully reflected in the study after publication. It is possible that other referees have different opinions and that the Editor/Editorial Board has considered these views. In this case, upon the request of the referee to evaluate the work, the opinions of other referees may be sent to him/her if the Editorial Board deems it appropriate.

According to the recommendations of the referees, the Editor/Editorial Board follows one of the following ways:

- Publish the work.

- Accept the publication after partial or significant changes and reviews.
- Ask the author(s) to organize the work under the proposal of the referee and initiate a new evaluation process.
- Refuse the work.

### 3. 6. *Editorial Board Members*

- Take care to recruit members to the editorial board who are qualified to contribute to the development of the journal.
- Editorial Board members are reviewed regularly.
- The editor receives the opinion of board members about the management of the journal, reports changes in journal policies, and consults with them regularly (e.g., once a year) to plan the journal's future.

### 3. 7. *Protection of Personal Data*

Editors refuse the work without the explicit consent of the individuals used in the studies involving personal Data. In addition, editors are responsible for protecting the individual Data of the authors, referees, and readers.

### 3. 8. *Ethics Committee, Human and Animal Rights*

Editors ensure the protection of human and animal rights in the studies evaluated. They are responsible for rejecting the study in the absence of permission for experimental research and ethics committee approval of the subjects used in the studies

### 3. 9. *Protection of Intellectual Property Rights*

The editors are obliged to protect the intellectual property rights of all published articles and to defend the rights of the journal and the author(s) in case of eventual violations.

### 3. 10. *Constructiveness and Openness to Discussion*

The editors consider the criticisms about the articles published in the journal and endeavor to take a constructive attitude towards these criticisms.

### 3. 11. *Complaints*

The editors carefully examine the complaints from the authors, referees, or readers and try to respond constructively.

## 4. Ethical Responsibilities of the Publisher

*Electronic Journal of Political Science Studies (EJPSS);*

- does not charge any amount of money from the authors.
- takes care to protect each published article's copyright and property and keep a record of each copy.

