Publication Ethics



EDRAAK



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At *EDRAAK* (<u>Peninsula Publishing Press</u>), we are committed to maintaining the highest standards of integrity, transparency, and professionalism in academic publishing. This ethics policy serves as the foundation for fostering trust, accountability, and excellence within the scholarly community.

Our commitment to ethical publishing ensures that authors, reviewers, and editors adhere to well-established guidelines and principles. This policy outlines the fundamental responsibilities and expectations for all individuals involved in the publication process.

General Principles

EDRAAK fully adheres to the ethical standards set forth by the <u>Committee on Publication</u> <u>Ethics (COPE)</u>. By submitting their manuscripts, authors acknowledge and commit to upholding these ethical principles, ensuring that their work complies with the journal's guidelines and policies.

EDRAAK is dedicated to fostering academic integrity, transparency, and excellence, creating an environment that encourages scholarly collaboration and cultivates mutual trust within the academic community.

Affiliations

Authors submitting manuscripts to *EDRAAK* are required to provide a detailed account of their affiliations to ensure proper acknowledgment of all institutions or organizations associated with the research.

- Research Articles: Authors must specify the institutions responsible for approving, funding, or conducting the research.
- Non-Research Articles: Authors should mention their current institutional affiliations.
- **Changed Affiliation:** If an author has moved to a different institution before publication, both the affiliation relevant to the research and the current affiliation must be included.
- **Independent Researchers:** Authors without institutional ties should clearly indicate their independent status.

Maintaining accurate and transparent affiliation information is crucial for preserving the integrity of the academic record and ensuring proper recognition of all contributors.

Appeals and Complaints

Ethics (COPE) for handling appeals and complaints. Authors have the right to appeal editorial decisions by providing substantial evidence or new data that directly addresses the feedback received from reviewers and editors.

Complaints regarding the editorial process, including peer review and publication ethics, are treated with the utmost seriousness. Authors, reviewers, and other stakeholders are encouraged to raise their concerns with the editorial office. For appeals, please contact us at appeals@peninsula-press.ae.

Acknowledgments

Acknowledgments in *EDRAAK* should appropriately recognize individuals or organizations that contributed to the development of the manuscript but do not meet the criteria for authorship. This includes acknowledging support in areas such as funding, technical assistance, and editorial contributions.

All authors are encouraged to clearly specify any support received from colleagues, mentors, or institutions that facilitated the research.

- **Financial Support:** Provide detailed information about funding sources, including grant numbers and sponsors.
- Editorial and Technical Assistance: Acknowledge contributions such as language editing,
 data analysis, or access to specialized equipment.

Providing accurate acknowledgments enhances transparency and upholds the integrity of scholarly work.

Authorship

Authorship in *EDRAAK* represents a significant contribution to the conceptualization, execution, and preparation of research and the manuscript. It serves as a formal recognition of individual roles while ensuring accountability for the accuracy and quality of the work.

General Guidelines

To qualify as an author, individuals must meet all the following criteria:

- **Substantial Contributions:** Active involvement in the study's conceptual design, methodology, data analysis, or interpretation of results.
- **Drafting and Revising:** Direct participation in drafting or critically revising the manuscript for intellectual content.
- **Final Approval:** Review and approval of the final version of the manuscript, including any subsequent revisions.
- Accountability: Acceptance of responsibility for the integrity and accuracy of the research, with a commitment to address any concerns that may arise.

Individuals who do not meet these criteria should not be listed as authors but may be appropriately recognized in the acknowledgments section.

Authorship Order

The order of authorship should accurately represent each contributor's relative contribution to the research. Any disputes regarding authorship order must be resolved among the authors before submission.

- **Changes After Submission:** Any modifications to the authorship order after submission require written approval from all listed authors.
- Post-Publication Changes: Requests for authorship changes after publication, if justified,
 will result in a formal correction notice.

For any authorship-related concerns, please contact contact@peninsula-press.ae.

Changes to Authorship

For changes to the authorship list after submission, including the addition or removal of authors, the following requirements must be met:

- Justification: A clear explanation detailing the reasons for the change.
- Consent: Written consent from all authors, including those being added or removed.
- Documentation: Submission of a completed <u>Change of Authorship Form</u> along with the request.

The journal reserves the right to reject changes that lack valid justification or proper author consent. Significant alterations to authorship after acceptance may be declined unless compelling evidence of contributions is provided. For further inquiries, please contact contact@peninsula-press.ae.

Responsibilities of the Corresponding Author

The corresponding author plays a crucial role throughout the submission, review, and publication processes, with the following key responsibilities:

- **Communication:** Serving as the primary point of contact between the journal and all coauthors, ensuring that every author is informed about the manuscript's progress.
- **Approval:** Confirming that all co-authors have reviewed and approved the final manuscript before submission.
- **Compliance:** Ensuring that the manuscript adheres to *EDRAAK*'s submission requirements and ethical standards.

Additionally, the corresponding author is responsible for addressing any authorship-related disputes that may arise during the review process.

Citations

Proper citation practices are essential for maintaining academic integrity and credibility in scholarly publishing. *EDRAAK* requires authors to provide accurate and appropriate references for all sources cited in their manuscripts, ensuring transparency and proper acknowledgment of previous research.

General Citation Guidelines

All claims, data, and arguments presented in a manuscript must be supported by credible, relevant, and up-to-date sources. Authors are encouraged to reference peer-reviewed literature and refrain from citing unreliable or unverifiable materials.

- Accuracy: Ensure that all citations are correctly formatted and accurately linked to the appropriate sources.
- **Balance:** Provide a well-rounded overview of existing literature, avoiding over-reliance on a single author, group, or publication.

• **Self-Citation:** Avoid excessive self-citation that could artificially inflate personal, institutional, or journal-related metrics.

Non-Research Articles

For non-research articles, such as reviews or opinion pieces, authors must provide citations that present a comprehensive and unbiased overview of the topic. Selective citation practices that distort the scope or depth of the field should be avoided to ensure academic integrity and accuracy.

Citation Manipulation

EDRAAK strictly prohibits citation manipulation, which involves adding references solely to inflate citation metrics or benefit specific individuals, institutions, or journals without valid academic justification.

Examples of Citation Manipulation:

- Excessive Self-Citation: Over-citing one's own work to artificially boost citation metrics.
- **Citation Cartels:** Reciprocal agreements among authors or groups to cite each other's work inappropriately.
- Irrelevant Citations: Including references that do not directly contribute to the manuscript's content.

Manuscripts found to engage in citation manipulation will be subject to investigation and may result in rejection, retraction, or other corrective actions. For concerns related to citation ethics, please contact dispute@peninsula-press.ae.

Uncertain Sources

If authors are uncertain about the validity or relevance of a source, they are encouraged to consult *EDRAAK*'s editorial office before including it in their manuscript. This ensures that all references meaningfully contribute to the research and comply with ethical citation standards.

Conflicts of Interest

EDRAAK is committed to maintaining transparency and accountability in scholarly publishing. To uphold the integrity of the publication process, all authors, reviewers, and editors must disclose any potential conflicts of interest that may influence their work or decisions.

Disclosure of Conflicts of Interest

Disclosure by Authors

Authors must disclose any potential conflicts of interest, including financial, personal, or professional relationships that could influence the research or its interpretation. Examples include:

- **Financial Support:** Grants, sponsorships, or funding related to the research or manuscript preparation.
- **Institutional Relationships:** Affiliations with organizations that could benefit from the publication.
- **Competing Interests:** Any interests that may compromise the objectivity of the research.

Authors are required to complete the <u>Conflict of Interest Form for Authors and Reviewers</u> and submit it during the manuscript submission process.

Disclosure by Reviewers

Reviewers must disclose any potential conflicts of interest that might affect their ability to provide an impartial and objective review. Common examples include:

- Personal or Professional Relationships: Collaborations or associations with the authors.
- Financial Interests: Investments or financial ties related to the manuscript's findings.
- **Professional Bias:** Memberships or roles that could influence the review process.

If a conflict is identified, reviewers are encouraged to decline the review assignment and notify the editorial office. When applicable, reviewers should complete the <u>Conflict of Interest Form for Authors and Reviewers</u>.

Disclosure by Editors

Editors must disclose any potential conflicts of interest that could influence their editorial decisions, including:

 Relationships with Authors or Reviewers: Personal, professional, or institutional connections. Financial or Professional Interests: Interests related to the manuscript's content or outcomes.

In situations where bias may arise, editors are expected to delegate the decision-making process to another qualified member of the editorial board. Editors should submit the Conflict of Interest Form for Editorial Board Members.

Related Forms

- Withdrawal Form
- Financial Disclosure Form
- Conflict of Interest Form for Authors and Reviewers
- Conflict of Interest Form for Editorial Board Members
- Change of Authorship Form

By enforcing these policies, *EDRAAK* aims to uphold the objectivity, credibility, and ethical standards of its publication process.

Corrections, Expressions of Concern, and Retractions

Corrections, Retractions, and Editorial Actions

EDRAAK is committed to upholding the accuracy and integrity of the scholarly record. The journal follows established guidelines to address significant errors, concerns, and cases of research misconduct through **corrections**, **expressions of concern**, **retractions**, and, in rare cases, **removals**.

Corrections

A **correction notice** is issued when errors or omissions in a published article may affect its interpretation but do not compromise the overall scholarly integrity of the work. Examples include:

- Minor Inaccuracies: Errors in graphical representations, figures, or tables.
- Omissions: Missing details related to funding sources or acknowledgments.
- Undisclosed Conflicts: Conflicts of interest not reported at the time of publication.

Types of Correction Notices:

- Corrigendum: Issued to correct errors made by the authors.
- **Erratum:** Issued to correct errors introduced during the publication process by the journal.

Retractions

A **retraction notice** is issued when an article contains significant issues that invalidate its findings, such as major methodological flaws, data inaccuracies, or instances of research misconduct. Retractions are warranted in cases involving:

- **Ethical Violations:** Research conducted without necessary approvals or ethical clearance.
- **Data Issues:** Fabrication, falsification, or manipulation of data.
- **Plagiarism:** Unattributed use of others' work.
- **Redundant Publication:** Duplicate publication without proper citation or justification.

Retractions are handled following the guidelines of the <u>Committee on Publication Ethics</u> (<u>COPE</u>). Requests for retractions may be initiated by authors, editors, or affiliated institutions.

Retraction Procedures:

- The retraction notice will be directly linked to the original article, and the original article will link back to the notice.
- The article will be clearly marked as "Retracted" in both HTML and PDF versions.
- The reasons for the retraction will be explicitly stated.
- The requesting party (author, editor, or institution) will be identified.

Retractions are implemented to correct the scholarly record and uphold research integrity, not as a punitive measure against authors.

Expressions of Concern

An **expression of concern** is issued when significant doubts arise regarding the reliability of an article, but conclusive evidence is not yet available, or an investigation is ongoing. Examples include:

- Suspected Misconduct: Potential research misconduct under active investigation.
- Ethical Concerns: Complex ethical issues requiring thorough review.

Following an investigation, an expression of concern may lead to a **correction**, **retraction**, **or no further action**. Both the expression of concern and any subsequent notices will remain part of the article's permanent record.

Removals

In rare and exceptional cases, an article may be removed if its content is:

- Legally Sensitive: Defamatory or infringing on legal rights.
- **Court-Ordered:** Subject to a legal ruling requiring removal.
- **Severe Ethical Breaches:** Involves content posing serious ethical violations beyond correction or retraction.

When an article is removed, a **removal notice** will be published in its place, clearly explaining the reason for removal while ensuring privacy and legal considerations for all involved parties.

EDRAAK is committed to maintaining the highest standards of academic integrity, ensuring that all **corrections, retractions, and editorial actions** are conducted with transparency and fairness.

Consent for Publication

In *EDRAAK*, obtaining **written informed consent** is mandatory when personal information, images, or any other identifying material related to individuals are included in a manuscript. This policy ensures adherence to ethical standards while respecting individuals' privacy and rights.

Requirements for Consent

Authors must secure **explicit written consent** from individuals or their legal guardians before incorporating identifiable information in their work. The consent must permit publication under the **Creative Commons Attribution License 4.0**, ensuring open and unrestricted online accessibility.

- Minors (Under 18): Consent must be obtained from a parent or legal guardian.
- **Deceased Individuals:** Consent should be secured from the next of kin.
- **Manuscript Statement:** Authors must include a declaration within the manuscript confirming that informed consent was obtained for publication.

Consent Documentation

Authors should use a **standard consent form**, either provided by their institution or developed independently, to obtain consent. The form must clearly state that the information or images will be **publicly accessible on the internet** and should include:

- Public Access Acknowledgment: A statement confirming the individual's understanding
 of the unrestricted public availability of the published materials.
- Publication License Details: Information regarding publication under the <u>Creative</u>
 Commons Attribution License 4.0.

Authors are responsible for retaining **signed consent forms** and must be prepared to submit them to the editorial office upon request. All consent forms will be treated **confidentially** and will not be publicly disclosed.

Responsibility for Consent

The responsibility for **obtaining**, **managing**, **and securely storing consent forms** lies solely with the authors.

- No Direct Submission: The journal will not accept consent forms submitted alongside manuscripts or via email.
- **Secure Archiving:** Authors must ensure that all consent-related documentation is securely archived and available for verification if required.

This policy reinforces *EDRAAK*'s commitment to **ethical publishing practices**, safeguarding the privacy and rights of individuals featured in scholarly publications.

Confidentiality

EDRAAK is committed to maintaining strict **confidentiality protocols** to protect the integrity and privacy of the publication process. The following guidelines outline the journal's approach to safeguarding confidential information.

Manuscript Confidentiality

All manuscripts submitted to *EDRAAK* are treated as **confidential documents**. Access is strictly limited to individuals directly involved in the **editorial and peer-review process**, including:

- Editorial Team: Editors responsible for handling the manuscript.
- **Peer Reviewers:** Assigned reviewers evaluating the submission.
- Administrative Staff: Only those who require access to facilitate the editorial workflow.

The content of submitted manuscripts must **not** be shared, discussed, or disclosed to unauthorized individuals without the explicit consent of the **Editor-in-Chief**.

Reviewer Obligations

Reviewers play a critical role in preserving the **confidentiality** of the peer-review process. They are required to:

- **Maintain Confidentiality:** Refrain from sharing, discussing, or distributing the manuscript's content with anyone outside the review process.
- Respect Intellectual Property: Ensure that any unpublished information, ideas, or interpretations obtained during the review are not used for personal or professional gain.

Breaches of confidentiality by reviewers will be thoroughly investigated. Confirmed violations may result in **disqualification from future review assignments** and potential reporting to relevant institutions.

Ethical Misconduct Investigations

In cases of suspected **ethical misconduct**, manuscript content may be disclosed to relevant institutions, organizations, or ethics committees to support formal investigations. Such disclosures will follow the best practices outlined by the <u>Committee on Publication Ethics</u> (COPE).

EDRAAK is dedicated to **protecting the confidentiality** of all parties involved in these investigations, ensuring that the process remains **fair, unbiased, and respectful of privacy**.

This policy reinforces *EDRAAK*'s commitment to **ethical publishing practices** and the responsible handling of **sensitive information** throughout the editorial and review process. For any confidentiality-related concerns, please contact admin@peninsula-press.ae.

Copyright Policy Author Rights

Authors retain full **copyright** to their work published in *EDRAAK*, maintaining ownership and control over their intellectual property. Authors also have the freedom to use their work for **scholarly**, **educational**, **and non-commercial purposes** without restriction.

Publishing Rights

Upon acceptance, *EDRAAK* receives **non-exclusive rights** to publish, reproduce, and distribute the work in various formats. This arrangement ensures the **widest possible dissemination** of the research while preserving the author's copyright and ownership.

Open Access Policy

EDRAAK follows an **open-access model**, providing **free and unrestricted** access to all published articles. Users are permitted to:

- Read, Download, and Share: Access full-text articles without charge.
- **Copy and Print:** Use the content for academic, research, and educational purposes.
- Link to Articles: Share and link to the published content without limitations.

All articles are published under the <u>Creative Commons Attribution License 4.0 (CC BY 4.0)</u>, allowing both **commercial and non-commercial use**, provided proper credit is given to the original authors and source.

User Rights

The **CC BY 4.0 License** grants users the following rights:

- Distribute and Copy: Share the work in any medium or format.
- Adapt and Modify: Remix, transform, and build upon the material for any purpose, including commercial applications.
- **Attribution Requirement:** Users must provide appropriate credit to the original authors and *EDRAAK*, include a link to the license, and indicate if any changes were made.

This **open-access framework** ensures that authors' research contributions achieve **maximum reach and impact** within the academic community and beyond.

Eligibility for Submission

Authors are eligible to submit their work to *EDRAAK* if they:

• Hold Copyright: Own the copyright to the content being submitted.

• **Have Permission:** Obtained explicit permission from the original copyright holder(s) when using third-party content.

Submissions incorporating third-party materials must include **documentation confirming permission for use**, ensuring compliance with **copyright laws and ethical publishing practices**.

EDRAAK's copyright and open-access policies are designed to promote transparency, accessibility, and academic freedom, while safeguarding the rights of authors and supporting the global exchange of knowledge.

Data Falsification/Fabrication

Data falsification and fabrication are severe breaches of ethical research conduct. These unethical practices involve the intentional manipulation, alteration, or invention of data or research findings to mislead readers, reviewers, and the academic community. Such misconduct compromises the credibility, reliability, and integrity of scholarly research, leading to long-term damage to the academic record.

Responsibilities of Authors

Authors submitting manuscripts to *EDRAAK* must ensure that all data presented in their work accurately reflect the research conducted. This includes:

- Maintaining accuracy by ensuring that data is truthful, complete, and free from any modifications that could misrepresent research outcomes.
- Upholding transparency by clearly documenting research methodologies, data collection procedures, and analytical techniques to support the validity of findings.

Zero-Tolerance Policy

EDRAAK enforces a strict zero-tolerance policy regarding data falsification and fabrication. Any detected misconduct will result in the following actions:

- Manuscripts containing fabricated or falsified data will be rejected immediately and will
 not be considered for further review.
- If misconduct is identified after publication, the affected article will be formally retracted, and a retraction notice will be issued.

Data Retention and Availability

To maintain transparency and uphold research integrity, authors must adhere to the following data retention guidelines:

- Authors are required to retain all raw data related to their research for a specified period following publication.
- Upon request, authors must provide access to original data to facilitate editorial review, peer review, or post-publication verification.

Failure to comply with data retention or availability requests may result in manuscript rejection or the withdrawal of a previously published article.

Commitment to Research Integrity

EDRAAK is dedicated to maintaining the highest ethical standards in scholarly publishing. Allegations of data falsification or fabrication will be thoroughly investigated, and appropriate measures will be taken following the guidelines of the Committee on Publication Ethics (COPE).

By implementing this policy, *EDRAAK* aims to safeguard the integrity of scientific research, protect the scholarly record, and uphold the trust of the academic community.

Desk Rejection Policy

EDRAAK implements a desk rejection policy to maintain the quality, relevance, and academic integrity of submitted manuscripts. A submission may be rejected without undergoing peer review if it fails to meet the journal's fundamental criteria for consideration.

Reasons for Desk Rejection

• Misalignment with Scope:

- The manuscript's subject matter does not align with EDRAAK's focus or areas of interest.
- Submissions unrelated to the journal's disciplines will not proceed to peer review.

• Ethical Concerns:

- Non-compliance with international ethical publishing standards.
- o Plagiarism exceeding a **20% similarity index** or any form of academic misconduct.

• Ethical concerns related to data integrity, authorship disputes, or research conduct.

• Insufficient Impact:

- o The manuscript does not present a **significant contribution** to the field.
- o Lacks originality, meaningful insights, or advancements in knowledge.

• Flawed Study Design:

- Serious methodological flaws that compromise research validity and reliability.
- Weak theoretical frameworks or inadequate experimental setups.

Unclear Objectives:

- The research objectives are not clearly defined or lack logical coherence.
- Ambiguity in research goals makes it difficult to assess the manuscript's purpose.

• Poor Presentation:

- The manuscript lacks essential sections (e.g., abstract, methodology, references) or is poorly structured.
- Formatting inconsistencies, unclear explanations, or a lack of logical flow hinder readability.

• Grammar and Language Issues:

- o Excessive grammatical and stylistic errors affecting readability.
- Lack of clarity or inadequate academic writing style.

• Non-Compliance with Submission Guidelines:

- Failure to adhere to *EDRAAK*'s **submission requirements**, including formatting rules and citation styles.
- Missing mandatory components such as author declarations, ethical approval statements, or conflict of interest disclosures.

Purpose of the Policy

This policy ensures that only manuscripts meeting *EDRAAK*'s quality standards proceed to peer review, maintaining the journal's academic rigor and efficiency.

Recommendations for Authors

To improve the chances of acceptance:

- Carefully review the **Author Guidelines** before submission.
- Ensure the manuscript aligns with the journal's scope and meets ethical standards.
- Proofread thoroughly for language clarity, coherence, and formatting consistency.

By following these guidelines, authors can **significantly enhance** their submissions and reduce the likelihood of **desk rejection**.

Duplicate Submission/Publication

EDRAAK upholds strict ethical standards regarding duplicate submissions and publications. Authors must confirm, during the submission process, that their manuscript is not under consideration for publication elsewhere. Failure to disclose such information constitutes a serious breach of ethical conduct and may result in manuscript rejection or retraction.

Instances of Duplicate Submission and Publication

Duplicate submission and publication occur when the same or substantially similar content is submitted to multiple journals without proper disclosure. This includes:

- Multiple Submissions: Submitting the same manuscript simultaneously to EDRAAK and another journal.
- **Redundant Publications:** Republishing content already published elsewhere without offering significant new insights, data, or analyses.
- **Translation of Published Work:** Submitting a manuscript previously published in another language without proper disclosure or permission.

Guidelines for Secondary Publications

Following the <u>International Committee of Medical Journal Editors (ICMJE)</u> guidelines, authors intending to submit a **secondary publication** (e.g., a translated version or republished work) must adhere to the following requirements:

- **Permission:** Obtain explicit permission from the publisher and copyright holder of the original article.
- **Disclosure:** Clearly inform *EDRAAK*'s editorial office about any prior publication and provide full details of the original work.
- **Transparency:** The secondary publication must explicitly acknowledge the original source, including a citation and reference to the original article.

This ensures proper recognition of the original research while maintaining the integrity of the academic record.

Consequences of Violations

Failure to comply with EDRAAK's duplicate submission and publication policy may result in:

- Immediate Rejection: Manuscripts found to be submitted elsewhere without disclosure will be rejected.
- **Retraction:** Published articles discovered to violate this policy may be retracted, accompanied by a formal retraction notice.
- Author Sanctions: Authors found in violation may face a ban on future submissions to the journal.

Commitment to Ethical Publishing

EDRAAK is dedicated to promoting ethical research practices. Authors are encouraged to consult the editorial office if they have any concerns regarding duplicate submissions or secondary publications. Transparency and integrity are essential for maintaining the credibility of scholarly communication.

Funding

EDRAAK prioritizes **transparency in financial support** for research. Authors are required to disclose all sources of funding, including **grants**, **sponsorships**, **or any other forms of financial assistance** related to their research and the publication process.

Funding Disclosure Guidelines

- **Detailed Disclosure:** Authors must provide a comprehensive account of all funding sources, including the **name of the funding organization**, **grant numbers**, **and the specific roles of funders** in the research process.
- Sponsor Involvement: If applicable, authors must specify the extent of the sponsor's involvement in the study's design, data collection, analysis, interpretation, or publication. If no involvement occurred, this must be explicitly stated.

To ensure compliance, authors must complete the <u>Financial Disclosure Form</u> and submit it along with their manuscript.

Transparent funding declarations **enhance research integrity and credibility** by providing readers with a clear understanding of potential influences on the study.

Images and Figures

When including **images**, **videos**, **or audio recordings** in manuscripts submitted to *EDRAAK*, authors must adhere to **ethical guidelines** to ensure responsible and transparent use of multimedia content.

Consent for Identifiable Content

Authors must secure **explicit written consent** before including any identifiable information related to individuals, such as **photographs**, **medical data**, **or personal details**.

- If the research subjects are deceased, consent must be obtained from their legal representatives.
- For vulnerable groups, including minors, consent must be provided by a parent or legal guardian.

Authors must confirm within their manuscript that all necessary consents have been obtained and are responsible for securely storing consent documentation in case verification is required.

Ethical Guidelines for Experimental Photographs

Photographic images, especially those obtained through microscopy or imaging techniques, must accurately represent the original data. Any modifications should be clearly disclosed in the manuscript. Authors must:

- Ensure that modifications are **minimal**, **applied consistently**, and do not misrepresent the data.
- Provide **unedited**, **original images** upon request by the editorial office.
- Refrain from making alterations that could mislead readers or distort scientific interpretation.
- Specify the software used, methods applied, and extent of alterations when modifications are made.

Reuse of Published Images

Authors intending to **reuse images or figures** from previously published materials must obtain **permission from the copyright holders**. The following guidelines apply:

- A **statement confirming permission** must be included in the **figure legend**, along with proper citation of the original source.
- If an image is published under an open license such as <u>Creative Commons</u>, proper attribution to the original source is still required.

By adhering to these policies, *EDRAAK* ensures ethical publishing standards while maintaining **scientific transparency and credibility**. For further inquiries, please contact contact@peninsula-press.ae.

Misconduct

EDRAAK upholds the **highest standards of academic integrity** and is committed to addressing all forms of **research misconduct**. The journal strictly follows the ethical principles outlined by the **Committee on Publication Ethics (COPE)**, ensuring that all reports of misconduct are treated **seriously** and investigated **thoroughly** in accordance with COPE guidelines.

Examples of Research Misconduct

Misconduct includes, but is not limited to:

- Plagiarism: Using another's work or ideas without proper acknowledgment.
- **Fabrication:** Creating false data or results and presenting them as genuine.
- Falsification: Manipulating research materials, processes, or data to misrepresent findings.
- Duplicate Submission: Submitting the same manuscript to multiple journals simultaneously.
- Misrepresentation: Incorrectly attributing authorship or institutional affiliations.
- Image Manipulation: Altering images in a way that misleads readers about the research outcomes.

EDRAAK reserves the right to take appropriate actions in cases of confirmed misconduct, including retracting published articles, issuing corrections, or reporting the incident to relevant institutions or funding bodies.

Addressing Misconduct

When allegations of misconduct arise, *EDRAAK* follows a **structured process** aligned with **COPE guidelines** to ensure a **fair and transparent** investigation:

- 1. **Initial Assessment:** The editorial team reviews the complaint and evaluates the supporting evidence to determine its validity.
- 2. **Investigation:** A comprehensive inquiry is conducted, which may involve direct communication with the author(s), reviewers, or consultation with independent experts.
- 3. Outcome: Based on the findings, actions may include rejecting the manuscript, withdrawing a published article, or notifying the appropriate authorities or institutions.

This process is designed to uphold **transparency**, **accountability**, **and fairness** for all parties involved.

Consequences of Misconduct

Depending on the severity of the misconduct, *EDRAAK* may implement the following measures:

- Rejection of the manuscript during the review process.
- Retraction of published articles, accompanied by a formal retraction notice.
- **Notification** to the authors' affiliated institutions or funding organizations.
- A ban on future submissions from individuals involved in the misconduct.

These actions aim to **preserve the integrity of the scholarly record** and reinforce ethical publishing standards.

For any concerns regarding research misconduct, please contact <u>dispute@peninsula-press.ae</u>.

Publication Ethics

EDRAAK is committed to upholding the **highest ethical standards** in scholarly publishing. Our policies align with the principles set forth by the **Committee on Publication Ethics (COPE)** to ensure a **fair, transparent, and responsible** publication process.

Duties of Editors

- Publication Decisions: The editorial board is responsible for determining which
 manuscripts are accepted for publication, based on peer reviewer recommendations
 and legal and ethical considerations, including libel, copyright infringement, and
 plagiarism.
- Confidentiality, Disclosure, and Conflicts of Interest: Editors must maintain strict confidentiality throughout the review process, sharing manuscript information only with authorized individuals (authors, reviewers, potential reviewers, and editorial advisers). Editors must complete the Conflict of Interest Form for Editorial Board Members to ensure transparency. Any unpublished materials disclosed in submitted manuscripts must not be used in the research of editors, reviewers, or others without the explicit written consent of the author.
- Author Relations: Editors must maintain fair, professional, and respectful
 communication with authors, providing constructive feedback that supports revisions
 and enhances the quality and integrity of published work.

Duties of Reviewers

- Contribution to Editorial Decisions: Reviewers play a critical role in advising the
 editorial board, ensuring that reviews are objective, well-reasoned, and clearly
 presented.
- Qualification of Reviewers: Reviewers should accept assignments only if they are
 qualified to evaluate the manuscript's content. If they feel unqualified or anticipate
 delays, they must promptly notify the editor and withdraw.
- Confidentiality: Manuscripts received for review must be treated as confidential
 documents. Information or ideas obtained through peer review must not be disclosed
 or used for personal gain.
- Acknowledgment of Sources: Reviewers are responsible for identifying relevant scholarly works that authors may have overlooked, suggesting citations where necessary to enhance academic rigor.
- Disclosure of Conflicts of Interest: Reviewers must disclose any potential conflicts of interest by completing the <u>Conflict of Interest Form for Reviewers</u> to maintain ethical standards.

Duties of Authors

- Reporting Standards: Authors must provide an accurate, comprehensive, and objective account of their research, including a critical discussion of its significance.
- Originality, Plagiarism, and Concurrent Publication: Authors must ensure their work is
 entirely original, properly citing sources when referencing the ideas, data, or words of
 others. Manuscripts must not be submitted simultaneously to multiple journals or
 contain duplicate publications.
- Disclosure and Conflicts of Interest: Authors must disclose any financial or substantive
 conflicts of interest that could influence their research. Authors are required to
 complete and submit the Conflict of Interest Form with their manuscript.
- Authorship of the Paper: The corresponding author is responsible for ensuring that all
 contributors deserving authorship are included and that no inappropriate individuals
 are listed as co-authors.
- Fundamental Errors in Published Works: If an author identifies a significant error or
 inaccuracy in their published work, they must promptly notify the journal's editorial
 office. Authors are expected to cooperate fully with the editorial team to correct or
 retract the publication if necessary.

Peer Review Process

EDRAAK follows a rigorous peer review process to ensure the integrity and quality of published research. This process is based on ethical principles that promote fairness, transparency, and scholarly excellence.

Initial Assessment

All submitted manuscripts undergo an **initial evaluation** by the editorial team to assess their **relevance to the journal's scope, originality, and compliance** with submission guidelines. Manuscripts that fail to meet these criteria are subject to **desk rejection** and do not proceed to peer review.

Single-Blind Peer Review

EDRAAK employs a **single-blind peer review process**, where the **reviewers remain anonymous**, but the authors' identities are disclosed. This approach ensures **impartiality** and allows reviewers to provide **unbiased**, **objective feedback**.

Each manuscript is typically evaluated by **at least two experts** in the relevant field. Reviewers assess:

- Quality and originality of the research.
- Methodological soundness and research validity.
- Significance of the findings within the field.

Reviewers are expected to provide **constructive comments and recommendations** to help authors improve their manuscripts.

Editorial Decision

Based on the reviewers' feedback, the editor makes one of the following decisions:

- Accept: The manuscript is accepted with minor or no revisions.
- **Revise:** The manuscript requires major or minor revisions before reconsideration.
- Reject: The manuscript is deemed unsuitable for publication.

The **editorial team** communicates the decision, along with **detailed reviewer comments**, to the corresponding author, ensuring **transparency** throughout the review process.

Appeals Process

Authors have the right to **appeal editorial decisions** if they believe their manuscript was unfairly evaluated. To initiate an appeal, authors must:

- Submit a **detailed response** addressing reviewer comments.
- Provide additional evidence to support their claims.

Appeals are reviewed by either the **editorial board** or **additional subject matter experts**, depending on the nature of the appeal.

For appeals, please contact appeals@peninsula-press.ae.

Plagiarism Policy

EDRAAK upholds a **strict zero-tolerance policy** towards plagiarism in all its forms. Plagiarism is defined as the **unauthorized use** of another individual's **work**, **ideas**, **or language** without proper acknowledgment. This policy also applies to **self-plagiarism** and **redundant publication**, as such practices compromise the **integrity of scholarly research**.

Plagiarism Detection

All manuscripts submitted to *EDRAAK* undergo **comprehensive plagiarism checks** using **advanced detection tools**, such as <u>Turnitin</u>. Submissions found to have **significant overlap** with existing literature or previously published work will be **rejected immediately**.

Authors bear full responsibility for ensuring the **originality of their work** before submission. Proper **citation and referencing** are essential to avoid both **intentional and unintentional plagiarism**.

Types of Plagiarism

- Full Plagiarism: Copying another's work verbatim without citation or acknowledgment.
- Partial Plagiarism: Paraphrasing or modifying sections of another's work without giving proper credit.
- **Self-Plagiarism:** Republishing one's **own previously published work** without appropriate disclosure or citation.
- **Text Recycling:** Reusing portions of previously published text **across multiple works** without proper acknowledgment.

Consequences of Plagiarism

Manuscripts identified as containing plagiarism—whether detected **before or after publication**—will face **serious consequences**, including:

- Immediate Rejection or Retraction: Submissions with confirmed plagiarism will be rejected during the review process or retracted if already published.
- Notification to Institutions: The author's affiliated institutions or funding organizations will be informed of the misconduct.
- Blacklisting: Authors found guilty of plagiarism may be blacklisted from submitting future manuscripts to EDRAAK.

Commitment to Ethical Standards

EDRAAK follows the ethical guidelines established by the Committee on Publication Ethics (COPE) when addressing plagiarism cases, ensuring a fair, transparent, and consistent process for handling misconduct.

Preprint Policy

EDRAAK supports the **open dissemination of research findings** through **preprint repositories**. Authors are permitted to upload their manuscripts to recognized preprint platforms, such as <u>arXiv</u> or <u>RePEc</u>, at any stage **prior to formal submission** to the journal.

Linking Preprints to Published Articles

Once a manuscript has been **accepted and published** by *EDRAAK*, authors are encouraged to:

- Link the preprint version to the final publication using its <u>Digital Object Identifier (DOI)</u>, allowing readers to access the most authoritative version while maintaining preprint visibility.
- **Update the preprint** to include the **accepted version of the manuscript**, ensuring proper acknowledgment of *EDRAAK*'s publication for transparency and accurate citation.

Transparency and Integrity

By permitting preprints, *EDRAAK* encourages the **early dissemination of research** while safeguarding the **integrity of the formal publication process**. Authors must ensure that:

- The preprint accurately represents the research and complies with ethical standards.
- Preprints do **not mislead readers** or misrepresent study findings.
- Any significant updates or revisions to the research are promptly reflected in the preprint repository to maintain accuracy.

This policy offers authors the **flexibility to share their work openly**, promoting the **rapid exchange of knowledge** while preserving the **credibility and trustworthiness** of research throughout the **peer review and publication processes**.

Patient Identifying Information

EDRAAK places a high priority on protecting patient privacy and maintaining strict confidentiality. Identifiable information—including textual descriptions, images, videos, sonograms, or pedigrees—should only be included in a manuscript if it is scientifically essential and written informed consent has been obtained.

Consent Requirements

- Written informed consent must be obtained from the patient or their legal guardian if the patient is a minor or unable to provide consent.
- For deceased individuals, consent should be secured from the closest living relative or legal representative.
- Authors must ensure that patient identifiers (e.g., names, initials, hospital numbers, or other personal details) are excluded from the manuscript and accompanying images unless explicitly necessary for the research and explicitly consented to.

Anonymity and Ethical Compliance

- When patient-related content is included, authors must comply with the ethical guidelines outlined by the International Committee of Medical Journal Editors (ICMJE).
- Manuscripts must contain a clear statement confirming that informed consent was obtained and that all ethical requirements have been met.
- Authors should make every effort to anonymize patient-related images or data wherever possible, ensuring that scientific integrity is maintained without compromising patient confidentiality.

Consequences of Non-Compliance

 Failure to obtain the necessary permissions or adhere to ethical standards may result in manuscript rejection or removal of patient-identifying content during the editorial process.

EDRAAK is committed to **upholding the highest ethical standards** in scholarly publishing to ensure the **privacy, dignity, and rights** of all individuals involved in research.

Research Ethics and Consent

EDRAAK is committed to maintaining the **highest ethical standards** in all published research. This includes ensuring that studies involving **human participants**, **animals**, **or plants** receive **appropriate ethical approvals** and comply with **internationally recognized ethical guidelines**.

Research Involving Humans

All research involving human participants must adhere to ethical principles, such as those outlined in the <u>Declaration of Helsinki</u>. Authors must obtain **approval from an Institutional Review Board (IRB)** or an equivalent ethics committee **before commencing** the study.

Manuscripts must include:

- A detailed description of the ethical approval process, including the name of the institution, the ethics committee, and the approval reference number.
- Confirmation that **informed consent** was obtained from all participants.
- A statement detailing the measures taken to protect participants' privacy and maintain confidentiality.
- Retrospective approval after the study's completion is generally not acceptable.

Research Involving Animals

Studies involving animals must adhere to relevant ethical guidelines, such as those established by the Institutional Animal Care and Use Committee (IACUC). Authors must obtain ethical approval from a recognized animal ethics committee before conducting the study.

Manuscripts should include:

- Information about the approving institution, the ethics committee, and the approval reference number.
- A description of the measures taken to minimize animal suffering.
- A clear justification for the use of animals in the study, emphasizing its scientific relevance and necessity.

Research Involving Plants

Research involving plants must comply with **institutional, national, and international** regulations. Authors must confirm adherence to ethical principles outlined in:

- The Convention on Biological Diversity (CBD).
- The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

Manuscripts should include:

- **Details of any permissions, licenses, or approvals** obtained to conduct the research.
- A description of compliance with relevant biodiversity and conservation regulations.

Consequences of Non-Compliance

Failure to comply with **ethical guidelines** or provide **sufficient documentation of ethical approval** may result in the **rejection of the manuscript**.

EDRAAK is committed to upholding the **highest standards of research integrity**, ensuring that all published work reflects **responsible and ethical scientific practices**.

Special Issues

EDRAAK periodically organizes **special issues** to explore **emerging topics and specialized themes** within its field. These issues foster **innovative research**, **academic collaboration**, and the dissemination of **cutting-edge knowledge**.

Appointment of Guest Editors

Guest editors for special issues are selected based on their **subject matter expertise**, **academic reputation**, **and prior editorial experience**. Nominations may be made by:

- Editorial board members
- Current editors
- Self-nominations

All nominations are carefully reviewed and approved by the **Editor-in-Chief** to ensure **high** scholarly standards and editorial integrity.

Guest editors are responsible for:

- Defining the scope and objectives of the special issue.
- Preparing and promoting the call for papers to attract high-quality submissions.
- Managing the manuscript submission and peer review process in collaboration with the editorial team.
- Ensuring the **originality, relevance, and academic rigor** of selected manuscripts.
- Working closely with the Editor-in-Chief to finalize publication decisions.

Setup of Special Issues

To initiate a **special issue**, a comprehensive **proposal** must be submitted to the editorial board, including:

• The **proposed theme and objectives** of the special issue.

- The target audience and the significance of the topic.
- The names, qualifications, and affiliations of potential guest editors.
- A proposed timeline, detailing submission deadlines, review processes, and publication dates.

Upon **approval** by the editorial board and **Editor-in-Chief**, the **call for papers** is distributed through **academic and professional channels** to attract a diverse range of submissions. The editorial team collaborates with **guest editors** to ensure that the special issue aligns with the **journal's publication schedule** and meets the **highest quality standards**.

Commitment to Quality

Special issues serve as a **dynamic platform** for:

- Advancing knowledge in emerging areas.
- Addressing contemporary challenges in the field.
- Highlighting significant developments in research.

EDRAAK is committed to supporting special issues while maintaining rigorous editorial and ethical standards.

Standards of Reporting

EDRAAK emphasizes **clear**, **detailed**, **and transparent reporting** to ensure the **reproducibility and verification** of published research. Authors are required to adhere to **rigorous reporting standards** to support **robust academic discourse** and enhance the **credibility** of their work.

Rationale

Authors must provide a **comprehensive explanation** of the **purpose and significance** of their study. This includes:

- Clearly defined research questions and objectives.
- The study's **relevance and contribution** to the field.

Research Protocol

The **methodology** must be described in sufficient detail to **allow replication** by other researchers. Authors should outline:

Study design, including experimental, observational, or analytical procedures.

- Materials and data collection methods used in the research.
- Any **protocols followed** during the study.

Tools and Techniques

Authors must provide detailed descriptions of:

- Tools, techniques, and software utilized in the research.
- Specific version numbers of software, where applicable, to ensure clarity and reproducibility.

Data Analysis

The processes involved in data collection, processing, and analysis must be thoroughly documented. Authors should:

- Outline how data were handled and analyzed.
- Specify the **statistical methods** applied.
- Mention any software used for data analysis, ensuring transparency and reproducibility.

Results and Interpretation

Research findings must be presented **accurately**, reflecting the data without **distortion or overgeneralization**. Authors must:

- Avoid unsupported claims or conclusions that extend beyond the data scope.
- Provide objective interpretations of results.
- Acknowledge **study limitations** where applicable.

Commitment to Research Integrity

Adhering to these reporting standards ensures that research published in EDRAAK:

- Contributes meaningfully to the academic community.
- Fosters reproducibility, transparency, and trust in the scholarly record.
- Supports the advancement of knowledge and upholds scientific integrity.

Use of Third-Party Material

Authors planning to include third-party material in their submissions to *EDRAAK* must fully comply with applicable copyright and licensing regulations. Third-party material

encompasses any content not originally created by the authors, including text, images, tables, datasets, audio clips, video footage, and other intellectual property.

Permissions

Authors are responsible for securing explicit written permission from the copyright holder for any third-party material included in their manuscript, unless the material qualifies under fair use provisions or belongs to the public domain. This requirement applies to both published and unpublished content.

Fair Use

Certain materials may be used under **fair use provisions**, particularly when short excerpts are incorporated for **critique**, **commentary**, **or educational analysis**. Even when fair use applies, proper **attribution** must be provided to acknowledge the original source.

Attribution

All third-party materials, including those available under **open licenses** such as **Creative Commons**, must be **appropriately cited** and credited to their original source. Authors must ensure compliance with specific **license terms**, particularly regarding **modifications**, **commercial use**, and sharing permissions.

Documentation of Permissions

Authors must maintain **clear documentation** of any permissions obtained for the use of third-party material and retain copies for their records. Upon request, these permissions may be required by the **journal's editorial office** as part of the publication process.

Compliance with Intellectual Property Laws

Adhering to these guidelines ensures **compliance with intellectual property regulations**, promotes **ethical publishing practices**, and safeguards both **authors and the journal** from potential legal concerns related to **copyright infringement**. *EDRAAK* remains committed to maintaining the **highest standards of academic integrity and responsible scholarship**.

Use of Generative AI and AI-Assisted Technologies in Writing

This section defines the policy governing the use of **generative AI and AI-assisted technologies** in the **manuscript writing process**. It does not extend to the application of such tools for **data analysis** or deriving **research insights** during the research process.

Purpose

Authors may employ **AI tools** to improve the **readability and language quality** of their manuscripts. However, these tools **must not** replace fundamental **authorial responsibilities**, such as generating **scientific insights**, drawing **conclusions**, or making **clinical recommendations**.

Supervision

The use of **AI technologies** in manuscript preparation must always be under **human supervision**. Authors are responsible for **thoroughly reviewing**, **editing**, **and verifying** the **accuracy and integrity** of any AI-generated content before submission.

Accountability

Regardless of **AI involvement**, authors **retain full accountability** for their manuscript's content. This includes ensuring that the work meets *EDRAAK*'s standards for:

- Originality
- Scientific accuracy
- Ethical compliance

Disclosure and Transparency

Authors must disclose the use of AI and AI-assisted technologies when submitting their manuscripts. This disclosure will be included in the published article to promote transparency and maintain trust among readers, reviewers, and editors. Additionally, this requirement ensures compliance with the terms of use of the AI tools utilized.

Authorship Responsibilities

Generative AI and AI-assisted tools **cannot be credited as authors or co-authors**. Authorship implies responsibilities that can **only** be fulfilled by human contributors, including:

- Addressing inquiries related to the accuracy, integrity, or originality of the work.
- Approving the final version of the manuscript for submission.
- Ensuring the manuscript complies with ethical and publication standards.

Commitment to Ethical Publishing

Authors must ensure that their manuscript meets all **criteria** for originality, accuracy, and **intellectual contribution**, regardless of AI assistance in the writing process. This policy reinforces *EDRAAK*'s **commitment to ethical publishing practices** and the **integrity of scholarly research**.

Use of AI in Peer Review

EDRAAK acknowledges the growing role of artificial intelligence (AI) in academic publishing. However, the peer review process relies fundamentally on critical human judgment, which AI cannot replicate. The following guidelines outline the appropriate use of AI in peer review to maintain integrity, confidentiality, and ethical standards in scholarly evaluation.

Human Responsibility

Peer review requires **critical thinking**, **nuanced assessment**, **and informed decision-making**, all of which are inherently **human capabilities**. All tools **must not replace** human reviewers or editors in evaluating manuscripts. The responsibility for **assessing quality**, **rigor**, **and significance** remains solely with **qualified human reviewers and editorial board members**.

Confidentiality

Maintaining the **confidentiality of submitted manuscripts** is a fundamental principle of peer review. Reviewers and editors **must not** upload **any portion of a manuscript**—including **text, data, figures, or supplementary materials**—into AI tools. Such actions could:

- Breach confidentiality agreements
- Violate data privacy and proprietary rights
- Conflict with AI platforms' terms of service

Peer Review Reports

The confidentiality obligation extends beyond the manuscript to include:

- Peer review reports
- Editorial decision letters
- Related correspondence

These documents **must not be processed through AI tools** for any purpose, including **language enhancement or readability improvements. Human reviewers and editors** bear full responsibility for the **originality, integrity, and confidentiality** of their reports.

AI in Decision-Making

Al tools must not be used to assess manuscript quality, validity, or impact. The evaluation of scientific content requires human expertise, critical judgment, and ethical considerations, which cannot be delegated to Al systems. The authority to accept, revise, or reject manuscripts remains exclusively with human reviewers and editors.

Ethical Use of Al

EDRAAK supports the **ethical application of AI** in specific editorial functions that do **not compromise peer review integrity**. Acceptable uses include:

- **Plagiarism Detection:** Using Al-based tools to **identify potential plagiarism**, while ensuring **compliance with privacy standards**.
- Reviewer Identification: Employing AI to suggest potential reviewers based on subject matter expertise and publication history, under human supervision.

These applications **must adhere to strict ethical guidelines**, ensuring that **confidentiality**, **data protection**, **and academic integrity** are preserved.

By enforcing these guidelines, *EDRAAK* upholds the **highest standards of peer review**, fostering a **trustworthy**, **transparent**, **and ethically responsible publishing environment**.

Acknowledgment of Ethical Standards

EDRAAK is dedicated to upholding the **highest ethical standards** in scholarly publishing. All participants in the publication process—including **authors**, **reviewers**, **and editors**—are expected to comply with established ethical principles outlined by globally recognized organizations, including:

- Committee on Publication Ethics (COPE)
- World Association of Medical Editors (WAME)
- International Committee of Medical Journal Editors (ICMJE)

Responsibilities of Authors

By submitting a manuscript, authors affirm their adherence to these **ethical guidelines**, ensuring:

- Originality, accuracy, and integrity in their work.
- Honest data presentation, avoiding data fabrication or falsification.
- **Proper citation practices** to acknowledge prior research.
- Avoidance of plagiarism, redundant publication, or any form of academic misconduct.

Responsibilities of Reviewers and Editors

Reviewers and editors play a vital role in maintaining ethical standards within EDRAAK.

- Reviewers must provide unbiased, constructive feedback and uphold confidentiality throughout the peer review process.
- Editors are responsible for making publication decisions based solely on academic merit, ensuring that the process remains free from conflicts of interest.

Handling Ethical Misconduct

In cases of suspected **ethical misconduct**, *EDRAAK* follows a **rigorous investigation process** in accordance with **COPE guidelines**. This may involve:

- Consultations with authors, reviewers, affiliated institutions, or ethics committees.
- A thorough and fair resolution process to address ethical concerns appropriately.

Commitment to Integrity and Excellence

Through this collective commitment to **ethical publishing**, *EDRAAK* fosters **trust**, **accountability**, **and academic excellence**, reinforcing its **dedication to scholarly integrity**.

Closing Statements

EDRAAK is committed to maintaining the integrity, transparency, and ethical standards of the publishing process. By adhering to globally recognized ethical guidelines, the journal fosters a culture of trust, accountability, and academic excellence within the scholarly community.

We encourage all contributors—including authors, reviewers, and editors—to actively engage in upholding ethical standards. By embracing principles of fairness, honesty, and academic rigor, the scholarly community can responsibly advance knowledge while maintaining the highest ethical standards.

These ethics policies serve as a strong foundation for promoting excellence in academic publishing while ensuring that the rights and responsibilities of all individuals in the publication process are safeguarded. *EDRAAK*'s commitment to these principles preserves the integrity of the scholarly record, contributing to the growth and credibility of the global academic community.