

TEACHING ENGLISH WITH TECHNOLOGY CODE OF CONDUCT AND MALPRACTICE POLICY

DUTIES OF EDITORS

- 1.1. Editors are accountable for everything published in their journals.
- 1.2. Editors strive to meet the needs of readers and authors.
- 1.3. Editors strive to constantly improve their journal.
- 1.4. Editors have in-house procedures to assure the quality of the material to be published, including plagiarism control for new articles.
- 1.5. Editors put freedom of expression as the primary value of each contribution.
- 1.6. Editors strive to maintain the integrity of the academic record.
- 1.7. Editors make sure business needs do not compromise intellectual and ethical standards.
- 1.8. Editors are always willing to publish corrections, clarifications, retractions and apologies when needed.
- 1.9. Editors encourage suggestions of authors, readers, international advisory board members, reviewers and editorial board members about ways of improving their journal's processes.
- 1.10. Editors are aware of research into peer review and publishing and continually reassess their journal's processes in the light of new findings.
- 1.11. Editors strive to ensure appropriate technical resources or guidance from experts (technical designers, statistical experts) needed to maintain high quality of the journal.
- 1.12. Editors support initiatives designed to reduce research and publication misconduct.
- 1.13. Editors support initiatives to educate researchers and prospective authors about publication ethics.
- 1.14. Editors assess the effects of their journal policies on author and reviewer behaviour and revise policies, as required, to encourage responsible behaviour and discourage misconduct.
- 1.15. Editors attempt to ensure that any publication appearing in the journal reflects the message of the reported article and is put in its original context.

2. RELATIONS WITH READERS

- 2.1. Readers are informed about who has funded research or other scholarly work and whether the funders had any role in the research and its publication and, if so, what this was.

- 2.2. All publications are reviewed by suitably qualified reviewers (including statistical review where appropriate), the identity of reviewers of individual articles is not revealed, a list of reviewers is published on the journal's website once a year. Reviewers are competent to judge the work and are free from disqualifying competing interests.
- 2.3. There are no non-peer-reviewed sections in *Teaching English with Technology*.
- 2.4. Editors strive to develop a transparency policy to encourage maximum disclosure about the provenance of non-research articles.
- 2.5. The journal adopts authorship system that promotes good practice and discourages misconduct (e.g. ghost and guest authors).
- 2.6. The journal adopts strict rigorous procedures to anonymise submissions from members of the journal's staff or editorial board in every stage of the publication process to receive an objective and unbiased evaluation. Readers are made aware of such cases inside published articles authored by members of the journal's staff, editorial board or board of reviewers.

3. RELATIONS WITH AUTHORS

- 3.1. Editors' decisions to accept or reject a paper for publication are based on the paper's importance, originality, clarity, cutting-edge nature of the topic, accordance with the scope of the journal, the study's validity and its relevance to the readership of the journal. No other factors, such as authors' origin, affiliation, academic title or experience play a decisive role in acceptance of manuscripts. Editorial decisions are not affected by the origins of the manuscript, including nationality, ethnicity, political beliefs, race, or religion of the authors. Decisions to edit and publish are not in any way determined by the policies of governments or other agencies outside of the journal itself.
- 3.2. Editors do not reverse decisions to accept submissions unless copyright infringement or plagiarism are identified with the submission.
- 3.3. A description of peer review process is published in the code of conduct below, and editors are ready and willing to justify any important deviation from the described processes:

Each publication undergoes a three-stage review process:

- 1) In-house review by editorial staff members to ensure accordance with the journal's scope, originality and cutting-edge nature of the presented research
- 2) Double-blind peer review by two external reviewers
- 3) In-house review by editorial staff members (only for articles with two positive
- 4) ~~1) peer reviews~~ peer reviews) to reach a final publication decision.

Since the language of publication is English, attempts are made to ensure that at least one reviewer is a native speaker of English.

Both blind reviewers have a different affiliation country than the author.

The review is made in a written form with a clear conclusion on acceptance or rejection of the submission.

The reviewing procedure and the reviewer file are published on the Journal's website at <https://tewtjournal.org/submission-guidelines/>

- 3.4. *Teaching English with Technology* has a mechanism for authors to appeal against editorial decisions. The author who wishes to appeal against the reviewing outcome needs to make a clearly justified statement and direct it to the Co-Editor-in-Chief, Dr. Christopher Alexander, at alexander.c@unic.ac.cy.
- 3.5. Editors publish submission guidelines detailing what is expected of authors. These guidelines are regularly updated and should refer to this code3.6. Editors-in-Chief respect requests from authors that an individual should not review their submission, if these are well-reasoned and practicable.

4. RELATIONS WITH REVIEWERS

- 4.1. Editors provide regularly updated guidance to reviewers on everything that is expected of them including the need to handle submitted material in confidence.
- 4.2. Reviewers are required to disclose any potential competing interests before agreeing to review a submission.
- 4.3. The journal has a system to ensure that peer reviewers' identities are protected. The identity of reviewers of individual articles is not revealed, a list of reviewers is published once a year on the journal's website for all the articles published in this year.
- 4.4. Editors strive to ensure peer review of the journal is a fair, unbiased and timely.
- 4.5. Editors have a system to ensure that material submitted to their journal remains confidential while under review.
- 4.6. Reviewers are encouraged to comment on ethical questions and possible research and publication misconduct raised by submissions as well as on the originality of submissions, possibility of redundant publication or plagiarism.
- 4.7. Editors strive to encourage academic institutions to recognise peer review activities as part of the scholarly process.
- 4.8. Editors monitor the performance of peer reviewers and take steps to ensure this is of high standard.
- 4.9. Editors develop and maintain a database of suitable reviewers and update this on the basis of reviewer performance to make sure it reflects the community for the journal. A wide range of sources beyond personal contacts are used to identify potential new reviewers.
- 4.10. Editors cease to use reviewers whose reviews are not of acceptable quality or who do not meet deadlines.

5. RELATIONS WITH EDITORIAL BOARD MEMBERS

- 5.1. Editors provide new editorial board members with guidelines on everything that is expected of them and keep existing members updated on new policies and developments.

- 5.2. Submissions from editorial board members are anonymised and subject to the standard reviewing procedure to ensure unbiased review. The editorial position is not a factor deciding about the acceptance of the article.
- 5.3. Editors-in-Chief continually strive to identify suitably qualified editorial board members who can actively contribute to the development and good management of the journal.

5.4. Editors-in-Chief regularly review the composition of the editorial board and provide guidance to editorial board members about their expected functions and duties.

5.5. The following editorial responsibilities are shared among the members of the editorial board:

- supporting and promoting the journal;
- seeking out the best authors and best work (e.g. from meeting abstracts) and actively encouraging submissions;
- reviewing submissions to the journal;
- analysing journal metrics and using such analysis to inform the decision-making process

5.6. Editors-in-Chief consult editorial board members periodically (3-4 times a year) to gauge their opinions about the running of the journal, informing them of any changes to journal policies and identifying future challenge.

6. RELATIONS WITH JOURNAL OWNERS AND PUBLISHERS

6.1. The relationship of editors to Journal publishers is based firmly on the principle of editorial independence.

6.2. Editors make decisions on which articles to publish based on quality and suitability for the journal and without any interference from the journal owner.

7. QUALITY ASSURANCE

7.1. Editors take all reasonable steps to ensure the quality of the material they publish.

8. PROTECTING INDIVIDUAL DATA

8.1. Editors obey laws on confidentiality in their own jurisdiction.

8.2. Editors protect the confidentiality of individual information obtained in the course of research or professional interactions.

9. ENCOURAGING ETHICAL RESEARCH (E.G. RESEARCH INVOLVING HUMANS OR ANIMALS)

9.1. Editors endeavor to ensure that research they publish was carried out according to the relevant internationally accepted guidelines on ethics (e.g. American Educational Research Association ethical standards:

http://www.aera.net/AboutAERA/Default.aspx?menu_id=90&id=222, British Educational Research Association ethical guidelines

<http://www.bera.ac.uk/publications/guidelines/>, American Psychological Association ethical principles: <http://www.apa.org/ethics/code/index.aspx>).

9.2. Editors seek assurances that all research has been approved by an appropriate body (e.g. research ethics committee, institutional review board) where one exists. However, such approval does not guarantee that the research is ethical.

9.3.Editors request authors' clarification on ethical aspects (such as how research participant consent was obtained or what methods were employed to ensure child student protection) if concerns are raised or clarifications are needed.

10. DEALING WITH POSSIBLE MISCONDUCT

10.1. Editors have a duty to act if they suspect misconduct or if an allegation of misconduct is brought to them, both in case of published and unpublished papers.

10.2. Editors do not simply reject papers that raise concerns about possible misconduct, instead, they are ethically obliged to pursue alleged cases.

10.3. Editors first seek a response from those suspected of misconduct. If they are not satisfied with the response, they ask the relevant employers, or institution, or some appropriate body (perhaps a regulatory body or national research integrity organization) to investigate.

10.4. Editors make all reasonable efforts to ensure that a proper investigation into alleged misconduct is conducted.

11. ENSURING THE INTEGRITY OF THE ACADEMIC RECORD

11.1.Errors, inaccurate or misleading statements are corrected immediately at the request of anyone interested in the article (author, reviewer, reader, publisher).

11.2.Editors ensure that published material is securely archived on the journal's secure server. Editors have no influence on how external databases (CEEOL, EBSCO) store articles downloaded from the journal's website.

11.3.Authors of published papers are free to republish the articles on their own websites/in university repositories/in global repositories (Academia.edu, Researchgate.net) provided clear reference and link to the original publication is given. Authors of published papers are not allowed to republish the articles in other journals without journal editors' written consent.

12. INTELLECTUAL PROPERTY

12.1.Editors are alert to intellectual property issues and strive to handle potential breaches of intellectual property laws and conventions.

12.2.Editors support authors whose copyright has been breached or who have been the victims of plagiarism.

12.3.Editors are willing to work with the publisher to defend authors' rights and pursue offenders (e.g. by requesting retractions or removal of material from websites) of articles published in *Teaching English with Technology*.

13. ENCOURAGING DEBATE

13.1.Editors encourage and are willing to consider cogent criticisms of work published in their journal.

13.2. Authors of criticised material are given the opportunity to respond. They are asked to produce their response within the period of two weeks. If they decide to do so, both the criticism and the response are published in the same issue, in that order.

13.3. Studies reporting negative results are not excluded.

14. COMMERCIAL CONSIDERATIONS

14.1. *Teaching English with Technology* has a clear policy on ensuring that commercial considerations do not affect editorial decisions. Advertisements related to technology-assisted education are placed on the landing page of the Journal's website. There is no advertising in individual articles.

14.2. *Teaching English with Technology* does not accept sponsored articles for publication. Articles may be submitted by representatives of companies, however, they are subject to the same reviewing procedure and standards as other submissions.

15. ACKNOWLEDGEMENT

This document has been based on the COPE (Committee on Publication Ethics) Code of Conduct and COPE guidelines for journal editors. These resources are available at <http://publicationethics.org/resources/code-conduct>.