

## **ETHICS POLICY FOR URBAN PANORAMA**

Urban Panorama journal is a double-blind peer-reviewed journal published bi-annually by RCUES Lucknow since 2002. This policy details out ethical behaviour of all stakeholders involved in the process of publishing articles in this journal, which include author, editors and peer-reviewers. This policy is adapted from COPE's Best Practice Guidelines.

### **Duties of Editor/s**

**The decision on the Publication of Articles:** The chief editor, technical editor and editor of Urban Panorama journal will decide which articles will be published based on the report of peer review. The validation of the work in question and its importance to researchers and readers will always underwrite such decisions. The chief editor, technical editor and editor should abide by the policies of the journal while deciding on inclusion or exclusion of an article. They have no authority to influence the reviewers who are conducting the blind peer review of the article.

**Fair Play:** Manuscripts shall be evaluated solely on their intellectual merit without regard to authors' race, gender, religious beliefs, ethnic origin, citizenship, or political philosophy.

**Peer Review:** The chief editor/technical editor/editor shall ensure that the peer-review process is fair, unbiased, and timely. The editor shall select reviewers who have suitable expertise in the relevant field. The editor/managing editor shall review all disclosures of potential conflicts of interest and suggestions for self-citation made by reviewers in order to determine whether there is any potential for bias.

**Confidentiality:** The chief editor, technical editor, editor and any other editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers and other editorial advisers.

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**Journal Metrics:** The chief editor/ technical editor/ the editor must not attempt to influence the journal's ranking by artificially increasing any journal metric. In particular, the editor shall not require that references to that (or any other) journal's articles are included except for genuine scholarly reasons and authors should not be required to include references to the editor's own articles or products and services in which the editor has an interest.

**Vigilance over the Published Record:** The editor should work to safeguard the integrity of the published record by reviewing and assessing reported or suspected misconduct. An editor presented with convincing evidence of misconduct should arrange the prompt publication of a correction, retraction, expression of concern, or other correction to the record, as may be relevant.

### **Duties of Reviewers**

**Contribution of Double-Blind Peer Review:** Double-blind peer review assists the editors to make decisions, and also assist the author in improving the article. The reviewers should not know the author's identity, as any identifying information will be removed from the manuscript before sending for review. Reviewers' comments to the editors are confidential, while comments to the authors will be made anonymous. The names of the reviewers remain strictly confidential; with their identities known only to the editor, managing editor and associate editor.

**Alertness to Ethical Issues:** Reviewers should identify relevant published work that has not been cited by the authors. Any statement that had been previously reported elsewhere should be accompanied by the relevant citation. A reviewer should also bring to the notice of the

editor/managing editor any substantial similarity or overlap between the manuscript under consideration and any other published article of which they have personal knowledge.

**Confidentiality:** Manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor. Privileged information or ideas obtained through double-blind peer review must be kept confidential and should not be used for personal advantage.

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### **Duties of Authors**

**Reporting Standards:** Authors of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the article. An article should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

**Data Access and Retention:** Authors may be asked to provide the raw data in connection with an article for editorial review, and should retain such data for a reasonable time after publication.

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**Authorship of the Article:** Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student's dissertation or thesis. Individuals who provided writing assistance, e.g. from a copy editor or specialist communications company, do not qualify as authors and should be included in the acknowledgements section.

**Corresponding Author:** The corresponding author is responsible for communicating with the journal for publication. The corresponding author should ensure that all appropriate co-authors are included in the article, and that all co-authors have seen and approved the final version of the article and have agreed to its submission for publication.

**Acknowledgement:** Proper acknowledgement of the work of others must always be mentioned. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support. Authors should cite publications that have been influential in determining the nature of the reported work.

**Acknowledgement of Funding Sources:** Sources of funding for the research reported in the article should be duly acknowledged at the end of the article and before the references.

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**Fundamental Errors in Published Works:** When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the Editor/Managing Editor and cooperate with the editors to retract or correct the article.

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