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## **ATINER's Publication Ethical Policy and Statement**

### **Prologue**

The following statement of **Publication Ethics** and **Policy** reflects ATINER's unique mission ([www.atiner.gr/mission](http://www.atiner.gr/mission)) and policy ([www.atiner.gr/acceptance](http://www.atiner.gr/acceptance)) that have been in place since the establishment of ATINER in 1995.

ATINER follows a model of publishing with specific ethical rules that draw from the classical Athens's principles of Virtue and Real Freedom of academic discourse. ATINER is a world association of academics and researchers (currently 2500 members from 116 countries), which aims the creation of an organization like **Plato's Academy** or **Aristotle's Lyceum**. Within this establishment, world academics and researchers—following a pedagogy of Virtue similar to Ancient Athens— can gather in a symposium style of small meetings to exchange research ideas and discuss future collaborations across disciplines. Real Freedom implies that all manuscripts are published and disseminated without *any* monetary and/or nonmonetary gains to the organization. Applying this principle, all ATINER's publications, including the e-journals, are open access, without any cost to the author/s (e.g., submission, processing-editing, publishing, open access fees paid by authors, open access fees paid by readers etc.). Publications are independent of the presentations made at any of the academic events (conferences, symposiums, forums, colloquiums, courses, roundtable discussions) organized by ATINER throughout the year. Most importantly, *the intellectual property rights of the submitted papers remain with the author*. All ATINER's publications are made available under the terms of the Creative Commons Attribution-NonCommercial 4.0 International (CC BY-NC 4.0).

All the journals' content is archived in ATINER's cloud system. In case the journals are no longer published, free access will be maintained and all archives will be remain available online.

ATINER does not collaborate with any private publishing company to promote its publications in a predatory or non-predatory manner. "Marketing" of ATINER's publications and activities is strictly forbidden by its constitution.

These principles of Virtue and Real Freedom are reflected in the following ethical guidelines, which are organized (a) into authors' responsibilities, (b) into the process of paper submissions and editors' responsibilities, and, (c) into reviewer's responsibilities. The section concludes with an epilogue.

### **Responsibility of Authors**



Authors are expected to submit original research (theoretical, applied, policy) that has been conducted following guidelines of ethical conduct of research. In cases where human and non-human subjects are involved, authors must submit a detailed statement explaining how they retrieved their data and information. Raw data and information must be available to the journal so that analysis can be replicated. Secondary sources of data and information must be clearly cited.

Authors are expected to adhere to principles of academic honesty. Thus, all information presented in the manuscript must be accurate and reflect the collected data. Further, authors should not submit a manuscript to another journal while it is submitted at ATINER. Authors must disclose any financial or nonfinancial conflict of interest.

Therefore, all authors are obliged to submit along with their manuscript a declaration form in which they:

- Confirm that the attached paper is an original work of the named author(s) and that neither this paper nor a similar research project has been published or considered for publication elsewhere, nor is it under review for possible publication at the time it is submitted to ATINER. In case that this is not the case or even if a paper it is accepted and such action is discovered after its publication, the paper will be retracted.
- Confirm that the author-(s) have copyright permission to submit the attached version of the paper for inclusion in one of ATINER's Publications.
- Agree to indemnify ATINER for any costs or inconvenience it incurs for violation of any copyright interest in this paper.
- Agree to inform the Managing Editor in case they have conflict of interest with editors or members of the Editorial board.
- Agree that the paper, with minor revisions as a result of the reviewing process, will be uploaded in the list of the forthcoming papers of the journal as a "draft copy not to be cited".
- Agree that only they are responsible for the material content of their publications. ATINER Staff does not have any responsibility for the substance of the publications. Any claim of forgery, fraud, copyright infringements, etc. are to be solely the responsibility of the authors. In cases of images, figures or artwork, authors must provide written permission before a manuscript is considered for publication.
- Agree to share the data that supports research publications. Research data refers to the results of observations or experimentation that validate research findings.



- Agree that as part of the blind review process, an anonymous version of the paper will be sent to ATINER's reviewers and the same copy may be uploaded to the papers under review website ([www.athensjournals.gr/review](http://www.athensjournals.gr/review)) inviting the world academic community to comment on a paper. This serves the purpose of transparency of the entire blind review process.
- The paper is uploaded firstly, as a draft-not to be cited document, in the forthcoming papers platform; authors at this point have the right to finally approve of the paper with a written communication to the Managing Editor of the journal. At this stage, mistakes and misprints can be easily corrected, which may include the full withdraw of the entire paper as well.

#### **Process of Submitting a Paper and Editors' Responsibility**

1. All papers are submitted through an online system simultaneously with an author's declaration form as already mentioned in the section titled, "Responsibility of Authors" ([www.athensjournals.gr/paper-submission](http://www.athensjournals.gr/paper-submission)).
2. The General Managing Editor of all ATINER's Publications examines whether the submission meets the basic requirements (the paper must be written in proper English; the first section of the paper should include an introduction where the aim (including scope and research question) of the paper is well defined. The last paragraph of this section must include a short outline or roadmap of the various parts of the paper which includes the introduction as the first piece; the second section of the paper should include an up-to-date literature review; methodology and discussion of the findings/results or general arguments, etc. must follow; the final section of the paper should communicate clear conclusions), assigns a code to the paper, and makes it available to the Managing Editor of the specific journal.
3. The Managing editor of the specific Journal checks the manuscript for its originality using software (unicheck) that serves that goal. In addition, the managing editor reads the paper and examines the use of proper English, presence of an abstract, keywords, references, organization etc. and informs the author (s) if something is missing.
4. If the originality and organizational requirements are met, the Managing Editor (a) informs one of the editors of the journal, and (b) recommends potential reviewers.
5. It is the Managing Editor's responsibility to make sure that the process of reviewing is done professionally (blind review by at least two independent reviewers) and promptly. Professionalism implies that there is no conflict of interest between the authors and the anonymous reviewers. The Editors and the Managing Editors ensure that there is no discrimination according to race, color, gender, nationality, ethnicity, religions, and sexual, political or ideological orientation of the author/s.



6. In many cases, the Managing Editor sends the paper to more than two reviewers. This may be when a manuscript examines a topic that is controversial or a response to a previous publication. Also, this decision is often made because ATINER believes that reviewers equally benefit from reading a paper that examines a topic in their own discipline besides benefitting an author/s with their feedback. It is quite possible that for some papers no reviewers can be found. In this case, the paper is returned to the author within six (6) months period.
7. The Managing Editor reads and compares reviewers' reports, comments, and suggestions and informs the editor who proceeds with a decision to publish or not the manuscript and notifies the author. If reviewers make a suggestion to revise and resubmit, the managing editor communicates this with the editor who then compiles suggested revisions and shares them with the author/s. In any case, the final decision rests with one of the editors of the journal.
8. The Managing Editor, members of the editorial board and reviewers shall withdraw in any case of conflict of interest concerning the author/s, or the content of a paper to be evaluated. All conflict of interest between authors, reviewers, and members of the editorial board will be avoided.
9. In case of complaints, The Managing Editor will contact the author/s in order to give her/him/them the opportunity to respond or comment on the complaint/s.
10. Misconduct of any kind is not allowed. In case of misconduct, the Managing Editor is responsible for resolving the issue. He or she can work in conjunction with the other co-editor/s, members of the editorial board and reviewers, in the field.
11. Decisions are solely based on the academic quality of the research reported in the paper. However, in many cases, authors come from non-Anglophone universities or countries, and a study that may be of good quality may not receive positive reviews because of its lack of organization and/or difficulty to clearly communicate ideas even though reviewers are guided not to reject a paper on the basis of language issues (see section on Reviewers' Responsibility). Thus, ATINER encourages authors to carefully follow the organizational guidelines for publication and carefully edit their work. ATINER, though, also scaffolds the publication of papers from non-Anglophone universities as its goal is to publish applied, country - specific research. In the past, ATINER brought together researchers – usually young researchers – who collaborated with academic members of ATINER. This scaffolding serves two purposes. First, good, quality research is published and shared with the world's academic community. Second, young researchers from non-Anglophone universities collaborate with experienced academics. ATINER gives high priority to this accomplishment. This is the mission of ATINER: To bring together researchers from



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across the world and to communicate with the world important research with implications for research and practice!

### **Reviewers' Responsibility**

1. The blind-review process that is followed at ATINER includes at least two reviewers, who read and comment on a manuscript paper. In many cases it is sent to a third or more reviewers. In cases where the referees differ in their opinion, the editor uses his/her discretion, and decides whether the paper should be accepted or rejected. All potential reviewers can refuse to evaluate a paper if they believe it addresses a topic or methodology that they are not experts to review.
2. Each reviewer completes an evaluation form but reviewers are also allowed to send separate comments. Each reviewer fills in a form with a score (See [www.athensjournals.gr/referee-report-aj](http://www.athensjournals.gr/referee-report-aj)). This guarantees the confidentiality of the entire review process.
3. In order to increase transparency, ATINER uploads an anonymous version of the paper and invites the world's academic community to comment on it before it is published. This unique transparent process serves multiple purposes. First, the authors cannot concurrently submit their work to other journals. Second, the world's academic community is aware of a paper that is under consideration at ATINER and has the opportunity to read and learn from emerging research. Third, given the real internationality of submitting authors, this open review process assures that the paper has not been published in identical or similar content in any other language.
4. Reviewers' check the clarity of language first. If a manuscript requires substantial English language editing, reviewers point this out but a paper should not be automatically rejected on the basis of poor language expression alone.
5. For each article, the reviewers must evaluate if the paper has the proper academic structure such as informative, clear and worthwhile research questions, a review of the relevant literature, reference to the methodology used, the author's contribution to the answer of research question, conclusions, and, of course, the references. It is important that the reviewers evaluate the author's demonstration of his/her knowledge of current literature on the topic being researched, as well as the methodology used in such literature.
6. If a paper is rejected, reviewers must give reasons why they have rejected it, its major shortcomings, and perhaps provide a few suggestions and reference relevant published work on the topic.

### **Summary of the Review Process**



Stage		Time
1	Codification of the submitted paper	One Week
2	Editors' Decision to proceed or not with the review: Desk Reject or Desk Accept. In this case no comments are provided to the authors.	2-3 Weeks
3	If desk accepted then (a) an anonymous version is uploaded here: <a href="https://www.athensjournals.gr/review">https://www.athensjournals.gr/review</a> and (b) the paper is sent out to at least two selected referees for blind review.	1-2 Weeks
4	The paper is under review for no more than four (4) months.	< 4 months
5	Decision is sent to authors after is checked by one of the Journal's editors.	1-2 Weeks
6	If revisions are needed, the authors are requested to revise their paper and submit a revised version along with a response letter addressed to referees.	Depends on Revisions and Authors Time
7	The revised paper is sent to reviewers and then a final decision is made. To accept or reject it	4-6 Weeks
8	If accepted, the paper is uploaded in the forthcoming list of the Journal. The forthcoming version is sent to the Journal's readers and it can be cited and circulated in the global academic community. The paper is considered as published.	One Week
<b>Total Time for the Review Process</b>		<b>six to twelve months</b>
9	The paper appears in one of the forthcoming issues of the Journal.	It depends on Editors' Publication Plans

**Epilogue**

ATINER's publication process is continuously evaluated by the academic committee of ATINER (<https://www.atiner.gr/committee>) which has appointed a Vice President of Publications. Currently this position is held by Dr Zoe Boutsoli. Zoe has been with ATINER the last 20 years. Zoe holds a B.A. in Administration from the University of West Attica, a Master degree from LSE and a Ph.D. from the University of Kent. She is assisted by four managing editors whose responsibility is to coordinate the work of editors, reviewers and authors. Zoe and the managing editors of each journal publication safeguard the strict application of ATINER's ethical publication policy.

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