

PUBLICATION ETHICS

PASAA upholds best practices to ensure that publication ethics are maintained in publishing manuscripts and that any malpractice is prevented. PASAA adheres to the following ethical practices, which are mainly based upon the Code of Conduct and Best Practice Guidelines for Journal Editors (<https://publicationethics.org/resources/code-conduct>).

The Editor

1. The editor must strive to ensure that PASAA's peer-review process is fair and unbiased.
2. The editor must ensure that a manuscript submitted to PASAA remains confidential while under review. Any information related to the submitted manuscript must not be disclosed to anyone other than the corresponding author, reviewers, potential reviewers, and other editorial board members.
3. The editor must evaluate a submitted manuscript regardless of the author's race, gender, sexual orientation, religious belief, ethnic origin, and citizenship.
4. The editor must make a decision on which manuscript to publish based upon its quality and suitability for PASAA, as well as its contributions to the fields of English language education, without any interference from the journal owner.
5. The editor must ensure that a double-blind peer review process is efficiently performed.
6. The editor must ensure that the peer review process is undertaken in a timely manner by monitoring the process regularly. This is to ensure that the author will not experience undue delays in receiving the feedback on her/his manuscript.
7. The editor and other editorial team members of PASAA must take extra precautions not to exploit their position to publish their work in PASAA. The editor must ensure that an ethical procedure for handling submissions from the editor herself/himself, or other editorial team members, is undertaken.

8. The editor must prevent any misconduct in publishing a manuscript with reference to plagiarism of other works and self-plagiarism, duplicate submissions, data fabrication, and citation manipulation.
9. The editor must ensure that any changes made to PASAA, particularly regarding its direction, scope and policy, are agreed upon by the editorial board members of PASAA. In addition, the editor is responsible for informing readers, authors, reviewers, and other editorial team members of those changes.

The Reviewers

1. The reviewers of PASAA must respect the confidentiality of the manuscripts sent to them.
2. The reviewers must provide timely feedback on the manuscript to the editor.
3. The reviewers must evaluate the manuscript in an objective fashion, express their views clearly with supporting arguments, and provide the editor with recommendations and suggestions on how the manuscript can be improved.
4. The reviewers who feel unqualified to review the received manuscript must promptly notify the editor and decline to review that manuscript.
5. The reviewers must advise the editor of any suspected misconduct related to the manuscript they are reviewing, such as issues surrounding plagiarism, data fabrication, duplicate submissions, and citation manipulation.
6. The reviewers must not use unpublished information from the manuscript disclosed in the review process in their own work, or for other academic and personal purposes, without written consent from the author and the editor.
7. The reviewers must decline to review any manuscript in which they have a conflict of interest regarding their relationships or connections with the author or the organization connected with the manuscript.

The Authors

1. The authors must declare that the submitted manuscript is an original work and does not contain data fabrication, duplicate submissions, or citation manipulation.
2. The authors must ensure that their manuscript does not plagiarize other works or contain self-plagiarism.
3. The authors must provide proper acknowledgements of research funding or those who have provided them with research support.
4. The authors must declare all relevant competing interests in conducting the research and writing the subsequent manuscript.
5. It is important to note that authorship should be restricted to those who have made a significant contribution to the conception, design, execution, or interpretation of the work submitted for consideration for publication. Those who have made such significant contributions should be listed as co-authors. In addition, the corresponding author must ensure that all co-authors have approved the final version of the manuscript and have agreed to its submission for publication.
6. The authors must be aware that it is their responsibility to have each version of the manuscript carefully edited and proofread before submission. The final version of the manuscript must be carefully edited and proofread by a native speaker of English, and this is the authors' responsibility. Any manuscript that does not meet the editorial team's expectations in terms of the quality of the English language will not be accepted for publication.
7. When the authors find an error or mistake in their own published work, it is their obligation to promptly inform the editor, as well as to cooperate with the editor, in correcting the manuscript in the form of an erratum.