

Publisher Policies

ARJ Publishing — Sub-heading wise Policy Summary — www.arjonline.org/policies

ARJ Publishing is committed to the highest standards of publication ethics, transparency, and integrity. Its policies guide authors, reviewers, and editors throughout the scholarly publishing process. Every section below is broken down into its own numbered sub-headings.

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1. Publication Ethics

1.1 Overview

ARJ Publishing follows internationally recognized standards for publishing ethics, including principles set out by the Committee on Publication Ethics (COPE). Authors, reviewers, editors, and the publisher are all expected to act with honesty, accountability, and respect for intellectual property throughout the publishing process.

1.2 Responsibilities of Authors

- Submit only original work that has not been published elsewhere, unless clearly disclosed.
- Represent data, methods, and results accurately, without fabrication or falsification.
- Properly credit all contributors and disclose funding sources and conflicts of interest.
- Secure any necessary permissions for copyrighted material, including figures and extended quotations.

1.3 Responsibilities of Reviewers

- Deliver objective, constructive, and timely review reports.
- Keep manuscript content and review materials confidential.
- Disclose conflicts of interest and decline assignments where impartial review isn't possible.
- Flag suspected ethical issues, such as plagiarism or duplicate submission, to the editorial office.

1.4 Responsibilities of Editors

- Base editorial decisions on scholarly merit, applied fairly and without bias.
- Protect the confidentiality of authors and reviewers during review.
- Investigate misconduct allegations in line with COPE guidance.
- Handle appeals, corrections, retractions, and expressions of concern transparently.

1.5 Misconduct & Corrections

ARJ Publishing investigates reported plagiarism, duplicate publication, data manipulation, and other ethical breaches. Confirmed misconduct can lead to rejection, retraction, or notification of the author's institution. Corrections, errata, and retractions are issued when errors materially affect the scientific record.

2. Peer Review Policy

2.1 Review Type

ARJ Publishing uses a rigorous double-blind peer review process, under which reviewers assess manuscripts for originality, methodological soundness, clarity, and significance to the field.

2.2 Timelines

Initial editorial screening is generally completed within 7–10 business days. The full peer review process typically takes 3–6 weeks, depending on reviewer availability.

2.3 Editorial Decisions

Following review, authors receive one of four outcomes: accept, minor revision, major revision, or reject.

3. Open Access Policy

3.1 Access Terms

All articles are made freely available to readers immediately upon publication under an open access license, supporting broad, unrestricted dissemination of research.

3.2 Article Processing Charges

Authors may be charged an Article Processing Charge (APC) upon acceptance of their manuscript.

3.3 Fee Waivers

Fee waivers and discounts are available for authors from low-income countries or those facing demonstrated financial hardship.

4. Copyright Policy

4.1 Author Rights

Authors retain copyright over their own work, while granting ARJ Publishing a license to publish, distribute, and archive the article across all formats and media.

4.2 Third-Party Material

Authors are responsible for obtaining permission for any third-party material used in their manuscripts and must provide proper attribution.

5. Privacy Policy

5.1 Data Collected

ARJ Publishing collects the personal information needed for manuscript submission, peer review, and account management, and processes it in line with applicable privacy regulations.

5.2 Data Protection

Reasonable technical and organizational safeguards are used to protect user data from unauthorized access, alteration, or disclosure.

6. Authorship Policy

6.1 Authorship Criteria

To qualify as an author, an individual is generally expected to meet criteria similar to those below:

- Made a substantial contribution to the conception, design, data acquisition, or analysis of the work.
- Drafted the manuscript or critically revised it for important intellectual content.
- Gave final approval of the version to be published and agreed to be accountable for all aspects of the work.

7. Plagiarism Policy

7.1 Screening

All submissions are screened with plagiarism detection software.

7.2 Handling of Overlapping Content

Manuscripts found to have substantial overlap with previously published work may be rejected or sent back to the authors for revision. Authors are expected to cite their own earlier work where relevant and must not republish substantially overlapping content without clear disclosure and justification.

8. Conflict of Interest

8.1 Who Must Disclose

The disclosure requirement applies to everyone involved in a submission's publication: authors, reviewers, and editors alike.

8.2 What Must Be Disclosed

Any financial, personal, or professional relationship that could reasonably be seen as influencing a person's work on a submission must be declared to the editorial office.

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