 GENERAL DUTIES AND RESPONSIBILITIES OF EDITORS (DEPUTY EDITOR IN CHIEF, EDITORIAL BOARD MEMBERS)

**Editors should be responsible for everything published in their journals. They must:**

• strive to meet the needs of readers and authors;

• constantly improve the journal;

• to ensure the quality of material that the journal publishes;

• ensure freedom of expression;

• to maintain the integrity of the scoring sheets;

• resolve business needs from compromising intellectual standards;

• to be always ready to publish corrections, clarifications, abbreviations, and apologies when needed.

**Relationship with readers**

**Readers need to inform about who sent the study and the role of investors in the study**

**Relations with authors**

• Editors should take all reasonable steps to ensure the quality of the material they publish;

• the decision of the editors to accept or reject an article for publication should be based only on the importance of the article, originality, and compliance studies under the purview of the journal;

• must be published description of the processes of expert evaluation and Editors should be ready to explain any important deviation from the described processes.

**Relations with reviewers**

• Editors should publish guidance to reviewers on all issues that face them. This manual shall be regularly updated;

• Editors should be systems to ensure that reviewers ' identities are protected — unless they have an open review system that is declared to authors and reviewers.

**The peer review process**

The editors should be systems to ensure that material submitted to their journal remains confidential while under review.

**Claims**

• Editors must perform a set of procedure to the end in the flowchart COPE;

• Editors should respond promptly to complaints and to provide a way for dissatisfied Complainants further complaints. This mechanism should be clearly outlined in the journal and include information on how to treat outstanding issues, to deal with them.

**Encouraging debate**

• Convincing criticisms of published work should be published if the editors of no compelling reason why they cannot be;

• authors of criticized material should be given the opportunity to respond.

**Duties of reviewers**

• To contribute to the decision-making process and help in improving the quality of published work, reviewing the manuscript objectively, in a timely manner;

• to maintain the confidentiality of any information provided by the editor or author. Retain or copy the manuscript;

• notify the editor of any published or submitted for publication work that is substantially similar consideration;

• be aware of any potential conflicts of interest (financial, institutional, collaborative or other relationships between the reviewer and author) and warn them of the editor.

**Duties of authors**

• Maintain accurate records of data associated with the submitted manuscript, and provide access to this data in case of reasonable requirement for entering the data into the appropriate archive or repository;

• confirm/assert that the manuscript is not considered for publication in other journals. If you use content published or submitted for publication material, to recognize it or to cite his sources. In addition, upon request, to provide the editor with a copy of any submitted manuscript that might contain overlapping or closely related content;

• confirm that all the work in the submitted manuscript is original and to acknowledge and cite content reproduced from other sources. To obtain permission to reproduce any content from other sources;

• to report any potential conflicts of interest. For example, where the author has a competing interest (real or apparent) that could be seen as providing undue influence on his or her duties at any stage of the publication;

• quickly notify the journal editor or publisher if a significant error is discovered in the publication;

• collaborate with editor and publisher to correct typographical errors (the application notice to fix, or not obliged) without notice to correct or refusal to participate in the peer review process. General duties and responsibilities of editors (Deputy Editor in chief, editorial Board members)

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• confirm that all the work in the submitted manuscript is original and to acknowledge and cite content reproduced from other sources. To obtain permission to reproduce any content from other sources;

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