

Policy Quarterly Publication Ethics & Publication Malpractice Statement

These guidelines are fully consistent with the COPE Principles of Transparency and Best Practice Guidelines and the COPE Code of Conduct. More details can be found here: <https://publicationethics.org>

We encourage the best standards of publication ethics and take all possible measures against publication malpractices. The Institute for Governance and Policy Studies takes its responsibilities as publisher seriously and we recognize our ethical and other responsibilities.

Duties and responsibilities of editors

In addition to general duties such as constantly improving the quality and integrity of the journal, striving to meet the needs of authors and readers, and encouraging academic debate, the editors accept their obligation to apply best practice to meet the following responsibilities:

Publication decisions

The editor is responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editor may be guided by the policies of the journal's editorial board, and will observe all applicable legal requirements in such matters as copyright infringement and plagiarism. The editor may confer with other editors or reviewers in making this decision.

Peer review process

An article submitted for possible publication will first be reviewed by the editor or guest editor(s). The editor may reject it out of hand either because it is not dealing with relevant subject matter for the journal, or because it is manifestly of so low a quality that it cannot be considered at all. Articles that are found suitable for review are generally then sent to an expert in the field under consideration. Referees are asked to classify the paper as publishable immediately, publishable with amendments and improvements, or not publishable. Referees' evaluations usually include an explicit recommendation of what to do with the manuscript. Referees' comments are then seen by the author. Occasionally, where the editor opts to publish the text of a major speech by a politician, senior public official or civic leader, peer review may be judged inappropriate.

Editors should be ready to justify any important deviation from the described process. Editors should not reverse decisions on publication unless serious problems are identified.

Editors should provide guidance as required to authors and reviewers on everything that is expected of them.

Fair play

The editor should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or the political philosophy of the authors. The editor's decision to accept or reject a paper for publication should be based exclusively on the paper's importance, originality and clarity, and its relevance to *Policy Quarterly's* aims.

Digital Archiving

The editor will ensure the preservation of digital access to the journal content via Victoria University of Wellington's [Open Journal System](#).

Confidentiality

The editor and editorial staff will not disclose any information about submitted manuscripts to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher. Editors will ensure that material submitted remains confidential while under review.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Editors should recuse themselves (i.e. should ask a co-editor, associate editor or other member of the editorial board instead to review and consider) from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication.

Procedures for dealing with unethical behaviour

Unethical behaviour may be identified and brought to the attention of the editor and publisher at any time, by anyone. Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations will be taken seriously and treated in the same way, until a successful decision or conclusion is reached.

The editor will take reasonable responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper, in conjunction with the publisher. Such measures will generally include contacting the author of the manuscript or paper and giving due consideration of the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies, depending on the seriousness of the alleged misconduct.

Minor misconduct might be dealt with without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations.

Serious misconduct might require application of one or more following measures:

- Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.
- Publication of a formal notice detailing the misconduct.
- A formal letter to the head of the author's or reviewer's department or funding agency.
- Formal retraction or withdrawal of a publication from the journal, in conjunction with informing the head of the author or reviewer's department
- Imposition of a formal embargo on contributions from an individual for a defined period.

Duties and responsibilities of authors

Publication and Submission fee

No fees or charges are required from authors for manuscript processing. Authors pay neither submission nor publication fees.

Open Access Policy

The journal is freely available online. Authors are required to agree with this open access policy, which enables unrestricted access and reuse of all published articles.

Reporting standards

Authors of papers 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

paper. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Review and professional publication articles should also be accurate.

Data access and retention

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Originality and plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, should ensure that this has been appropriately cited or quoted. Plagiarism in any form constitutes unethical publishing behaviour and is unacceptable.

Multiple, redundant or concurrent publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour. In general, an author should not submit for consideration in another journal a previously published paper.

Copyright is retained by authors, meaning they can decide about eventual republication of their text. The primary reference must be cited in the secondary publication.

Acknowledgement of sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

Authorship of the paper

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. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Disclosure and conflicts of interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible. Readers should be informed about who has funded research and on the role of the funders in the research.

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 journal editor or publisher and cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

Duties and responsibilities of reviewers

Contribution to editorial decisions

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper. Peer review is an essential component of formal scholarly communication. Authors who wish to contribute to publications have an obligation to do a fair share of reviewing.

Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

Confidentiality

Any 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.

Standards of objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and conflict of interest

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.