

JOURNAL OF COMMUNICATION EDUCATION (JCE) PUBLICATION ETHICS

PUBLICATION ETHICS

This is the statement of ethics for Journal of Communication Education (JCE) published by Persatuan Pendidik Komunikasi Malaysia (MACE). This statement was adapted from the principles of the Committee on Publication Ethics (COPE) and covers the code of ethics for the Chief Editor, Editorial Board Members, Reviewers and Authors.

DUTIES OF AUTHORS:

- Have the responsibility of ensuring only original work is submitted.
- Must not reproduce work that has been previously published in other journals.
- Must not submit any articles that are being reviewed or considered by the journal to other journals simultaneously.
- Are only allowed to publish their work elsewhere after receiving a formal rejection from the journal or if their request to withdraw their work is officially accepted by the journal.
- Must inform the Chief Editor or the publisher of any inaccuracy of data in their published work so that correction or retraction of article can be done.
- Should make significant contributions and be held accountable for any shortcoming in their work.
- Please refer Submission Guidelines for Authors

DUTIES OF REVIEWERS:

- Must disclose any competing interest before agreeing to review a submission.
- Can refuse to review any submission due to a conflict of interest or inadequate knowledge.
- Providing written, unbiased feedback in a timely manner on the scholarly merits and the scientific value of the work.
- Indicating whether the writing is clear, concise, and relevant and rating the work's composition, scientific accuracy, originality, and interest to the journal's readers.
- Reveal any ethical misconduct encountered while reviewing to the Chief Editor for further action.
- Should ensure the originality of a submission and be alert to any plagiarism and redundant publication.
- Must not discuss the content of the submission without permission.
- Adhere to the time allocated for the review process. Requests for extension to review the submission are at the discretion of the Chief Editor.

DUTIES OF EDITORIAL BOARD MEMBERS:

- Actively contribute to the development and the greater good of the journal.
- Act as ambassadors for the journal.
- Continuously support and promote the journal.
- Review any work assigned to them.

- Consolidating journal international reputation, recognised for their excellence and help suggest methods towards ever-increasing readership.

DUTIES OF CHIEF EDITOR:

- Evaluate manuscripts fairly and solely on their intellectual merit.
- Ensure confidentiality of manuscripts and not disclose any information regarding manuscripts to anyone other than the people involved in the publishing process.
- Has the responsibility to decide when and which articles are to be published.
- Actively seek the views of board members, reviewers and authors on how to improve/increase the image and visibility of the journal.
- Give clear instructions to potential contributors on the submission process and what is expected of the authors.
- Ensure appropriate reviewers are appointed for the reviewing process.

PLAGIARISM AND ORIGINALITY STATEMENT:

Authors should submit only original work that is not plagiarized, and has not been published or being considered elsewhere. Inclusion of fraudulent or knowingly inaccurate statements are unacceptable. Work and/or words from other publications must be appropriately cited or quoted.

The Author assure that the articles plagiarism (similarity index) is below 20%. Plagiarism implies the use another author's work without permission or acknowledgement. Plagiarism may have different forms from copying word by word to rewriting. While defining plagiarism the following definitions are taken into account:

- **Literal copying:** Copying the work word by word, in general or in parts, without permission or acknowledgement of the source. Literal copying is clearly plagiarism and is easily detected by plagiarism software.
- **Substantial copying:** Replicating substantial part of the work without permission and confirmation of the source. In determining what is "substantial", both the quantity and the quality of the copied content are relevant. Quality is measured by relative value of copied text comparing to the whole text. Where the essence of the work was copied, even not very big part of it, plagiarism is identified.
- **Paraphrasing:** Copying may be made without literal replicating, used in the original work. This type of copying is known as paraphrasing and it may be the most difficult type of plagiarism to reveal. Plagiarism in all its forms is unacceptable and will lead to immediate rejection of the paper.

All articles that are being sent must be screened for originality by authors. Submissions must be original work, the copyright to which is not already owned elsewhere. Originality, creativity and a cross-disciplinary approach or perspectives are strongly encouraged. Significant duplication of papers and parallel submissions are not allowed and, in such cases, the publisher reserves the right to withdraw publishing rights from authors and co-authors of the paper for a substantial

period of time. It is the authors' responsibility to check for possible copyright conflict with the copyright holder and agree to our Publication Ethics Statement.

REPORTING:

Authors should state their results clearly, honestly, and without fabrication, falsification or inappropriate data manipulation. The methods used in the work should be clearly and unambiguously described so that the findings can be repeated and confirmed by other researchers.

CONFLICTS OF INTEREST:

A statement on conflict of interest must be included in the manuscript if authors receive any support that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed in acknowledgement part.

AUTHORSHIP AND COLLABORATION:

Name of authors listed in a paper should be limited to those who have made a significant contribution to the manuscript. Only those who have made significant contributions should be listed as co-authors. Others who have participated in certain substantive aspects of the work must be acknowledged or listed as contributors. It is the duty of the corresponding author to ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper. All co-authors must approve the final version of the paper and agree to the version of the paper before submission.

MULTIPLE OR REDUNDANT:

Authors should not publish manuscripts describing essentially the same research output in more than one journal or primary publication. A similar manuscript should not be submitted to more than one journal concurrently as this constitutes as unethical publishing behaviour and it is unacceptable.

PUBLICATION FLOW:

The publication of the journal is semi-annually (February and August). The publication process will take approximately Two (2) to Four (4) months after the first submission to publication. However, the process of publication is depending on several factor such as: review process, authors responds in the process and correction process.

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