

AJBALS Publication Ethics & Publication Malpractice Statement

Academic Journal of Business, Administration, Law and Social Sciences (AJBALS) is committed to upholding the highest standards of publishing ethics, in full alignment with the [COPE Principles of Transparency and Best Practice in Scholarly Publishing](#). Below are the key policies we follow:

We encourage the best standards of publication ethics and take all possible measures against publication malpractices. Grossberg Publishing as its publisher, takes its duties of guardianship over all stages of publishing extremely seriously and we recognize our ethical and other responsibilities.

Duties and Responsibilities of Editors

In addition to their general responsibilities, such as continuously improving the quality and integrity of the journal, responding to the needs of authors and readers, and encouraging academic debate—editors are committed to applying best practices in fulfilling the following duties and responsibilities.

Editorial Board

The Editorial Board shall consist of recognized experts in the relevant fields. The Editor-in-Chief will provide the full names, affiliations, and updated contact information of all Editorial Board members on the journal's website.

Publication Decisions

The editor is responsible for deciding which submitted manuscripts should be published. Such decisions must be based on the validity, originality, significance, and relevance of the work to the journal's scope and readership. Editorial decisions may be guided by the policies of the Editorial Board and must comply with applicable legal requirements regarding copyright infringement, plagiarism, and libel. The editor may consult with other editors or reviewers when making publication decisions.

Peer Review Process

All journal content shall be subject to peer review. Manuscripts submitted for publication undergo a double-blind peer review process.

Submissions are first evaluated by the editors. A manuscript may be rejected at this stage if it falls outside the journal's scope or is deemed to be of insufficient quality for further consideration.

Manuscripts considered suitable for review are sent to at least two independent experts in the relevant field. Reviewers remain anonymous to one another. They are asked to evaluate the manuscript and recommend one of the following outcomes:

- Accept without revision;
- Accept with minor or major revisions;
- Reject.

Reviewers' evaluations typically include detailed comments and recommendations regarding the manuscript. These comments are shared with the author.

Editors should be prepared to justify any significant deviation from the stated review process. Publication decisions should not be reversed unless serious concerns regarding the integrity or validity of the work are identified.

Editors shall provide clear and regularly updated guidance for authors and reviewers outlining all expectations and responsibilities. Such guidance should reference and link to this publication ethics policy.

Fair Play

Editors shall evaluate manuscripts solely on the basis of their intellectual merit, without regard to the authors' race, gender, sexual orientation, religious beliefs, ethnic origin, citizenship, institutional affiliation, or political views. Decisions to accept or reject a manuscript shall be based exclusively on its originality, significance, clarity, scientific merit, and relevance to the journal's aims and scope.

Digital Archiving

The editor shall ensure the long-term digital preservation and accessibility of journal content through recognized archiving systems such as PORTICO, LOCKSS, and institutional web archives.

Confidentiality

Editors and editorial staff must not disclose any information concerning a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, editorial advisors, and the publisher, as appropriate. Editors shall ensure that all submitted materials remain confidential throughout the review process.

Disclosure and Conflicts of Interest

Unpublished material disclosed in a submitted manuscript must not be used in an editor's own research without the author's explicit written consent. Information or ideas obtained through peer review must be kept confidential and must not be used for personal advantage.

Editors should recuse themselves from handling manuscripts in which they have conflicts of interest arising from competitive, collaborative, financial, institutional, or other relationships with any of the authors, organizations, or institutions connected to the manuscript. In such cases, another editor or member of the Editorial Board should assume responsibility for the manuscript.

Editors should require all contributors to disclose relevant competing interests and should publish corrections or disclosures if conflicts of interest are identified after publication.

Procedures for Addressing Unethical Behaviour

Unethical behaviour may be identified and reported to the editor or publisher by any individual at any time. Reports should include sufficient information and evidence to allow an investigation to be initiated.

All allegations shall be treated seriously and investigated thoroughly until a final decision is reached. Every reported instance of unethical publishing behaviour shall be examined, regardless of when it is discovered.

The editor, in cooperation with the publisher, shall take appropriate action when ethical concerns arise regarding a submitted manuscript or published article. Such action may include contacting the author, requesting explanations, consulting relevant institutions, or conducting further investigations, depending on the seriousness of the allegation.

Minor misconduct may be addressed without extensive consultation. In all cases, authors shall be given an opportunity to respond to allegations.

Serious misconduct may result in one or more of the following actions:

- Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of publication standards;
- Publication of a formal notice describing the misconduct;
- Issuance of a formal letter to the author's or reviewer's institution, department, or funding agency;
- Retraction or withdrawal of the publication, accompanied by notification of the relevant institution;
- Imposition of a publication embargo on submissions from the individual for a specified period.

Duties and Responsibilities of Authors

Publication and Submission Fee

The Academic Journal of Business, Administration, Law and Social Sciences currently charges a publication fee of €400 per accepted article.

Open Access Policy

The journal provides immediate open access to all published content. Authors must agree to the journal's Open Access Policy, which permits unrestricted access and reuse of published articles.

All content is published under the terms of the Creative Commons Attribution–NonCommercial 4.0 International License (CC BY-NC 4.0). Users may copy, distribute, adapt, and build upon the material in any medium or format for non-commercial purposes, provided that appropriate credit is given to the original authors and source.

Reporting Standards

Authors should present an accurate account of the work performed and an objective discussion of its significance. The manuscript should contain sufficient detail and references to enable others to replicate the work.

Fraudulent, fabricated, or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Review articles and professional publications should also be accurate and objective, while opinion pieces should be clearly identified as such.

Data Access and Retention

Authors may be requested to provide the raw data underlying their research for editorial review. Where appropriate and feasible, authors should make such data publicly available and retain the data for a reasonable period after publication.

Originality and Plagiarism

Authors must ensure that their work is entirely original. If the work or words of others have been used, they must be appropriately cited or quoted.

Plagiarism includes, but is not limited to:

- Presenting another person's work as one's own;
- Copying or paraphrasing substantial portions of another work without proper attribution;

- Claiming results derived from research conducted by others.

Plagiarism in any form constitutes unethical publishing behaviour and is unacceptable.

Multiple, Redundant, or Concurrent Publication

Authors should not publish manuscripts describing substantially the same research in more than one journal or primary publication. Simultaneous submission of the same manuscript to multiple journals constitutes unethical publishing behaviour.

The copyright remains with the authors under the CC BY-NC 4.0 license. Authors may republish their work elsewhere, provided that the original publication in the journal is properly acknowledged and cited.

Acknowledgement of Sources

Authors must appropriately acknowledge the work of others and cite publications that have influenced the reported research.

Information obtained through private communications, correspondence, discussions, or confidential services such as peer review or grant evaluation must not be used without explicit written permission from the original source.

Authorship of the Paper

Authorship should be limited to individuals who have made substantial contributions to the conception, design, execution, or interpretation of the study.

All individuals who have made significant contributions should be listed as co-authors. Contributors who do not meet the criteria for authorship should be appropriately acknowledged.

The corresponding author is responsible for ensuring that all eligible co-authors are included, that no inappropriate authors are listed, and that all co-authors have reviewed, approved, and agreed to the submission of the final manuscript.

Disclosure and Conflicts of Interest

Authors must disclose any financial, professional, institutional, or personal conflicts of interest that could influence the interpretation or presentation of their work.

Examples include employment, consultancies, stock ownership, honoraria, paid expert testimony, patents, grants, and other funding sources.

All sources of financial support must be disclosed, and readers should be informed about the role of funders in the research.

Fundamental Errors in Published Works

When authors discover a significant error or inaccuracy in their published work, they must promptly notify the journal editor or publisher and cooperate in correcting or retracting the publication.

If a significant error is identified by a third party, authors are obligated to cooperate with the editor by providing corrections, retractions, or evidence supporting the accuracy of the original publication.

Duties and Responsibilities of Reviewers

Contribution to Editorial Decisions

Peer review assists editors in making publication decisions and helps authors improve their manuscripts through constructive feedback. Peer review is an essential component of scholarly communication, and researchers are encouraged to contribute fairly to the review process.

Promptness

Any reviewer who feels unqualified to assess a manuscript or cannot provide a timely review should immediately notify the editor and decline the review invitation.

Confidentiality

Manuscripts received for review must be treated as confidential documents. They must not be shared with or discussed with others except as authorized by the editor.

Standards of Objectivity

Reviews should be conducted objectively, professionally, and constructively. Personal criticism of authors is inappropriate. Reviewers should express their views clearly and support their assessments with reasoned arguments.

Acknowledgement of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any claim that an observation, argument, or result has been previously reported should be accompanied by an appropriate citation.

Reviewers should also inform the editor of any substantial similarity or overlap between the manuscript under review and other published works of which they are aware.

Disclosure and Conflicts of Interest

Unpublished material disclosed in a submitted manuscript must not be used in a reviewer's own research without the author's written consent. Information or ideas obtained through peer review must remain confidential and must not be used for personal advantage.

Reviewers should decline to review manuscripts in which they have conflicts of interest arising from competitive, collaborative, financial, institutional, or other relationships with any of the authors, organizations, or institutions associated with the manuscript.