

Saint Claret College, Ziro
INTERVIEWS: AN INTERDISCIPLINARY JOURNAL IN SOCIAL SCIENCES
(ISSN: 2349-400X)

ETHICS POLICY

1. *InterViews: An Interdisciplinary Journal in Social Sciences* [hereinafter referred to as “the Journal” or *InterViews*] is owned by Saint Claret College, Ziro – 791 120, Arunachal Pradesh, India. The *InterViews* is a double-blind peer-reviewed, international, interdisciplinary journal in social sciences, with one issue per year dated July, as the periodicity of publication.
2. *InterViews* is committed to honouring the ethical imperatives of research publication and hence, has a sound ethics policy in place, discussed, reviewed, and approved by the Advisory and Editorial Boards, and thereby adopted by the Management Council of Saint Claret College, Ziro.
3. The ethical policies are reviewed and updated regularly as the scope and nature of research and publication advances.
4. In order to ensure ethical imperatives of research publication, the *InterViews* consults Committee on Publication Ethics (COPE) regulations and flowcharts. Every ethical policy as applicable to research and publication in the field of social sciences has been drafted in consultation with COPE regulations and recommendations, adapted to the contextual realities and limitations of Saint Claret College, Ziro. Wherever necessary, references and links are provided to COPE flowcharts and regulations so that every stakeholder in the publication of the *InterViews* is informed of and trained in the ethical demands and procedural protocols.

A. Publication & Management Policy

5. *InterViews* has a well-articulated and streamlined **Publication and Journal Management Policy**. It can be accessed [here](#) as well as downloaded from the section on *Downloads*.

B. Submission Guidelines for Authors

6. *InterViews* welcomes scholarly and original manuscripts that explore interdisciplinary ideas in social sciences. The Journal publishes empirical, theoretical, clinical, and historical articles, short notes, review articles, and book and film reviews that facilitate constructive reflection, critique, and dialogue at

the service of contributing to knowledge that graduates to wisdom. English translation of scholarly and relevant articles previously published in another language is acceptable. Previously unpublished extended versions of social science conference proceedings are acceptable as well.

7. *InterViews* is international in scope, and articles related to any theme under social sciences are welcome. However, it actively encourages and specially welcomes research focused on the Northeast region of India, as part of the commitment of Saint Claret College, Ziro, towards furthering the quality of life in the tribal belt of Northeast India.
8. *InterViews* has a well-articulated and streamlined Submission Guidelines for authors. It can be accessed [here](#) as well as downloaded from the section on *Downloads*.

C. Conduct and Presentation of Research

9. *InterViews* accepts a research paper only if it has been conducted following the universally accepted standards of research with special care for fulfilling the specific research standards and procedures adopted by the respective professional social science research associations of the institution or country where the research was conducted.
10. *InterViews* requires the authors to ensure that the research was conducted following the sound ethical policies and procedures, especially honouring the DNH (Do No Harm) principle.
11. The research must be presented with transparency, responsibility, and accountability.
12. *InterViews* has a well-articulated, streamlined, and detailed **Research & Presentation Guidelines** for authors, included as Section B of the document containing guidelines for authors. It can be accessed [here](#) as well as downloaded from the section on *Downloads*.

D. Authorship, Contributionship, & Conflict of Interest

13. *InterViews* takes seriously ethical imperatives concerning authorship, contributionship and issues of conflict of interest. Please see the detailed policy directives regarding these areas in the Section C of the document/section dealing with guidelines for authors, which can be accessed [here](#) as well as downloaded from the section on *Downloads*.

E. Peer Review Policy and Process

14. *InterViews* follows double blind peer review policy.
15. Every full-length paper submitted is subject to plagiarism-check. On successful passing the check, the paper is sent for peer review.
16. *InterViews* has a Roaster of Peer Reviewers. A given manuscript is matched with a reviewer from the Roaster based on the goodness of fit of the subject-matter of the paper with the area of expertise of the reviewer. If no matching reviewer is available on the Roaster, a matching Reviewer outside the Roaster is sought and his or her service is requested on an ad hoc basis.
17. The Review policy and procedural details of the double blind peer review process adopted by the *InterViews* can be accessed **here**. The document can be downloaded from the section on *Downloads* as well.
18. Instructions to the Peer Reviewers can be accessed **here**. The document is available for download from the section on *Downloads*.

F. Allegations of Misconduct

19. Research and publication misconduct includes, among other things, the following: plagiarism, citation and/or reference manipulation, data falsification, data fabrication, violation of DNH (Do No Harm), ethical non-compliance, simultaneous submission, conflict of interest – related issues not revealed and accounted for, guest/gift/ghost authorships, etc.
20. Plagiarism is normally checked by the use of a recognized software. If the test fails, the manuscript is rejected. If some plagiarism is noted after the paper has been accepted, the Editor will bring it to the attention of the authors and ask them to rectify the error in ways free of plagiarism. If the author refuses to, the manuscript will be rejected.
21. For any misconduct identified, the procedural formalities as recommended in the specific flowcharts provided by COPE (Committee on Publication Ethics) will be consulted and in order to arrive at a viable solution in the given context and its limitations.
22. In all matters, respect for the dignity of the persons involved and the levels of confidentiality required by the matter will be honoured.

G. Complaints and Appeals

23. The editorial decision on the matters related to the publication of an article is final.
24. However, in case of any complaints or appeals against the editorial decision that, in the fair assessment by the in-house editorial team, has merit and needs a review, will be referred to an Appeals Committee of 3 members from the Editorial Board, chosen by the Chief Editor. The decision by the Appeals Committee will be binding.
25. If the Appeals Committee cannot resolve the issue, the Chief Editor will refer the matter to a 3-member Higher Appeals Committee chosen from the Advisory Board, whose decision will be the final word.
26. The Appeals Committee as well as the Higher Appeals Committee are free to seek advice and consultation from experts from outside the Boards.
27. In all such matters, the procedural formalities as recommended in the specific flowcharts provided by COPE (Committee on Publication Ethics) will be consulted in order to arrive at a viable solution in the given context and its limitations.
28. In all matters, respect for the dignity of the persons involved and the levels of confidentiality required by the matter will be honoured.

©2019

InterViews: An Interdisciplinary Journal in Social Sciences
Saint Claret College, Post Box 22, Ziro—791 120, Arunachal Pradesh, India.
e-mail: interviews.scc@gmail.com website: www.interviewsjournal.com