

Code of Ethics

The Journal of Science and Mathematics Education in Southeast Asia (JSMEESEA) is committed to maintaining the highest ethical standard for all parties involved in the act of publishing including the author, the editor, the reviewer and the publisher.

JSMEESEA publishing ethics is based upon the principles upheld by the Committee on Publication Ethics (COPE) standards on publication ethics.

Code of Ethics for Authors

1. 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 the 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. The corresponding author also should manage any request to add, delete or rearrange author names in an article published in an online issue.

2. Author's responsibilities:

- The authors should ensure that the manuscript submitted must be an original work, not plagiarised and not has been published elsewhere. If the authors have used the work and/or words of others, this must be appropriately cited or quoted.
- The authors should present their results clearly, honestly, and without fabrication, falsification or inappropriate data manipulation. Authors should describe their methods clearly and unambiguously so that their findings can be confirmed by others.
- The authors must not submit the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and unacceptable.
- The authors may be asked to provide raw data in connection with a paper for editorial review and should be prepared to provide public access and retain such data for a reasonable time after publication.
- The authors should include disclosure of all the relationship that could be viewed as presenting a potential conflict of interest.
- The authors should ensure that they have acknowledged all source of funding that has contributed to the publication.
- The authors should only submit papers only on work that has been conducted in an ethical and responsible manner, and that complies with relevant legislation.
- The authors should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) have approved them.
- The authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects.

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1. Editor's responsibilities:

- The editors of a peer-reviewed journal are accountable and responsible for deciding which articles submitted to the journal should be published. The editor may be guided by the policies of the journal editorial board and constrained by legal requirement as shall then be in force regarding libel, copyright infringement and plagiarism. The editor may confer with other editors or reviewers when making a decision.
- The editors should keep information pertaining to submitted manuscript confidential except to the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.
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- 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.
- The editors should be responsible for making publication decisions for submitted manuscripts.
- The editors should review suspected incidents of plagiarism.

Code of Ethics for Reviewers

1. Reviewer's responsibilities:

- The reviewers should notify the journal of any conflict of interest.
- The reviewers should keep information pertaining to the manuscript confidential.
- The reviewers must bring to the attention of the Editor-in-Chief any information that may be a reason to reject publication of a manuscript.
- The reviewers should evaluate manuscripts only for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

2. Review Process:

- JSMSEA follows a double-blind peer-review process, whereby authors do not know reviewers and *vice versa*.
- The authors should respect the confidentiality of the review process and should not reveal themselves to reviewers and *vice versa*.
- Each paper is first reviewed by the editor and, if it is judged suitable for this publication, it is then sent to two referees for double blind peer review. Manuscripts will be reviewed by the Editorial Board and at least one independent referee. Decisions regarding the publication of manuscripts will be based on the Board's recommendations. Manuscripts submitted by members of the journals' Editorial Board are subjected to the same review procedure.

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