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- Trying to report “research and publication misconduct” and submitting the related documents to editor-in-chief.

### **5. Editorial Board Responsibilities**

- Journal maintenance and quality improvement are the main aims of editorial board.
- Editorial board should introduce the journal to universities and international communities and publish the articles of other universities and international societies on their priority.
- Editorial board must not have quota and excess of their personal article publishing.
- Editorial board is responsible for selecting the reviewers as well as accepting or rejecting on article after reviewers' comments.
- Editorial board should be well-known experts with several publications. They ought to be responsible, accountable, truth, adhere to professional ethics and contribute to improve journal aims.
- Editorial board is expected to have a database of suitable reviewers for journal and to update the information regularly.
- Editorial board should try to aggregate qualified moral, experienced and well-known reviewers
- Editorial board should welcome deep and reasonable reviews, and prevent superficial and poor reviews, and deal with one-sided and contemptuous reviews.
- Editorial board should record and archive the whole review's documents as scientific documents and to keep confidentially the reviewers' name.
- Editorial board must inform the final result of review to corresponding author immediately.
- Editorial board should keep the article's contents confidentially and do not disclose its information to others.
- Editorial board ought to prevent any conflict of interests due to any personal, commercial, academic and financial relations which may impact on accepting and publishing the presented articles.
- Editor-in-chief should check each type of research and publication misconduct which reviewers report seriously.
- If a research and publication misconduct occurs in an article, editor-in-chief should omit it immediately and inform indexing databases or audiences.
- In the case of being a research and publication misconduct, editorial board is responsible to represent a corrigendum to audiences rapidly.
- Editorial board must benefit of audiences' new ideas in order to improve publication policies, structure and content quality of articles.

### **References**

1. “Standard Ethics”, approved by Vice-Presidency for Research & Technology, the Ministry of Science, Research and Technology
2. Committee on Publication Ethics, COPE Code of Conduct, [www.publicationethics.org](http://www.publicationethics.org)

### 3. Research and Publication Misconduct

Author(s) should avoid the research and publication misconduct. If some cases of research and publication misconduct occur within each steps of submission, review, edition or publication, journals have the right to legal action. The cases are listed as below:

- **Fabrication:** Fabrication is the practice of inventing data or results and reporting them in the research. Both of these misconducts are fraudulent and seriously alter the integrity of research. Therefore, articles must be written based on original data and use of falsified or fabricated data is strongly prohibited.
- **Falsification:** Falsification is the practice of omitting or altering research materials, equipment, data, or processes in such a way that the results of the research are no longer accurately reflected in the research record.
- **Plagiarism:** Plagiarism is the act of taking someone else's writing, conversation, idea, claims or even citations without any acknowledgment or explanation of the work producer or speaker.
- **Wrongful Appropriation:** Wrongful appropriation occurs when author(s) benefits another person's efforts and after a little change and manipulations in the research work, publish it on his/her own definitions
- **False Attribution:** It represents that a person is the author of a work but she/ he was not involved in the research.

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Reviewers must consider the followings:

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- Should not accept the articles which consider the benefits of persons, organizations and companies or personal relationships; also the articles which she/he, own, contributed in its writing or analyze.
- The reviewing must be carried out upon scientific documents and any self, professional, religious and racial opinion is prohibited.
- Accurate review and declaration of the article's strengths and weaknesses through a clear, educational and constructive method.
- Responsibility, accountability, punctuality, interest, ethics adherence and respect to others' right.
- Not to rewrite or correct the article according to his/her personal interest.
- Be sure of accurate citations. Also reminding the cases which haven't been cited in the related published researches.
- Avoid of express the information and details of articles.
- Reviewers should not benefit new data or contents in favor of/against personal researches; even for criticism or discrediting the author(s). The reviewer is not permitted to reveal more details after a reviewed article being published.
- Reviewer is prohibited to deliver an article to another one for reviewing except with permission of editor-in-chief. Reviewer and co-reviewer's identification should be noted in each article's documents.
- Reviewer shouldn't contact with the author(s). Any contact with the authors should be made through the editorial office.

## **Payame Noor University Research Journals' Publication Ethics**

This publication ethics is a commitment which draws up some moral limitations and responsibilities of research journals. The text is adapted according to the “Standard Ethics”, approved by the Ministry of Science, Research and Technology, and the publication principles of Committee on Publication Ethics (COPE).

### **1. Introduction**

Authors, Reviewers, editorial boards and editor-in-chiefs ought to know and commit all principles of research ethics and related responsibilities. Article submission, review of reviewers and editor-in-chief's acceptance or rejection, are considered as journals law compliance otherwise the journals have all the rights.

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- Authors should present their works in accordance with journal's standards and title.
- Authors should ensure that they have written their original works/researches. Their works/researches should also provide accurate data, underlying other's references.
- Authors are responsible for their works' accuracy.
- 

**Note 1: Publishing an article is not known as acceptance of its contents by journal.**

- Duplicate submission is not accepted. In other words, none of the article's' parts, should not carry on reviewing or publishing elsewhere.
- Overlapping publication, where the author uses his/her previous findings or published date with changes, is rejected.
- Authors are asked to have authors' permission for an accurate citation. When using ones direct speech, a quotation mark (“ ”) is necessary.
- Corresponding author should ensure that the complete information of all involved authors in the article.

**Note 2: Do not write the statement of “Gift Authorship” and do not omit the statement of “Ghost Authorship”.**

- Corresponding author is responsible for the priorities of co-authors after their approval.
- Paper submission means that all of the authors have satisfied whole financial and local supports and have introduced them.
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## Instructions to authors

- Only English and Persian manuscripts will be accepted.
- The papers should be submitted electronically with Microsoft Word 2007, only through journal website: <http://sociolinguistics.journals.pnu.ac.ir/author>. Use 11 points Times New Roman font. Illustrations [line drawings (bitmap, 1200 dpi or higher) and pictures (300 dpi or higher)] should be as Adobe files. The authors are requested to write their full names, affiliations, academic ranks, emails and telephone numbers. Correspondence of the paper should be indicated.
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- References in the text and at the end of the paper should follow APA standard.
- References should be given at the end of the paper in alphabetical order. Papers of a single author are arranged according to the year of publication. If there is more than a paper in a year, they are marked by a, b, and etc. i. e 1998a, 1998b.



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**Journal Address:** Tehran PNU, Next to Sepand st. Ostad-Nejatollahi Avenue, Tehran, Iran.

**Support Contact:**

021-88806784 Sarah Rahimi (Expert in Charge) Fax: 021-88940010

**Journal Email:** sociolinguistics@journals.pnu.ac.ir

**Journal Website:** <http://sociolinguistics.journals.pnu.ac.ir>