



Space Safety Engineering Journal: Ethics Policy for Field Editors

Duties of Field Editors

Field Editors have a responsibility to ensure an efficient, fair, and timely review process of papers submitted for publication and to establish and maintain high standards of technical and professional quality. Field Editors are key players in the journal's editorial activities. They must consider and balance the interests of many constituents, including readers, authors, publisher, and editorial board members.

Actions

Field Editors' decisions to accept or reject a paper for publication should be based on the paper's importance, originality, and clarity, and the study's relevance to the remit of the journal. Consideration should be given without regard to race, religion, ethnic origin, gender, seniority, citizenship, professional association, institutional affiliation, or political philosophy of the author(s).

All original studies should be peer reviewed before publication, taking into full account possible bias due to related or conflicting interests. This requires that the Field Editor seek advice from expert in a specific area and will send papers submitted for publication to reviewers chosen for their expertise and good judgment to referee the quality and reliability of papers. Papers may be rejected without review if considered inappropriate for the journal.

Field Editors must treat all submitted papers as confidential. The Field Editor and editorial staff shall disclose no information about a paper under consideration to anyone other than those from whom professional advice regarding the publication of the paper is sought. The Field Editors or editorial staff shall not release the names of reviewers.

Field Editors should consider papers submitted for publication with all reasonable speed. Authors should be periodically informed of the status of the review process. In cases where reasonable speed cannot be accomplished because of unforeseen circumstances, the Field Editor has an obligation to inform the Editorial Board and withdraw himself/herself from the process in a timely manner to avoid unduly affecting the author's pursuit of publication.

Field Editors transmit to the Journal's Managing Editor the papers accepted for publication.



Conflicts of Interest

Conflicts of interest arise when Field Editors have interests that are not fully apparent and that may influence their judgments on what is published.

Field Editors should avoid situations of real or perceived conflicts of interest, including, but not limited to, handling papers from present and former students, from colleagues with whom the Field Editor has recently collaborated, and from those in the same institution.

Peer Review

Peer reviewers are external experts chosen by Field Editors to provide written opinions, with the aim of assessing and, if necessary, improving the works submitted for publication. Suggestions from authors as to who might act as a reviewer are often useful, but there should be no obligation on Field Editors to use those suggested. Expert reviewers must maintain the duty of confidentiality in the assessment of a paper, and this extends to reviewers' colleagues who may be asked to give opinions on specific sections.

Field Editors should require that reviewers provide speedy, accurate, courteous, unbiased, and justifiable reports.

Dealing With Misconduct

The general principle confirming misconduct is the intention to cause others to regard as true, that which is not true. The examination of misconduct must, therefore, focus not only on the particular act or omission, but also on the intention of the researcher or author. Field Editors should be alert to possible cases of plagiarism, duplication of previous published work, falsified data, misappropriation of intellectual property, duplicate submission of manuscripts, inappropriate attribution, or incorrect co-author listing. Authors should be given the opportunity to respond to any charge of misconduct.