

The Sadbhavna Research Journal of Human Development Ethical guidelines for publication

The Publication of The Sadbhavna Research Journal of Human Development involves conscientious, systematic and comprehensive processes by publisher and editor which require to be dealt with efficiently and competently. To maintain high ethical standards of publication of quality science the publisher strives to work closely at all times with journal editors, authors and peer-reviewers.

Peer review

The Sadbhavna Research Journal of Human Development publish peer-reviewed manuscripts based on the novelty, clarity, and significance as relevant to a better understanding of the research of Education and social science and humanity . The published articles in it is a direct reflection of the authors hard work and their institute prestige and cooperation. It is therefore necessary for the author, editors, reviewers and publisher to meet the standard of the expected publication ethics and performed ethical behavior. Sadbhavna Publication takes the duties of monitoring ethical guideline at all the stages of publication. Publisher is fully committed to ensuring that revenue generated from Advertising does not have any impact on the decision on the publication of an article. Again, publication of an article is not contingent upon the author's ability to pay the charges. Neither is acceptance to pay the handling fee by the author a guarantee that the paper will be accepted for publication.

Authorship Criteria

Authorship credit should be based on the substantial contribution in conducting the study. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. The order of naming the contributors should be based on the relative contribution of the contributor to the study and preparation of the manuscript. Once the manuscript submitted, the order cannot be changed without written consent of all the contributors.

Data access and responsibility

Regardless of funding source for any manuscript containing original data, corresponding author must indicate in acknowledgement section that he/ she had full access to all the data in the study and takes responsibility for the integrity of the data and the accuracy of the data analysis• . Modified statements or generic statements indicating that all authors had such access are not acceptable.

Acknowledgment section

The acknowledgment section should be at the end of the manuscript text but before the reference section. It should include the list of contributor(s), information on author access to data, conflicts of interest including financial interests and relationships, sources of funding and support like information's. Authors should obtain written permission from all individuals

whose names included in the Acknowledgment section and the corresponding author must confirm that such permission has been obtained in the Authorship Form.

Plagiarism

Author should make clear that manuscripts submitted to the journal for consideration of publication should not be previously published anywhere either in print or electronic format. Submitted manuscript should not be under consideration by another publication or electronic medium. Copies of related or possibly duplicate materials (i.e. those containing substantially similar content or using the similar data) that have been previously published or are under consideration elsewhere are coming in the plagiarism and such manuscript will be rejected on the first step of publication.

Ethical approval of studies and informed consent

For all manuscripts reporting data from studies involving human participants or animals, formal review and approval, or formal review and waiver, by an appropriate institutional review board or ethics committee is required. For investigations involving humans, state in the Methods section whatever oral or written informed consent was obtained from the study participants. Editors may request that authors provide documentation of the formal review and recommendation from the institutional review board or ethics committee responsible for oversight of the study.

Human and Animal Rights

Published research must comply with the guidelines for human studies welfare regulations. Authors should state that subjects have given their informed consent and that the study protocol has been approved by the institute's committee on human research. The study was conducted in compliance with the ethical standards of the responsible institution.

The role of Editor and Editorial board

The role of Editorial board is most important in publication process, Editor in Chief and members of editorial board is deciding that which article should publish or which should not accept for publication. Sadbhavna Research Journal of Human Development this decision of publication is exclusively based on the academic merits of the evaluated manuscripts. Member of Sadbhavna RJHD editorial should follow below mentioned ethical guideline.

- Editor should strictly follow the guide line of IPR and should not use submitted unpublished information for their personal benefits without author consent.
- Editor decision on manuscripts should be strictly based on the scientific contents and its merits and it should not be influenced by the race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
- Any manuscript received by editorial member must be treated as confidential documents and editorial members should not discuss or disclose any information about a submitted manuscript to anyone other than the corresponding author or its authorized person. The idea or information obtained during the processing of manuscripts must be kept confidential and should not be used for personal benefits. Editor should not consider any manuscript in which they have conflict of interest resulting from competitive, collaborative, or other relationships or connections with

any of the authors, companies, or (possibly) institutions connected to the papers. Under such condition editor should declare conflict of interest.

- The idea or information obtained during the processing of manuscripts must be kept confidential and should not be used for personal benefits. Editor should not consider any manuscript in which they have conflict of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. Under such condition editor should declare conflict of interest.
- Editor should take misconduct seriously especially when ethical complaints have been received regarding the breach of confidentiality, plagiarism, non-declaration of conflicts of interest or financial disclosure, or inappropriate use of confidential material, or delay of peer review for competitive advantage.

Ethical Guidelines for reviewers

- All the reviewers are requested that before accepting to review a manuscript they should ensure the following:
The manuscript is within their **area of expertise**.
ii. They can dedicate the **appropriate time** to conduct a critical review of the manuscript.
- All the reviewers should declare their **conflict of interest** and can decline the review if conflicts exist.
- The Journal Sadbhavna Research Journal of Human Development follow the double blind review process so the manuscript and the review process should remain **confidential** during and after the review process. Reviewers should ensure it on their part.
- Review of a manuscript should be **fair** so reviews should be honest and should not influence by:-
The origin of the manuscript
ii. Religious, political or cultural viewpoint of the author
iii. Gender, race, ethnicity or citizenry of the author
- In evaluating a manuscript, reviewers should focus on the **criteria by valley international**
- Reviewers should only accept manuscript that they are confident that they can dedicate appropriate time in reviewing. Thus, reviewers should review and return manuscripts in a timely manner.