

Asian Studies: Journal of Critical Perspectives on Asia

Ethics and Publication Malpractice Statement

Asian Studies: Journal of Critical Perspectives on Asia adheres to the Committee on Publication Ethics (COPE)'s "Code of Conduct and Best Practice Guidelines for Journal Editors," a PDF of which can be viewed [here](#). Editors, authors and assigned reviewers are expected to abide by these principles in the course of their work for the journal.

Duties and Responsibilities of Authors

1. By submitting their manuscripts to *Asian Studies*, the authors attest that the said papers represent their own work, in whole or in part; are not under consideration in another publication (book or journal); and have never been published in print or electronic form. Manuscripts as part of conference proceedings or as working papers may be submitted. Unpublished papers do not have an ISBN or ISSN or DOI.
2. Authors agree to abide by the standards and peer-review guidelines set by the journal and are responsible for ensuring the accuracy and integrity of their data and research. These include properly citing materials within the manuscript and providing a complete and accurate list of references.
3. Authors are solely responsible for securing permission to use copyrighted materials, including photographs, tables, and screenshots from videos. These permissions should be stated and acknowledged within manuscripts.
4. Authors must disclose the source(s) of any funding for their research and state conflicts of interest.
5. Authors should immediately notify the editors if they find any errors in their manuscripts both during the review process and after publication. They should also help the editors provide errata and cooperate in facilitating any possible retractions.
6. Authors, especially of full-length research articles, should ensure the thoroughness of their manuscripts; as applicable, they should adequately define their theoretical framework and their methodology; provide substantial data and references for their arguments; establish the relationship between their own work and existing research; and ensure that their manuscripts are written well (in terms of grammar, organization, and sentence construction) to help expedite the review and editing process.
7. Because the journal accepts manuscripts and has readers from various disciplines, authors are advised to explain terms, concepts, approaches, frameworks, and other taken-for-granted information within their discipline. This is, among other things, for the benefit of readers whose expertise lies in another field. The general motto is "assume that your reader is intelligent, but is uninformed about the issue."

Duties and Responsibilities of Editors

1. To ensure a timely publication process, editors should acknowledge submissions; complete initial screenings; and solicit the assistance of reviewers as soon as possible. These include minimizing the back-and-forth between authors and editors while ensuring quality and timeliness.
2. Editors should abide by the review guidelines and can only depart therefrom with due justification. They must ensure a timely and fair review process.
3. Editors must ensure the confidentiality of authors' identities and manuscripts.
4. Editors must allow authors to appeal or argue against reviewers' comments, and give authors' views a fair hearing while promoting the highest quality of research.
5. Should an editor or member of the editorial staff submit a manuscript for publication, the other editors should ensure that full-length research articles undergo the standard peer-review process, while other submissions (commentaries, poems, reviews, and travel narratives) must be subject to blind review from at least one other editor.

Duties and Responsibilities of Reviewers

1. Reviewers must abide by peer-review guidelines that the editors have set, as well as by [guidelines and principles outlined by the Committee on Publication Ethics \(COPE\)](#).
2. Reviewers must maintain the confidentiality of authors' identities and manuscripts during the review process.
3. Before consenting to evaluate a manuscript, reviewers should reveal any potential conflicts of interests.

Nature of Peer Review

1. The editors will secure at least two competent reviewers for each full-length research article. If both reviews conflict, the editors assess the merits of both and reserve the right to accept or reject the manuscript, or seek the evaluation of a third reviewer.
2. The peer-review process of *Asian Studies* allows authors to raise objections to reviewers' comments and/or provide justifications and counterarguments. The editors will weigh these considerations and decide accordingly.

Last Updated: 21 July 2015; 6 August; 7 December