

## CODE OF ETHICS

Calumet – Intercultural Law and Humanities Review follows the Committee on Publication Ethics (COPE) and the related Code of Conduct and Best Practice Guidelines for Journal Editors

[<https://publicationethics.org>]

[[http://web.ccsenet.org/images/stories/myfiles/Code\\_of\\_Conduct\\_2.pdf](http://web.ccsenet.org/images/stories/myfiles/Code_of_Conduct_2.pdf)]

Calumet follows the further rules listed below

### A) The editor's (Managing Director and Editorial Board) Responsibilities

1. The editor (Managing Director) acknowledges receipt of original and not previously published manuscripts—according to, and abiding by the law on copyright—which are submitted for publication, within one working days of receipt and ensure an efficient, fair, and timely review process.
2. The editor (Managing Director and the Editorial Board) ensures that submitted manuscripts will be processed in a confidential manner, and that no content of the manuscripts will be disclosed to anyone other than the corresponding author, reviewers, and the publisher.
3. The editor (Managing Director and the Editorial Board) excludes himself or herself from processing manuscripts if he or she has any conflict of interest with any of the authors or institutions related to the manuscripts.

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4. The editor (Managing Director and Editorial Board) does not make known the names and other details of the reviewers to a third party without the permission of the reviewers.
  5. The editor (Managing Director and Editorial Board), after the peer-review, keeps the right to make the final decision on whether to accept or reject a manuscript with exclusive reference to the significance, originality, and clarity of the manuscript and its relevance to the journal.
  6. The editor (Managing Director and Editorial Board) cannot use for her/his own research any part of any data or work reported in submitted and as yet unpublished articles.
  7. The editor (Managing Director and Editorial Board) will be promptly responsive and take equitable measures when an ethical complaint occurs concerning a submitted manuscript or a published paper. In such a case, The editor (Managing Director and Editorial Board) is committed to immediately contact and consult with the author.
  8. The editor (Managing Director and Editorial Board) have to evaluate the articles proposed for publication exclusively with regard to their scientific content without any discrimination related to the authors' race, gender, sexual orientation, religion, ethnic origin, citizenship, political orientation.

## **B) The Reviewer's Responsibilities**

1. The reviewer who deems her/himself unqualified to review the assigned manuscript or declare that he or she cannot meet the deadline for completion of the review has to immediately notify The editor (Managing Director and Editorial Board) and exclude himself or herself from the process of reviewing this manuscript.
2. The reviewer has to inform The editor (Managing Director and Editorial Board) and exclude her/himself from reviewing the manuscript if there is a conflict of interest.
3. The reviewer will treat the manuscript in a confidential manner. The manuscript cannot be disclosed to or discussed with others except those authorized by the editor (Managing Director and Editorial Board) .

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4. The reviewers must approach the peer-review job objectively. S/He will evaluate the submitted articles and/or essays exclusively with regard to their scientific content without any discrimination related to race, gender, sexual orientation, religion, ethnic origin, citizenship, political orientation somehow made evident by the same texts. The reviewers Personal criticism of the author's convictions is unacceptable. The reviewer will provide a motivated evaluation of her/his judgment on the submitted texts.
  5. The reviewer cannot use for his or her own research any part of any data or work reported in submitted and as yet unpublished articles.
  6. The reviewer will immediately notify The editor (Managing Director and Editorial Board) of any similarities between the manuscript under review and another paper either published or under consideration by another journal. The reviewer must immediately call to The editor (Managing Director and Editorial Board) 's attention a manuscript containing plagiarized material or falsified data.

### **C) The Author's Responsibilities**

1. The author cannot submit the same manuscripts to multiple journals. Likewise, an author is not to submit any paper previously published anywhere to Calumet for consideration.
2. The author has to guarantee that her/his submitted works are original. If the author has used work and/or words by others, appropriate citations are required. Plagiarism in all its forms constitutes a preliminary cause for the exclusion manuscripts from acceptance by Calumet.
3. The author is required to indicate explicitly all sources that have supported the research and also declare any conflict(s) of interest.
4. The author is required to give due acknowledgement to all of those who have made contributions to the research. Those who have contributed significantly to the research are to be listed as coauthors. The author is required to ensure that all coauthors agree on the final version of the paper and its final publication.

5. The author is required to promptly inform the Calumet's editor of any obvious error in her/his already published paper and cooperate with The editor (Managing Director and Editorial Board) in retraction or correction of the paper.