***International Journal of Self-Directed Learning***

**Publication Ethics and Malpractice Statement**

**A. Statements**

**A.1. Schedule**

The *International Journal of Self-Directed Learning* (*IJSDL*) is a refereed, electronic journal founded to disseminate scholarly papers that document research, theory, or innovative or exemplary practice. It is published twice annually.

**A.2. Integrity in Research**

The *IJSDL* editor, associate editor(s), and editorial board (i.e., the “editorial staff”) are committed to upholding high standards in research honesty, design, analysis, interpretation, and reporting as well as in the protection of human subjects. Concerns or questions related to any articles (submitted or published) should be sent to the current editor or to issdl.sdlglobal@gmail.com.

**A.3. Editorial Process**

International Society for Self-Directed Learning (ISSDL) is the legal publisher of the *IJSDL* and describes fully the procedure for submitting manuscripts to be considered for publication via peer review (ISSDL, n.d.). The editorial staff will not discriminate against authors or staff members with respect to race, ethnicity, gender, country of national origin, or any other personal characteristics unrelated to their work.

Submitted manuscripts are initially reviewed by the editor who determines whether or not the manuscript supports the purpose and structure stated in ISSDL (n.d.). If support is present, the editor will select members of the editorial board (typically 2) and initiate a double-blind review process. The reviewers will consider the manuscript’s importance, purpose, soundness of method and analyses, inferences, conclusions, and structure and offer recommendations of acceptance, conditional acceptance, revision and resubmission, or rejection; based upon the reviewers’ recommendations and comments, the editor will decide how to move forward that may include more reviewers and iterative revisions working with the authors and reviewers while preserving the double-blind process.

The editorial staff is committed to academic freedom and the free exchange of ideas to as wide a readership as possible; thus, the editorial staff will not engage in censorship but rather will focus entirely on the merits of submitted manuscripts in the areas listed above. Consistent with the goal of wide dissemination, there are no publication charges associated with the *IJSDL*.

**A.4. Originality, Libel, and Harmful Infringement**

A Release and Copyright Assignment must accompany the submission that includes the following attestation signed by the corresponding author:

I represent and warrant the following: that the Contribution is original, except for material for which written permissions have been obtained; that it has not previously been published and is not in the public domain; that I have the right to enter into this Agreement and can convey the rights granted, and that the Contribution contains no libelous or unlawful material, or instructions that may cause harm or injury, that it does not infringe upon or violate any copyright, trademark, trade secret or other right or the privacy of others and that statements asserted as fact are true or based upon generally accepted professional research practices. (ISSDL, n.d., p. 10)

**A.5. Data Sharing and Retention**

Authors are obligated to make their data available to the editor upon request during the submission process, and refusal will lead to a rejection of the submission. After publication, authors should archive their data for 5 years and be prepared to make these data available for confirmatory analyses by qualified researchers.

**A.6. Retractions and Corrections**

The editorial staff is committed to the integrity of the *IJSDL*; thus, errors in published articles will be addressed either by retraction or correction based upon the circumstances related to the error and its cause. The editor is responsible for addressing errors that come to his or her attention and involving other members of the editorial staff or the ISSDL board of directors as he or she deems necessary.

**A.7. Archival**

The ISSDL is committed to making available online all volumes of the *IJSDL*. If the *IJSDL* no longer produces new volumes, published volumes will remain available online for as long as the ISSDL maintains its website.

**B. Requirements**

The *IJSDL* adheres to the *Publication Manual of the American Psychological Association* (American Psychological Association, 2010); thus, the following requirements reflect the ethical guidelines provided in this manual (pp. 12-20) in order to define and avoid publication malpractices.

**B.1. Author Requirements**

B.1.1. Only use data from scientific research for analyses.

B.1.2. Make data available to the editor upon request.

B.1.3. Conduct analyses correctly.

B.1.4. Objectively present the results of analyses without modification or delimitation used to support or present a biased perspective.

B.1.5. Present original results.

B.1.6. Only submit unpublished manuscripts for publication consideration. Note that master’s theses and doctoral dissertations are generally considered unpublished; however, associated manuscripts must explicitly indicate the academic provenance.

B.1.7. Only submit for publication consideration manuscripts not under consideration elsewhere.

B.1.8. A manuscript submitted for publication consideration should typically represent a distinct research study; exceptions should be requested from and approved by the editor at the time of submission.

B.1.9. Plagiarizing the work of others or the published work of oneself is prohibited.

B.1.10. Protect requisite confidentiality or anonymity of persons or settings.

B.1.11. Include and order a manuscript’s authors to reflect the substance and extent of contributions.

B.1.12. Adhere to the *IJSDL*’s published submission guidelines (ISSDL, n.d.).

B.1.13. Adhere to the “Ethical Compliance Checklist” (American Psychological Association, 2010, p. 20).

B.1.14. Immediately communicate to the editor any manuscript errors identified during the vetting process or after publication.

B.1.15. Gain approval from the ISSDL board of directors before reproducing in whole or in part an article published in the *IJSDL*.

**B.2. Reviewer Requirements**

B.2.1. Conduct objective, fair, and timely reviews that promote academic freedom.

B.2.2. Recuse oneself if an objective, fair, or timely review is self-determined as improbable.

B.2.3. Protect submitted manuscripts and any associated details from disclosure.

B.2.4. Discuss any issues with the vetting process solely with the editor.

B.2.5. Make publication recommendations in the best interest of the *IJSDL*.

**B.3. Editor Requirements**

B.3.1. Adhere to the *IJSDL*’s published submission guidelines (ISSDL, n.d.).

B.3.2. Assign reviewers from the editorial board fairly.

B.3.3. Facilitate an objective, fair, and timely vetting process.

B.3.4. Protect submitted manuscripts and any associated details from disclosure.

B.3.5. Give substantive academic deference to the reviewers.

B.3.6. Facilitate the improvement of submitted manuscripts via the vetting and editing processes.

B.3.7. Edit manuscripts appropriately for substance, grammar, and adherence to the American Psychological Association (2010) guidelines.

B.3.8. Discuss any issues with the editorial process solely with the ISSDL board of directors, its chairperson, or its members as deemed appropriate.

B.3.9. Make publication decisions in the best interest of the *IJSDL*.

**References**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

International Society for Self-Directed Learning. (n.d.). *Manuscript submission guidelines*. Retrieved from https://6c02e432-3b93-4c90-8218-8b8267d6b37b.filesusr.com/ugd /dfdeaf\_a655600d7f57460c9c89b24dcef948af.pdf