

Publication Ethics and Publication Malpractices Statement

Our publication ethics and malpractice statement is based on the guidelines for journal editors developed by the Committee on Publication Ethics (COPE).

Manuscripts submitted to *Institutionalized Care: Explorations and Beyond* (ICEB) are evaluated entirely on the basis of their academic merit and on basis of the scope of the journal. We ensure that the highest standards of publication ethics are maintained and cases of malpractices do not occur in the publication of articles in the journal. All the authors who submit papers to our Journal attest that their work is original and unpublished and is not under consideration for publication elsewhere. In addition, authors confirm that their paper is their own original work, that has not been copied or plagiarized, in whole or in part, from other works and if the authors have used the works of others the same has been appropriately cited or quoted.

Duties / Responsibilities of Editors

Confidentiality

The editors and editorial board ensure that they not disclose any information about the submitted manuscript to anyone other than the corresponding author and the peer reviewers before the manuscript is accepted for publication.

Peer review

The editors ensure that all manuscripts submitted for publication will be reviewed by experts from the field. However, the final decision of the publication of a manuscript will rest in the hands of the Editor-in-Chief, who will evaluate the manuscript, keeping in mind the peer reviewer's suggestions, on the basis of the validity of the work in question, its importance to researchers and readers, and its contribution to the field of work, in this case, alternative care of children. The anonymity of the peer reviewer shall be maintained, with no information regarding their identity intimated to the authors.

Fair play in evaluation of manuscripts

The evaluation of manuscripts is made on the basis of their scholarly and intellectual content without having regard to the nature of the authors or the institution including gender, race, religious belief, ethnic origin, citizenship, or political philosophy of the authors. The journal follows a policy of fair play in its editorial evaluation.

Conflict of interest

The editors are expected to exercise caution and ensure that they have no conflict of interest with respect to the articles they accept/reject. The editors and editorial board will

not use any unpublished information in a manuscript received by the journal for their own research purposes without the written consent of the author.

Duties / Responsibilities of Reviewers

Confidentiality

Editorial decisions are based on peer review. The reviewers are expected to maintain absolute confidentiality with regard to the contents of manuscripts.

Objectivity in Review

The reviews are to be conducted objectively and the referees are expected to express their views clearly with supporting reasons. The reviewers should have no conflict of interest with the authors and the subject matter of the research. The information or ideas obtained through peer review are of a privileged nature and must be kept confidential and not used for personal advantage. Reviews should be conducted objectively and observations formulated clearly with supporting arguments so that authors can use them for improving the manuscript. Personal criticism of the authors is inappropriate.

Contribution to Editorial Decisions

Peer reviewers are expected to contribute to editorial decisions regarding publication of manuscripts as well as provide feedback to authors for improving their manuscripts. The peer reviewers have the right to decline the invitation to peer review if they feel the content is beyond their area of expertise and if they will not be able to complete the peer review process in the stipulated time period.

Duties/Responsibilities of the Authors

Originality and Standards of Reporting

Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of the significance of the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective pieces should be clearly identified as such. The paper should contain sufficient details of the literature and references for others to replicate, if required.

Plagiarism

Authors are required to ensure that the submitted work is original and has not been published elsewhere, and if the authors have used the work of others the same has been appropriately cited or quoted. Plagiarism takes many forms, from "passing off" another's paper as the author's own, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism

in all its forms constitutes unethical publishing behaviour and is unacceptable. Applicable copyright laws and conventions are required to be followed. Copyright materials should be reproduced only with permission and due acknowledgement.

Authorship of Manuscript

It is expected that all the authors have significantly contributed to the research. Authorship should be limited to those who have made a significant contribution to the paper which is submitted for publication. All those who have made significant contributions should be listed as co-authors.

Acknowledgment of Sources

Others who have participated in certain substantive aspects in the development of the paper should also be acknowledged. Only persons who meet these authorship criteria should be listed as authors in the manuscript as they must be able to take public responsibility for the content: (i) made significant contributions to the conception, design, execution, data acquisition, or analysis/interpretation of the study; and (ii) drafted the manuscript or revised it critically for important intellectual content; and (iii) have seen and approved the final version of the paper and agreed to its submission for publication. The corresponding author is required to ensure that all co-authors are included in the paper, and that the co-authors have seen and approved the final version of the paper and have agreed to its submission for publication. Upon discovery of any significant error in the published work, it is the responsibility of the authors to promptly notify the editors and cooperate in the retraction or correction of the paper.

Peer Review

Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, patient consents and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.