

Publication Policy for Urban India

Urban India journal published by NIUA since 1981 maintains high standards of ethical behaviour at all stages of the publication process. This Publication Ethics Policy is adapted from Committee on Publication Ethics (COPE) Best Practice Guidelines.

Basic Principles to which all stakeholders involved in the publication process of the journal should adhere are as follows:

Accountability: Editor and Managing Editor are accountable for quality of the article. This includes having measures in place (internal and external review process) to assess the quality of the article they accept for the publication and a willingness to publish corrections and clarifications when required.

Decision on Publication: Editor and Managing Editor should make decisions to publish an article based on the suitability for the journal, quality of an article and based on the report of peer review.

Guidance: Editor/Managing Editor should provide guidance to authors (guideline for manuscript submission) and reviewers (peer review policy) on everything that is expected of them.

Peer review process: A description of model of peer review processes should be published (peer review policy), and editors should be ready to justify any important deviation from the described processes. Editor/Managing Editor should follow the systems to ensure that peer reviewers' identities are not disclosed.

Fair Play and Confidentiality: Editor/Managing Editor should handle submissions in a fair, unbiased and timely manner and treat all manuscripts as confidential.

Editorial Board: Editor/Associate Editor should provide new editorial board members with guidelines on everything that is expected of them and should keep existing members updated on new policies and developments.

Conflicts of Interest: Editor should have systems for managing their own conflicts of interest as well as those of their staff, authors, reviewers and editorial board members.

Conference Proceedings: The journal consider submissions containing material that have been published in a conference proceedings paper. However, the submission should provide a substantial extension of results, methodology, analysis, conclusions and/or implications over the conference proceedings paper; the final decision on what constitutes a substantial extension is to be made by the editor. Authors must provide details of the conference proceedings paper. Authors must obtain all necessary permissions to re-use the material from conference organizers.

Misconduct: Editors should be guided by COPE flowcharts in cases of suspected misconduct (including plagiarism) or disputed authorship. The journal reserves the right to contact funders, journals and the authors' institutions in cases of suspected research or publishing misconduct.

Plagiarism: When a large part of text have been cut-and-pasted without appropriate and clear attribution it will be considered as plagiarism. Such manuscripts would not be considered for publication in the journal. Appropriate attribution and citation should be given not only in case of verbatim reuse of text, but also during paraphrasing and summarising the work of others.

- **Self Plagiarism:** "Text recycling" or reuse of parts of text from an author's previous research publication is a form of self-plagiarism. Here too, appropriate citation is necessary to avoid creating a misleading perception of unique contribution for the reader.
- **Duplicate publication:** When an author reuses substantial parts of his or her own published work without providing the appropriate references will be considered as duplicate publication. This can range from publishing an identical paper in multiple journals, to only adding a small amount of new data to a previously published paper. The editor will assess all such cases on their individual merits.
- **Plagiarism becomes evident post-publication:** Editors may retract the publication depending on the degree of plagiarism, context within the published article and its impact on the overall integrity of the published study.

Publishing Corrections, Retraction: Journal have a duty to publish corrections when errors could affect the interpretation of data or information, whatever the cause of the error (i.e. arising from author errors or from editorial mishaps). Likewise, journal should publish

'retractions' if work is proven to be fraudulent, or 'expressions of concern' if editors have well-founded suspicions of misconduct.

Contributor's Agreement: The contributor's agreement set out terms and conditions for publication of an article in the journal. The corresponding author on behalf of all co-authors will sign an agreement with NIUA.

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