

Statement of Ethics

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- By submitting a work to *Social Affairs*, an author agrees that the work is original, and has not been published/submitted for publication elsewhere. In cases of contribution by invitation, this rule may not strictly apply
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- Sources of funding (if any) should be acknowledged in the 'Acknowledgements' section

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- Editors of *Social Affairs* shall under all circumstances facilitate an unbiased and prompt review process for all submissions indiscriminately
- The editors are bound to provide authors with any information pertaining to their manuscripts except the names of reviewers. Such accessibility will improve author trust in the journal
- The editors shall not make arbitrary decisions regarding manuscripts. All manuscripts are entitled to a prompt and competent review process, a right which the editors acknowledge. In cases of academic misconduct in a submitted manuscript, however, it shall be in the editors' discretion to reject or ask for revisions in a manuscript from the relevant author/s. Please see

the previous section for a more detailed description of the procedure involved in cases of plagiarism

- In the event that an editor wishes to submit his/her own work to the journal, another sufficiently qualified person shall temporarily assume editorial responsibilities of said submission. Such an author should expect no more information than is made available to all other authors. No privileged access to the review process will be accommodated
- The editors shall maintain the confidentiality of all unpublished documents as well as all personnel involved in the review process. Until such time as they are published, all accepted manuscripts shall also enjoy complete and uncompromised privacy
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- The editors shall not use content in unpublished submissions (either rejected manuscripts or supplementary files) in their own work without securing permission from the original author

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- In the event of lack of time/expertise or other difficulty with regard to reviewing a manuscript, the reviewer shall promptly return the manuscript to the editors
- All reviewers shall protect the confidentiality of the documents they have been entrusted with
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- In case of rejecting a manuscript, the reviewer shall provide the editors with a detailed commentary that would be passed on to the author in order that s/he may improve the quality of his/her research efforts in future. This code shall also be observed in instances where significant changes in manuscripts are required for acceptance
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