

## ***Peer-Review Process***

The peer-review process consists of the following steps:

1. Authors submit their manuscript via email to the **Graduate School & Center for Research & Innovation (GRS-CRI)**.
2. The **GRS-CRI** acknowledges receipt of the manuscript and assigns a manuscript ID for future correspondence.
3. **Editorial team** determines whether the manuscript fits well with the scope of the journals. If so, the manuscript will be submitted for comment to at least 2 reviewers (subject matter experts) for comment. CJBPP uses a double-blind peer review process where both reviewers and authors do not know each other. If the editorial team believes that the manuscript does not fit the scope, a rejection email will be sent to the authors within 2 weeks.
4. Reviewers are usually **given four** weeks. However, at some point, we extend the submission deadline, if requested. Once the feedback is received, the **editorial team** compiles all comments. After a discussion with the **reviewers**, the **editorial team** submit all comments to the authors with a decision (minor, major or reject). In case of no clear decision (for example, 1 accept, 1 reject), the **editorial team** decides to submit the paper to another (3rd) reviewer.
5. Once a revision is received from the authors, the **editorial team** forwards the revised manuscript to the reviewers for their feedback. The process continues until the referees are satisfied.
6. Based on the recommendation of the referees, the **advisory board and editor-in-chief** jointly decides and informs the author(s) about the final decision. If accepted, the final manuscript version will be submitted to the **editorial team** for formatting in accordance with the guidelines.
7. **Editorial team** contacts authors to check the final proof before publishing it online. The process will continue until all issues/corrections are addressed.
8. The **editorial team** will then upload and publish the article and officially notify the authors.

## ***Publication Ethics and publication malpractice***

In the submission process to CJBPP, authors must comply with the following **set of guidelines**:

### *Authorship*

- Every author listed on a journal article should have made a significant contribution to the work reported (in terms of research conception or design, or acquisition of data, or the

analysis and interpretation of data). As an author or co-author, you share responsibility and accountability for the content of your article. Author(s) need to avoid:

- **Gift (guest) authorship:** where someone is added to the list of authors who has not been involved in writing the paper.
- **Ghost authorship:** where someone has been involved in writing the paper but is not included in the list of authors.
- CJBPP requires that authors list no more than two affiliations. A third affiliation may be considered in exceptional cases, but this will necessitate a detailed verification process, which could significantly delay the publication process. Therefore, authors are strongly encouraged to limit their affiliations to two to avoid unnecessary complications.
- CJBPP does not allow authors to amend their affiliation details after the initial submission. The affiliation or institution information provided should accurately reflect where the research was conducted at the time of submission. Additionally, changes in authorship (such as adding a new author or altering the author sequence) may not be possible, as these changes must comply with COPE guidelines and may require investigation before approval. No changes will be made once the paper is accepted.

### *Plagiarism*

- When somebody presents the work of others (data, words or theories) as if they were his/her own and without proper acknowledgement.
- When citing others' (or your own) previous work, please ensure you have:
- Clearly marked quoted verbatim text from another source with quotation marks. Attributed and referenced the source of the quotation clearly within the text and in the Reference section.
- Obtained permission from the original publisher and rights holder when using previously published figures or tables.

### *Self-plagiarism.*

- Self-plagiarism is the redundant reuse of your own work, usually without proper citation. It creates repetition in the academic literature and can skew meta-analyses if the same sets of data are published multiple times as “new” data.
- If you're discussing your own previous work, make sure you cite it. CJBPP uses Turnitin to screen for unoriginal material. Authors submitting to a CJBPP should be aware that their paper may be submitted to Turnitin at any point during the peer-review or production process.
- Any allegations of plagiarism or self-plagiarism made to a journal will be investigated by the editor of the journal. If the allegations appear to be founded, all named authors of the paper will be contacted and an explanation of the overlapping material will be requested.

- Journal Editorial Board members may be contacted to assist in further evaluation of the paper and allegations. If the explanation is not satisfactory, the submission will be rejected, and no future submissions may be accepted (at our discretion).

#### *Data fabrication / falsification*

It is essential that all data is accurate, and representative of your research. Data sharing is more and more prevalent, increasing the transparency of raw data. Some journals request that raw data is uploaded as a supplemental file for publication (you can check the instruction for authors to see if this is the case on the journal you are submitting to). CJBPP encourages you to submit your supplemental data with your article. Cases of data fabrication/falsification will be evaluated by the editor of the journal. Authors may be contacted to provide supporting raw data where required. Journal Editorial Board members may be contacted to assist in further evaluation of the paper and allegations. If the explanation is not satisfactory, the submission will be rejected, and no future submissions may be accepted (at our discretion).

#### *Conflicts of interest*

It is very important to be honest about any conflicts of interest, whether sources of research funding, direct or indirect financial support, supply of equipment or materials, or other support. Remember to declare it when you submit your paper. If a conflict of interest is not declared to the journal upon submission, or during review, and it affects the actual or potential interpretation of the results, the paper may be rejected or retracted.