

## **BCES CONFERENCE BOOKS EDITORIAL POLICIES**

The following editorial policies outline the responsibilities and requirements for 1) authors, 2) editors, 3) reviewers, and 4) the publisher to ensure the integrity, quality, and ethical standards of the conference proceedings entitled *BCES Conference Books*. These policies are designed to promote transparency, fairness, and academic excellence.

1. Responsibilities of Authors
2. Responsibilities of Editors
3. Responsibilities of Reviewers
4. Responsibilities of the Conference Organizer & Publisher

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### **1. Responsibilities of Authors**

Authors are expected to adhere to the following standards:

1. *Originality and Plagiarism*: Papers must be original and must not have been published elsewhere or be under consideration. Proper acknowledgment of the work of others must be provided, and any form of plagiarism, including self-plagiarism, is strictly prohibited.
  2. *Data Integrity*: Provide accurate and reliable data. Fabrication, falsification, or misrepresentation of data is strictly prohibited.
  3. *Authorship and Contributions*: All listed authors must have made significant contributions to the research and approved the final version of the manuscript. Any individuals who contributed to the work but did not meet the criteria for authorship should be acknowledged appropriately.
  4. *Disclosure of Conflicts of Interest*: Authors must disclose any financial, personal, or professional conflicts of interest that could influence the research or its interpretation.
  5. *Ethical Approval and Consent*: Research involving human subjects or sensitive data must comply with ethical standards and include appropriate approvals, consent forms, or permissions.
  6. *Timely Corrections and Retractions*: Authors are obligated to respond promptly to reviewer comments and submit revised manuscripts within the specified deadlines.
  7. *Technical Requirements*: Authors must write their papers according to the BCES Conference Books paper requirements and BCES citation and reference style.
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## 2. Responsibilities of Editors

Editors have a vital role in maintaining the credibility of the conference proceedings. Their responsibilities include:

1. *Fair and Objective Evaluation*: Editors must evaluate papers based on their academic merit, regardless of the author's race, gender, nationality, religion, or institutional affiliation.
  2. *Confidentiality*: Editors must maintain the confidentiality of all submitted manuscripts and review processes, sharing information only with those involved in the evaluation process.
  3. *Conflict of Interest*: Editors must disclose any potential conflicts of interest and recuse themselves from handling papers where such conflicts exist.
  4. *Transparency and Accountability*: Editors must ensure the peer-review process is transparent, fair, and timely. They should provide clear feedback to authors and justify editorial decisions.
  5. *Ethical Oversight*: Editors must address any ethical concerns, such as plagiarism, data fabrication, or duplicate submission.
  6. *Timeliness*: Editors ensure the timely processing of papers, including prompt assignment of reviewers, communication with authors, and adherence to publication deadlines.
  7. *Quality Control*: Editors ensure that all accepted papers meet the academic and technical standards of the conference and are free from significant errors or omissions.
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## 3. Responsibilities of Reviewers

Reviewers play a crucial role in maintaining the quality of the conference proceedings. Their responsibilities include:

1. *Constructive and Timely Feedback*: Reviewers must provide objective, constructive, and timely feedback to help authors improve their work.
  2. *Confidentiality*: Reviewers must treat all manuscripts as confidential documents and not share or use the information for personal gain.
  3. *Conflict of Interest*: Reviewers must disclose any conflicts of interest and decline to review submissions where such conflicts exist.
  4. *Ethical Concerns*: Reviewers should alert the editor to any ethical issues, such as plagiarism, data fabrication, or duplicate publication, that they identify during the review process.
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## 4. Responsibilities of the Conference Organizer & Publisher

The Bulgarian Comparative Education Society (BCES) is the organizer of the BCES Annual International Conference and is the publisher of BCES Conference Books. The BCES is responsible for facilitating the editorial process and ensuring the overall success of the proceedings. The BCES responsibilities are:

1. *Ensuring Integrity:* The BCES must ensure that the proceedings adhere to ethical standards and best practices in scholarly publishing.
  2. *Clear Guidelines for Authors:* The BCES must provide clear and comprehensive guidelines for authors, including paper requirements, submission deadline, and review process.
  3. *Supporting Editors and Reviewers:* The BCES must provide resources and guidance to editors and reviewers to facilitate a fair and efficient review process.
  4. *Accessibility and Archiving:* The BCES must ensure that the proceedings' content is accessible to the academic community and archived for long-term preservation.
  5. *Addressing Ethical Issues:* The BCES must cooperate with editors to address ethical concerns and take appropriate action, including issuing corrections, retractions, or expressions of concern when necessary.
  6. *Timely Publication:* The BCES ensures that the proceedings are published on time and made accessible to the academic community.
  7. *Quality Assurance:* The BCES monitors the overall quality of the proceedings and ensures that all accepted papers meet the conference's standards.
  8. *Communication:* The BCES maintains clear and consistent communication with authors, editors, and reviewers throughout the process.
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By adhering to these editorial policies, authors, editors, reviewers, and the BCES contribute to the advancement of knowledge and the integrity of academic research. The BCES Conference Books Editorial Policies are subject to periodic review and updates to reflect evolving best practices in scholarly publishing.

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