



Author Standards of Conduct and Responsibilities

A publication-style guide for authors and prospective authors engaging with Koozakar journals, projects, and scholarly initiatives

At Koozakar, authors are treated as valued contributors to the scholarly record. Alongside the rights and protections extended to authors, we also expect a high standard of professional conduct, integrity, responsiveness, and collaboration. The responsibilities below are intended to promote a fair, constructive, and mentorship-driven publishing culture that benefits authors, editors, reviewers, and the wider academic community.

Authors and prospective authors are expected to:

1. Submit original work that is their own, properly attributed, and not knowingly plagiarized, fabricated, falsified, or misleading in substance or presentation.
2. Ensure that all listed authors have made a meaningful scholarly contribution to the work and have reviewed and approved the version submitted to Koozakar.
3. Provide accurate author information, affiliations, contact details, funding statements, acknowledgements, conflict-of-interest disclosures, and any other required submission metadata.
4. Confirm that the manuscript is submitted to an appropriate Koozakar journal or outlet whose scope, standards, and editorial expectations align with the subject matter of the work.
5. Respect the editorial process by responding professionally, truthfully, and on time to requests for clarification, revision, formatting adjustments, ethical documentation, or post-acceptance corrections.
6. Treat editors, reviewers, editorial assistants, and publishing staff with courtesy, even where they disagree with an editorial decision or reviewer observation.
7. Receive reviewer and editorial comments in good faith and engage them seriously, thoughtfully, and respectfully when preparing revised manuscripts and response sheets.
8. Avoid duplicate submission, redundant publication, salami slicing, or simultaneous submission of substantially similar work to multiple journals unless transparently disclosed and permitted.
9. Obtain and retain all necessary ethical approvals, permissions, participant consents, image permissions, data permissions, and institutional clearances relevant to the research.
10. Present data, methods, analyses, and interpretations honestly and sufficiently so that the work can be evaluated on its scholarly merit.
11. Acknowledge the limits of the study where appropriate and avoid exaggerated claims, unsupported conclusions, or misleading representations of novelty, impact, or certainty.
12. Cooperate with reasonable editorial requests for copyediting, formatting, language polishing, metadata completion, figure quality improvement, reference correction, and final proof review after acceptance.



- 13.** Respect deadlines communicated during revision, proofing, copyright, invoice, or publication processing stages, or communicate early if an extension is genuinely needed.
- 14.** Disclose the use of artificial intelligence, third-party editorial assistance, translation support, or technical services where such disclosure is relevant to transparency and authorship integrity.
- 15.** Promptly notify the editorial office if they discover a major error, omission, authorship problem, ethical issue, or correction that may materially affect the paper before or after publication.
- 16.** Respect the confidentiality of peer review materials, correspondence, editorial files, and unpublished comments shared during the assessment process.
- 17.** Recognize that mentorship-driven publishing is not a substitute for scholarly responsibility; authors remain responsible for the intellectual quality, accuracy, and integrity of their own work.
- 18.** Contribute to a culture of fair knowledge production by valuing constructive revision, scholarly humility, collaboration, and the long-term impact of research beyond publication alone.

Closing note

Koozakar believes that publishing is both a scholarly responsibility and a developmental journey. For that reason, we uphold standards while also making room for mentorship, editorial refinement, and meaningful academic growth. Authors who engage this process with professionalism and integrity help build a stronger culture of credible, inclusive, and impactful scholarship.