

EDITORIAL RESPONSIBILITIES AND GUIDELINES

At Koozakar, our editors and guest editors play a vital role in upholding the integrity, transparency, and quality of our publishing process. Editors are entrusted with managing peer review, ensuring ethical compliance, and fostering open, respectful communication between authors and reviewers.

The following guidelines outline the core expectations and responsibilities for all Koozakar editorial roles, including Editors, Guest Editors, and Editors-in-Chief.

General Responsibilities for All Editors

1. Uphold Integrity

Editors must maintain the highest standards of research, integrity and professional ethics. They should ensure that all editorial decisions are objective, unbiased, and based solely on the quality and relevance of the research. Confidentiality must be always protected — including manuscript content and reviewer identities.

2. Manage the Peer Review Process

Editors are responsible for overseeing the entire peer review process, including pre-screening manuscripts, assigning qualified reviewers, monitoring review progress, and making final or recommended decisions. They should ensure that all reviews are fair, timely, and constructive.

3. Ensure Ethical Standards

Editors must verify that all submissions comply with ethical and scientific standards. This includes reviewing conflict-of-interest disclosures, ensuring appropriate human or animal research approvals, and addressing any suspected research misconduct in line with COPE (Committee on Publication Ethics) guidelines.

4. Maintain Confidentiality

All materials submitted for review are strictly confidential. Editors must not share manuscripts or reviewer reports beyond those directly involved in the process, nor should reviewer identities be disclosed without explicit consent.

5. Avoid Personal Use

Editors must not use or share unpublished data, results, or interpretations from submitted manuscripts for personal, academic, or professional advantage.

Specific Guidelines for Koozakar Editors

- **Provide Clear Feedback:** Offer authors specific, constructive, and respectful reasons for any editorial decision, particularly in cases of rejection.
- **Communicate Promptly:** Ensure timely communication with authors and reviewers and finalize editorial decisions promptly after receiving reviewer feedback.

- **Preserve Confidentiality:** Destroy all copies of manuscripts and related correspondence once the review and decision process is complete.
- **Foster Fair Review:** Assign reviewers based on subject expertise, diversity, and impartiality, ensuring a balanced and transparent evaluation process.

Specific Guidelines for Guest Editors

Guest Editors are appointed to manage special issues or thematic collections under the oversight of the Editor-in-Chief.

Their responsibilities include:

- **Managing Special Issues:** Oversee the peer review process for all submissions to the assigned special issue, maintaining the same editorial standards as regular submissions.
- **Selecting Qualified Reviewers:** Choose reviewers with appropriate expertise, ensuring that all potential conflicts of interest are reviewed and resolved.
- **Submitting Recommendations:** Provide well-supported recommendations on each manuscript's decision (accept, revise, or reject) to the Editor-in-Chief.
- **Handling Conflicts of Interest:** Refrain from handling or influencing decisions for manuscripts they have authored or co-authored, or that are submitted by close colleagues.
- **Author Participation:** Guest Editors may author or co-author one full-length paper in their special issue, in addition to the introductory editorial. However, this paper will be handled independently by the Editor-in-Chief or a designated Associate Editor to avoid bias.

Specific Guidelines for Editors-in-Chief

Editors-in-Chief hold the ultimate responsibility for ensuring editorial quality and ethical compliance across all journal activities.

They are expected to:

- **Oversee Editorial Operations:** Supervise all editorial decisions and ensure that the journal's standards for accuracy, fairness, and ethical publishing are consistently upheld.
- **Ensure Ethical Conduct:** Guarantee that all manuscripts, including those in special issues, meet the journal's integrity and transparency requirements.
- **Make Final Decisions:** Approve or reject manuscripts based on reviewer feedback, editorial recommendations, and the journal's scope and standards.

- **Train and Support Editors:** Provide clear guidance, mentoring, and training for Editors and Guest Editors to ensure consistency in the review process and adherence to Koozakar's ethical standards.

Commitment to Transparency and Research Integrity

Koozakar's editorial team is committed to ensuring that every published work reflects academic honesty, methodological rigor, and ethical responsibility. Editors are the custodians of that trust — they must promote openness, fairness, and respect throughout the publishing process.

Koozakar Publishing Center of Excellence

Empowering Research. Advancing Global Knowledge.

✉ info@koozakar.com 🌐 www.koozakar.com