

**Publication ethics and malpractice statement of the
Journal of Education, Innovation and Communication (JEICOM),
a journal sponsored by the Communication Institute of Greece**

The Publication Ethics and malpractice statement of the [Journal of Education, Innovation and Communication \(JEICOM\)](#) is based on the mission and the goals of the [Communication Institute of Greece \(COMinG\)](#), which is the Institute that hosts JEICOM. The mission and goals of COMinG are mainly to encourage knowledge sharing, exchange, and mutual respect amongst the academic international community. The principle of creating opportunities to meet (conferences, workshops, etc.), proposing common research projects and producing publications, like the ones in JEICOM, serves the association's mission and goals.

The Journal of Education, Innovation and Communication (JEICOM), aims to publish high-quality research papers, and is committed to attaining community best practices in sharing archiving research data. JEICOM's policy for data sharing and reproducibility allows for the data to be transparently archived on our online platform and, offering 'open access' status which make the content widely accessible. This policy encourages authors to share their published article online and available under the condition that there is no violation against the protection of human subjects or other valid subject privacy concerns. Additionally there are **no costs** whatsoever associated with publishing with JEICOM (e.g., submission, processing-editing, publishing, fees paid by authors or by readers), to encourage the free sharing of quality research.

Additionally, the intellectual property rights of the submitted papers remain with the author and the research papers are made available under the terms of the Creative Commons Attribution-Non Commercial 4.0 International (CC BY-NC 4.0).

Furthermore, to respect the mission of COMinG, JEICOM does not collaborate with any private publishing company to promote its publications.

JEICOM endorses the [Code of Conduct of the Committee on Publication Ethics \(COPE\)](#) and its publication principles are organized into the following categories:

- a) Review Process
- b) Duties and responsibilities of Editors, Authors and Reviewers
- c) Complaints, appeals and conflicts of interest
- d) Plagiarism policies
- e) Epilogue

a) *Review Process*

Bellow we give a summary of the review process, providing a table that describes the review process we follow with the Journal of Education, Innovation and Communication (JEICOM), so that the authors, the readers and the reviewers understand and benefit from it. We also provide [submission guidelines/paper template](#) to the authors that they have to respect before submitting a paper to JEICOM. JEICOM follows a [double peer review process](#) (see below: table 1). In many cases, the paper is sent to a third or more reviewers, when either the referees differ in their opinion, or the paper is of a specific interest that would need further examination. Peer-reviewers can be drawn from the editorial board team or sought independently in depending on the topic for a specific article. The peer review process involves two different reviewers and this process can be repeated or seek a third reviewer in certain cases where the result

of the review is inconclusive or too different. Finally, in case that a paper is desk rejected, editors are not obliged to provide comments to the author/s, although they always try to do so since it is in the principle of JEICOM and COMinG to help researchers improve their work and go further in their thinking.

Table 1: Double peer review process timeline of JEICOM

Double peer review process timeline of JEICOM

Phases		Needed time
Phase 1	The paper is received and the editors examine its relevance to the ethos and scope of the journal and whether it meets the basic requirements (proper English; introduction with the aim, the scope and the research question)	2 weeks
Phase 2	The editors decide whether the paper will go out for peer-review or not. If the paper is deemed not ready for review editors can provide advice and recommendations to the author if they desire to resubmit for peer-review at the next round and when they are ready.	2 weeks
Phase 3	The paper is sent out for peer review to two different reviewers (double blind review). Reviewers need to complete all comments and changes on the peer -review form and not annotate anything on the paper.	1-2 months (depends on the reviewers availability and time)
Phase 4	In case of an inconclusive result, a third blind reviewer might be contacted from the editorial board or an independent one depending on expertise on the topic.	1-2 months (depends on the reviewers availability and time)
Phase 5	Editors check the reviews and send it to the authors.	2-4 weeks
Phase 6	Authors are requested to revise their papers, and submit a revised version addressing the reviewers' comments.	Depends on the Author's availability and time and the deadlines for the publication
Phase 7	The revised paper is send back to the reviewers, before the final decision to accept or reject is made.	2-4 weeks
Phase 8	The decision is communicated to the author.	1 day -1 week
Phase 9	In case a paper is accepted and there are any additional comments of the reviewers or the editors, the author (s) is/are asked to address them on the paper with a given deadline.	Depends on the Author's availability and time and the deadlines for the publication
Phase 10	The editors read the paper again and might make some modifications, always informing and working with the author.	1-4 weeks
Phase 11	The publication team deals with the DOI demands, the final formatting of the papers, the announcement on the journals official site, the promotion of the research paper.	1-4 weeks
Total time for the process before a paper gets published.		7 – 12 months
Total time of publication		Depends on the above and the journals publication agenda

b) Duties and responsibilities of Editors, Authors and Reviewers

Editors' Responsibility

The Editors-in-chief are responsible for everything published in JEICOM. The editorial team of JEICOM strives to continuously improve the journal through quality-control of the materials whilst maintaining academic integrity; JEICOM and its members do not compromise on intellectual rigor over commercial considerations.

The Editors -in-chief of JEICOM examine whether the submission meets the basic requirements (proper English; introduction with the aim, the scope and the research question) of a research paper. The research paper should provide a minimum of elements, like the ones that follow:

- a) The last paragraph of the introduction should give a short outline of the paper's different chapters/parts;
- b) the second part should include an up-to-date literature review, a methodology and findings discussion;
- c) the final section should communicate clear conclusions.

The Editors-in - chief also check the manuscript the originality of the paper using a plagiarism checker (grammarly, quetext, wasyBib,unichack, duplichecker). To continue the process of blind review, the Editors contact at least two reviewers from the journal's editorial team, to blind peer-review review the paper.

The Editors-in - chief ensure that there is no discrimination according to race, color, gender, nationality, ethnicity, religions, sexual, political or ideological orientation of the author/s and also that there is no conflict of interest between the author/s and the anonymous reviewers.

The Editors in chief may also decide to send the paper to more than two reviewers when the peer-review is inconclusive or too different from each other. Generally JEICOM believes that both sides benefit from this process as peer-reviewers improve their subject knowledge and get experience and the authors get an objective view of their paper to improve.

The editors, the members of the editorial board and/or any other reviewers should withdraw in case of interest conflict concerning the author/s, or the content of the paper to be evaluated. Decisions on which articles to publish by JEICOM are solely based on the papers academic quality and their suitability for the journals readers.

Authors' responsibility

Authors should always allow for transparency around who contributed to the work for managing potential disputes. Authors have the right to appeal against editorial decisions, following the appeal process described further below in the section on Complaints and appeals.

Guidance to authors is published in this website under the Submission tab, in the form of an [article submission template](#). This guidance is reviewed annually as well as upon authors', reviewers or readers feedback.

Authors are expected to submit original research that has been conducted following guidelines of research ethical conduct. Authors are expected to adhere to principles of academic honesty. In cases where human and non-human subjects are involved, authors must submit a detailed statement explaining how they retrieved their data and information. Raw data and information must be available to the journal so that analysis can be replicated. Secondary sources of data and information must be clearly cited. Thus, all information presented in the manuscript must be accurate and reflect the collected data. Further, authors should not submit a manuscript to another journal while it is submitted at JEICOM and should disclose any financial or nonfinancial conflict of interest. Therefore, all authors are obliged to submit along with their manuscript a "[Publishing Agreement and License to Publish](#)" file (see also below, file 2).

File 2: Publishing Agreement and License to Publish

To ensure the widest dissemination and the protection against copyright infringement of your article, the Communication Institute of Greece (COMinG) requires you as Author to authorize in writing to COMinG the rights to publish the Article you are contributing.

Publishing Agreement is required at the time of submission and requires the corresponding author's affirmation that:

- (a) the article have not been previously published (except possibly as an abstract or as part of a dissertation),
- (b) the manuscript is not under consideration for publication in another organisation/ journal, and will not be submitted elsewhere,
- (c) all authors consent to the publication of the manuscript in the, i) the abstract book of COMinG, ii) conference proceedings, iii) journal(s) of COMinG (ex. JEICOM), iv) book (s), v) journals with which the Institute collaborates,
- (d) the person that signs warrants that s/he has the full authority to enter into this,
- (e) author(s) agree to indemnify JEICOM for any costs or inconvenience it incurs for violation of any copyright interest in this paper and agree to inform the editor(s) in case they have conflict of interest with editors or members of the Editorial board. Additionally, author(s) are the only responsible for the material content of their publication and in any claim of forgery, fraud, copyright infringements, etc., they are to be solely the responsible(s). In cases of images, figures or artwork, they must provide written permission before a manuscript is considered for publication. Additionally, the author(s), agree to share the data that supports research publications if asked (any results of observations or experimentation that validate research findings).

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Manuscript title: _____

Author's name(s): _____

Author's Affiliation: _____

Author's email address: _____

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Please scan the agreement (or just use a digital signature for the word file and transform it in a pdf file) and send it by email at publication@coming.gr Before sending it, please save it using the following structure: **PA _Name** of the corresponding author which you should also use as an email theme.

Reviewers' responsibility

Reviewers' should first of all check the clarity of language. In cases that a manuscript requires substantial English language editing, reviewers point this out but a paper should not be automatically rejected on the basis of poor language expression alone, since they would also have to evaluate the academic structure, the research questions, the relevant literature, the methodology used, the response to the research question, the conclusions, and the references. In cases that a paper is rejected, reviewers should provide reasons and if possible make suggestions to the authors.

The editorial team/reviewers of JEICOM will consider retracting a publication if there is clear evidence that the findings are unreliable, either as a result of an error (e.g, miscalculation or experimental error), or as a result of data fabrication or falsification (plagiarism, findings previously published elsewhere without proper attribution to previous sources or disclosure to the editor, use of material or data without authorisation for use, any other serious legal issue, use of unethical research, research published on the basis of a compromised or manipulated peer review process, the author(s) failed to disclose conflict of interest).

The reviewers are all confidential. Authors and reviewers identity remain confidential¹. The manuscripts sent for peer review are privileged communication and are the private property of the authors. JEICOM's reviewers and editorial team must respect the authors' rights by avoiding publicly discussing the authors' works or appropriating their ideas before the manuscript is published.

All JEICOM reviewer's use a [Confidential Peer Review file](#) (also see below, file 3) that guides them for the review process. Each reviewer should comment on this evaluation form and send it back to the editors.

¹Confidentiality may have to be breached if dishonesty or fraud is alleged but otherwise must be honoured.

File 3: Confidential Peer Review file

Guidelines for reviewers

The Journal of Education Innovation and Communication is an on-line open access, biannual, international peer-reviewed journal featuring rigorous, theoretically based research into innovative education. Based at the Communication Institute of Greece, in Athens Greece, the journal reflects the Institute's principles in all types of education in all contexts – local, national, global – and its commitment to analysis across disciplines using a variety of methodologies. It shares the Institute's aspiration to keep open an ongoing dialogue on education and innovative practices and emphasize the links between research and classroom practice, in its broad sense.

Drawing on these principles, JEICOM is an eclectic, engaging journal that features analysis across key themes in education, and communication, including: teacher education; pedagogy; curriculum practice; innovative classroom practices; resources and technology. Its articles and book reviews are written by experts in education and communication across disciplines contributing to education research, and also by experienced researcher-practitioners working in the field.

(The URL for the journal is: <https://coming.gr/journal-of-education-innovation-and-communication-jeicom/>)

Confidentiality

Your comments will be passed to the author anonymously. In order to resist challenges under the Freedom of Information Act, you should head your review 'confidential' and sign it. We have allowed space on the form overleaf for this. If you submit your review by email you may wish to sign and keep the form.

What we would like you to do

The form below lists a number of areas which we would like you to consider when you make your recommendation. Please do use the form itself, expanding on any point on a separate sheet if necessary – it's always helpful to have some detailed narrative comments to explain your decision and to offer some direction to the author. Please return it in Word format so that we can remove your identity when sending your comments to the author, save it using the papers number, and email to: jeicom@coming.gr

Making comments on mss – We ask that you *don't* make comments or suggest edits on the author's manuscript. If you would like to draw attention to particular sections of the paper, please do so in the form below, using page references.

THANK YOU

CONFIDENTIAL Peer Review

TITLE OF PAPER :

Referee's name & contact info (this will be removed before review goes to author):

Please make comments related to the following:

- **Overall quality of argument and analysis:**
- **Originality:**
- **Relevance :**
- **Rigour :**
- **Significance :**

Concluding comments and recommendations:

- Accept as written
- Revise and resubmit with minor revisions (please specify revisions in your comments)
- Revise and resubmit with substantial revision (please specify revisions)
- Publishable but not suitable for JEICOM (please suggest another publication, if possible)
- Reject (please specify reasons)

The editorial team and the reviewers always try to identify and prevent publication of papers where research misconduct has occurred. This includes plagiarism, citation manipulation, and data falsification/fabrication, among others.

The blind-review process that is followed at JEICOM includes at least two reviewers, who read and comment on a manuscript paper. In many cases, the paper is sent to a third or more reviewers, when either the referees differ in their opinion, or the paper is of a specific interest that would need further examination. Then the editors in chief decide whether the paper should be accepted or rejected. All potential reviewers can refuse to evaluate a paper if they believe it addresses a topic or methodology that they are not experts to review.

c) Complaints and Appeals

The Editors-in-chief follow the guidelines provided by the [Committee on Publication Ethics' \(COPE\)](#), and decide on a course of action and provides feedback to the complainant that should be submitted by email at jeicom@coming.gr . The complaint will be acknowledged and an investigation will be carried out. The duration needed to resolve the issue will depend on its severity.

JEICOM tries to avoid cases of any conflict of interest, which may means that an editor, author, or reviewer has financial or personal relationship that inappropriately influence their actions as far as the publication of a paper is concerned. This is why, submitted manuscripts should include full disclosure of funding sources, if any, and an explanation of any real or perceived conflicts of interest that may arise during the peer-review process should be included during submission.

d) Plagiarism Policies

All submitted papers are screened for plagiarism via plagiarism software. The editorial team of JEICOM recognises that plagiarism is unacceptable and the following policy states the specific actions to be taken if plagiarism is identified in a submitted paper for publication in JEICOM. Plagiarism involves the use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Papers must be original, unpublished, and not pending publication elsewhere. Any material taken verbatim from another source needs to be clearly identified as different from the present original text by use of quotation marks and identification of the source.

When plagiarism is identified, the Editors-in-chief responsible for the review of this paper will agree on measures according to the extent of plagiarism detected in the paper in agreement with the following guidelines. If the level of plagiarism is insignificant, a warning letter will be issued to the authors with the requirement to change the text and ensure proper citations. If the level of plagiarism is significant, this constitutes a severe case of plagiarism and the submitted article will be rejected and authors prohibited submitting further articles indefinitely. Additional steps may be taken in severe cases of plagiarism.

This policy also applies to self-plagiarism. If an author submits a manuscript to JEICOM with significant overlap with a manuscript submitted to another journal simultaneously, and this overlap is discovered during the review process or after the publications of both papers, the editor of the other journal is notified and the case is treated as a severe plagiarism case. If an author uses some of their previously published material to clarify the presentation of new results, the previously published material shall be identified and the difference to the present publication shall be mentioned.

e) Epilogue

Authors, editors and reviewers of JEICOM must adhere to the publishing ethics outlined herein at all times. The unethical practices may include, but are not limited to, violations of any of the ethical expectations outlined above, including, plagiarism, authorship falsification, falsification or fabrication of research, redundant or duplicate publication, peer review manipulation, failure to disclose conflicts of interest, violation of data protection, rights to privacy, child protection and/or medical testing on humans and animals.

Last but not least, we would like to thank our reviewers (members of our editorial team and external ones) that help us openly and freely share knowledge of quality, our authors for their trust and collaboration and our readers for choosing JEICOM to be informed and share valuable and high quality research work.