

Holy Cross College AGARTALA
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RESEARCH JOURNAL OF HOLY CROSS COLLEGE AGARTALA:
A MULTIDISCIPLINARY PEER-REVIEWED JOURNAL

Ethical Policy (2025)

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Ethical Policy

RJHCCA is a multidisciplinary peer-reviewed Academic journal from Northeast India is committed to uphold the highest standards of publication ethics and takes all possible measures to curb publication malpractices of any kind. The main aim of this journal is to provide an opportunity and create a platform for swift publication of innovative thoughts which will lead to an improvement in various issues faced by the researcher and to encourage research and literature for the development of the nation. We know acquiring knowledge is the right of every individual. Therefore, we persuade to lay out the obtained knowledge without any diminution. So, we charge no fee for the publication of papers or downloading articles from 'RJHCCA'.

Our editorial board consists of doctors of high repute and recognition from diverse fields of research, who serve voluntarily without any pecuniary motives. Thus, we are coordinating a team of editors with the same spirit. We also have a panel of peer-review team, who are experts in the given area. All the editors and peer-reviewers are eminent persons with high academic interest and provide voluntary service to the journal and the authors.

We strive to ensure that every peer-reviewed research article appearing in the RJHCCA is “open access”, meaning that:

- The article is freely accessible via the Internet, in an easily readable format.**
- The author(s) or copyright owner(s) irrevocably grant(s) to any third party, in advance and in perpetuity, the right to use, reproduce, or disseminate the research article in its entirety or in part, in any format or medium, provided that no substantive errors are introduced in the process, proper attribution of authorship and correct citation details are given, and that the bibliographic details are not changed. If the article is reproduced or disseminated in part, this must be clearly and unequivocally indicated.**

All (co)author(s) are responsible for its content and originality. All authors submitting their articles to the journal for publication have to submit a mandatory declaration in this regard. Generally, we accept articles from post-graduates only. As a policy publication of articles is made free, as to ensure that money will not be a consideration for accepting articles. We make sure that the articles are mailed from the author's formal email. We also make sure the authenticity of the author through author verification.

The call for paper is made before two months of publication. After thirty days, the received articles along with the author declaration and author profile are evaluated by a team of experts. Then the article will be coded and sent for blind peer review. The identity of the author will be hidden to Peer Review experts, and also to the author. The experts are provided with a set of pre-fixed standard questions, and it will be communicated to the author. Any corrections/rejections, along with peer review comments will be informed to the author through email. Language correction is not part of the peer review process, but reviewers may, if so wish, suggest corrections to the manuscript. Modified articles will be submitted to the editorial board for final confirmation. The authors have to modify the articles based on the corrections made by them. If accepted by the editorial board for the publication, shall be published.

Eligibility for Submission

Submissions are open to faculty, researchers, and students affiliated with Holy Cross College and other academic institutions. External contributors are encouraged to collaborate with a college-affiliated mentor or co-author for submission.

Review Process

-Double-Blind Peer Review: Each submission undergoes a double-blind peer review by at least two subject-matter experts. Reviewers provide feedback on originality, methodology, clarity, relevance, and contribution to the field.

- Revision and Resubmission: Authors may be asked to revise and resubmit their work based on reviewers' comments. Revised manuscripts are subject to re-evaluation before acceptance.

Funding and Sponsorship

The Research Journal of Holy Cross College, Agartala, is primarily funded by the college. Sponsorships and advertisements are considered on a case-by-case basis and must align with the journal's academic values.

Editorial Board

The editorial board consists of distinguished faculty members, researchers, and experts from various disciplines. The board oversees the editorial process, upholds quality standards, and addresses ethical concerns.

Ethical Standards

- **Plagiarism:** The journal adheres to strict anti-plagiarism policies. All submissions are screened for plagiarism, and any manuscript found to have significant similarity to other works will be rejected.

- **Conflict of Interest:** Authors, reviewers, and editors must disclose any conflicts of interest that could influence the integrity of the publication.

- **Data Integrity:** Authors must ensure that data presented is accurate, valid, and reproducible. Falsification or manipulation of data will result in rejection and may lead to future submission restrictions.

Open Access Policy

- **Open Access:** To foster wider dissemination and accessibility, the journal is available under an open-access model, allowing readers to access content freely while respecting copyright restrictions.

Publication Frequency

The journal is published bi-annually, with issues released in January and July. Special issues may be published occasionally on themes of current academic relevance.

Amendments

This policy will be reviewed and updated periodically by the editorial board to ensure alignment with international publication standards and to address evolving academic and ethical standards.

Contact

For submissions, inquiries, or additional information, please contact the editorial office at:

Email: hccagtresearchjournal@gmail.com

PUBLICATION ETHICS

The Holy Cross College Research Journal is committed to maintaining high standards of ethics in publishing. All parties involved in publishing (authors, editors, and reviewers) must adhere to these standards, which align with the ethical guidelines set by the Committee on Publication Ethics (COPE).

1. Responsibilities of Authors

- **Originality and Plagiarism:** Authors must submit original work and ensure proper citations. All submissions are checked for plagiarism; any manuscript showing plagiarism or data fabrication will be rejected.
- **Acknowledgment of Sources:** Proper acknowledgment of the work of others is required. Authors should cite influential publications that have shaped their research.
- **Authorship:** Only those who have made significant contributions to the work should be listed as authors. All co-authors must approve the final manuscript before submission.
- **Disclosure and Conflicts of Interest:** Authors must disclose any financial or personal conflicts of interest that could influence their work.
- **Data Access and Retention:** Authors may be asked to provide raw data related to their article for editorial review and should retain this data for a reasonable time after publication.
- **Reporting Standards:** Authors must present their research findings accurately. Fraudulent or knowingly inaccurate statements constitute unethical behavior.

2. Responsibilities of Editors

- **Publication Decisions:** The editorial board is responsible for deciding which articles to publish based on the journal's policies and legal requirements. Editors should ensure all decisions are based on the manuscript's merit, originality, and relevance.
- **Confidentiality:** Editors must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, and other editorial advisers.
- **Fairness:** Editors should evaluate manuscripts without regard to authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy.

- **Conflicts of Interest:** Editors should recuse themselves from handling manuscripts where they have conflicts of interest. They must also require all co-editors and reviewers to declare conflicts of interest.
- **Encouraging Ethical Standards:** Editors should take appropriate measures to address ethical issues in submissions, such as plagiarism or data manipulation, and work with authors to resolve these issues before publication.

3. Responsibilities of Reviewers

- **Contribution to Editorial Decisions:** Peer reviewers assist the editorial board in making publication decisions and may suggest improvements to the manuscript.
- **Confidentiality:** Reviewers must treat the manuscript as a confidential document and should not share or discuss it with others without permission.
- **Objectivity:** Reviews should be conducted objectively, with constructive criticism and clear, well-supported feedback. Personal criticism of the author is inappropriate.
- **Disclosure and Conflicts of Interest:** Reviewers must declare any potential conflicts of interest and should not review manuscripts where these exist. They should not use unpublished material from a submitted manuscript for personal gain.
- **Promptness:** Reviewers who feel unqualified to review the manuscript or cannot provide a timely review should notify the editor immediately.

4. Handling of Ethical Misconduct

- **Investigation:** Allegations of ethical misconduct will be taken seriously. The editorial board will investigate all complaints and, if necessary, will seek a response from the concerned party.
- **Corrective Actions:** If misconduct is confirmed, the journal will take appropriate actions, which may include corrections, retractions, or other necessary measures to preserve the integrity of the academic record.
- **Retraction Policy:** Articles that are found to have committed serious ethical breaches (e.g., plagiarism, data fabrication) will be retracted, and a statement explaining the reason for retraction will be published.

5. Conflicts of Interest Policy

- **Authors:** Authors must declare any conflicts of interest, including financial, personal, or other relationships that could influence the research outcomes.
- **Editors and Reviewers:** Editors and reviewers must disclose any potential conflicts of interest that might affect their objectivity. They should avoid reviewing or editing manuscripts where a conflict exists.

6. Data and Reproducibility

- **Authors** should ensure the availability of supporting data, provide it if requested for editorial review, and facilitate verification by allowing other researchers to access data if appropriate.

7. Amendment and Updates to Policy This Publication Ethics policy will be reviewed annually and updated as necessary to stay aligned with international standards and ensure ethical publishing practices.

PEER-REVIEW POLICY

Research articles will be subjected to the peer review process to determine their suitability for publication provided they fulfill the journal's requirements as laid out in the instructions to authors. After the review, articles will be returned with review feedback. Articles will be returned for revision along with the reviewer's and editors comments.

All research articles in the '*Research Journal of Holy Cross College Agartala*' are peer-reviewed and all articles follow the procedure outlined below.

- 1. Submission of Article**
- 2. Selected by the editorial board and team**
- 3. Plagiarism checking process**
- 4. Sending to peer reviewer**
- 5. Resend to the Authors for final editing (if needed)**
- 6. Publication process**

PLAGIARISM POLICY

By submitting to the Holy Cross Research Journal, authors agree to adhere to this plagiarism policy and the principles of academic integrity. The journal reserves the right to update this policy to maintain high educational standards. Submission of research articles, the authors must agree to the plagiarism policy and the principles of integrity.

HCCA adheres to the UGC guidelines on plagiarism:

(https://www.ugc.gov.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf). To ensure the quality of research publication and maintain the originality of research work, the HCCA team uses the software 'Drill bit' for plagiarism checking.

This software can verify the references cited in research articles and various online sources for content duplication.

Research articles having more than 40% plagiarism are not published, and authors are informed with the analysis report.

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