

Publishing Ethics Guidelines

This policy was prepared partly according to the *Committee on Publication Ethics (COPE) Guidelines and Codes of Conduct* (www.publicationethics.org), and partly according to existing policies of other publishers and leading experts.

Privacy Policy

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Peer Review Policy

All submitted manuscripts are sent for review unless they are out of scope or below the threshold level of the journal. The manuscripts will be sent to two experts for an informed recommendation on whether or not the articles should be accepted for publication. We employ a 'double-blind' reviewing system. Once the reviews have been received by the editor, a decision is made whether to accept the manuscript, ask for a revised version or reject it. Ultimate responsibility for editorial decisions rests with the Editor-in-chief with confirmation of the editorial board. Reviewers are asked to declare any competing interests.

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Ethics Policy and Malpractice Statement

Kairos: Evangelical Journal of Theology is committed to upholding the highest standards of publication ethics. It is based, in large part, on the guidelines and standards developed by the

Committee on Publication Ethics (COPE). Authors who submit papers to *Kairos: Evangelical Journal of Theology* sign a statement that their work is original, unpublished and is not under consideration for publication elsewhere: authors confirm that their paper is their own; that it has not been copied or plagiarized, in whole or in part, from other works; and that they have disclosed actual or potential conflicts of interest with their work or partial benefits associated with it.

The goal of this ethics policy is to provide advice for our authors, to maintain the scholarly integrity of *Kairos* and its' content and to detail the ethical responsibilities of the Biblical Institute as the publisher, our editors and authors.

In accordance with our commitment to the prevention of ethical misconduct, we expect all authors to read and understand our ethics policy before submitting a text to *Kairos*. We understand that most incidents of plagiarism, redundant publication, copyright infringement or similar occur because of a lack of understanding and not through fraudulent intent.

Duties of Authors

Reporting Standards: Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Data Access and Retention: Authors may be asked to provide the raw data in connection with a paper for editorial review. Authors should provide accurate contact details for a designated corresponding author who shall be deemed by the publisher and editor as fully responsible for authorship of the paper and all communications concerning the ethical status and originality of the paper.

Originality and Plagiarism: Authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, this must be appropriately cited or quoted. Authors should expect the editor to scan submissions using plagiarism detection software to check a paper's originality before sending it out for a review. Authors should fully correspond and comply with the editor and publisher in any requests for source data, proof of authorship or originality in a timely manner, providing reasonable explanation for discrepancies or failures to disclose vital information.

Multiple Publications: An author should not publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

Acknowledgement of Sources: Proper acknowledgment of other authors' works must always be given. Authors should cite publications that have been influential in determining the nature

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Authorship of the Paper: Those who have participated in certain substantive aspects of the research project or have made a significant contribution to the conception, design, execution or interpretation, they should be acknowledged as co-authors or listed as contributors.

Disclosure and Conflicts of Interest: All authors should openly disclose any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. For example, if the publication were to benefit a company or ministry in which the author(s) has some interest.

Fundamental Errors in Published Works: When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

Copyright for Third-Party Material: Authors should identify any third-party material that they intend to include in their article and obtain written permission for re-use in each instance from the relevant copyright holders. Such permissions should be submitted once the manuscript is accepted, or requires small changes to be accepted.

Authors Should Also:

- Expect to sign, after acceptance of their work, a copyright assignment form, which will also assign copyright to *Kairos*.
- Fully cooperate with any consequent inquiries if the editor and/or publisher are dissatisfied with the evidence available or the explanations provided.
- Expect transparency, efficiency and respect from the publisher and the editor during the submissions process.
- Remain in good communication with both the publisher and the editor.
- Cooperate fully with the publication of errata and with the retraction of articles found to be unethical, misleading or damaging.

Duties of Editor

Reputation of Kairos: The editor-in-chief has to protect the reputation of the journal and published works by only publishing content of the highest quality and relevance, in a timely and responsible manner.

Communication with Authors: The editor-in-chief has to provide advice and give reasonable explanation and updates to authors during the submissions process and once a decision has been made. He has to allow authors the right to appeal any editorial decision.

Decision on the Publication of Articles: The editor-in-chief of *Kairos* is responsible for deciding which submitted articles should be published. The editor-in-chief has to provide a transparent review and publication process as far as is possible, with full respect and care paid to the author(s). He has to justify any article types which will not be peer reviewed.

Review of Manuscripts: The editor-in-chief will ensure that each manuscript is initially evaluated by the editor/co-editor, who will examine the originality of the contents of the manuscript. After passing an originality check, the editor will send the manuscript to two referees for objective and confidential peer review. The reviewers will make a recommendation to publish the manuscript in its present form to modify it or to reject it. If one review is positive and the other negative, the editor will send the manuscript to a third reviewer, upon which a judgement will be made whether to publish the manuscript or not. The review period will be from two weeks to one month.

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Confidentiality: The editor-in-chief and editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers and the publisher.

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Promptness: Reviewers should review submitted work in a responsible, impartial and timely manner. In case a reviewer feels that he/she cannot complete the manuscript review within the stipulated amount of time, then the reviewer must communicate this to the editor so that the same could be sent to any other reviewer.

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