

# ASTM International Publication Ethics Policy

## 1. Editor, Editor-in-Chief, or Co-Editors—Editors will:

- Maintain the technical and professional quality consistent with the originally intended purposes of the journal
- Maintain and continually develop an international Editorial Board that enhances the reputation of the journal, attracts authors, and expedites publication
- Ensure that each EBM understands and fulfills their responsibilities
- Utilize EBMs to suggest policies and procedures for managing the publication of the journal
- Seek Committee on Publications (COP) approval on all journal policy matters
- Ensure that all manuscripts are reviewed by the proper experts in accordance with the peer review process,
- Review alerts in the submission site and address them or raise them to ASTM staff.
- Resolve conflicts on the technical quality of manuscripts after careful consideration of the reviewers' comments. If a conflict of interest exists between the Editor, reviewers and/or the authors, the Editor is urged to seek assistance from the appropriate representative from COP during deliberations,
- Support the mission of the Society, and
- Ensure that their editorial services will not compromise the impartiality of ASTM

## 2. Editorial Board Members—EBMs will:

- Maintain the desired standards of quality and credibility in the journal by means of the peer review process
- Recommend policy and procedures to the Editor
- Promptly review manuscripts as requested or recommend appropriate reviewers, not more than 1 of which can be recommended by the authors,
- Review alerts in the submission site and address them or raise them to the journal Editor or ASTM staff.
- Ensure that their editorial services will not compromise the impartiality of ASTM

## 3. Reviewers—Reviewers will:

- Maintain the desired standards of quality and credibility in the journal by means of the peer review process,
- Promptly review manuscripts as requested or recommend appropriate alternate reviewers,
- Abide by all ASTM policies, and
- Ensure that their editorial services will not compromise the impartiality of ASTM.

## 4. Committee on Publications—COP will:

- a. Establish performance criteria for new journals
- b. Monitor the progress of the journals in relation to the agreed upon performance standards
- c. Terminate Editors who are not fulfilling their established obligations

5. **ASTM Staff**—ASTM staff will:
  - a. Managing the peer review process
  - b. Managing final editorial review and production

**Publication Ethics Policy: Peer Review Manipulation.** Peer review manipulation is where an individual or group of people use dishonest or fraudulent practices with goals such as publishing fabricated or plagiarized research, or preventing or inappropriately influencing the evaluation of a submission by an independent peer.

Peer review manipulation often attempts to influence the publication record or achieve financial gain. It can involve a single paper, multiple submissions in one journal, or submissions across multiple journals.

Peer review manipulation includes, but is not limited to, the following actions:

- Authors recommending falsified reviewers
- Authors or reviewers falsifying their affiliations and/or professional credentials
- Engagement of a third party to act as falsified reviewers
- Authorship for sale
- Substitution of a manuscript after acceptance
- Data or figure manipulation
- Excessive self-citation
- Authors or reviewers asking another to cite their own works, without justification or explanation of how it relates to the paper in review

Any suspected peer review manipulation will result in the paper(s) in question being placed on hold while the publisher investigates, following the guidelines of the Committee on Publication Ethics (COPE). If after an investigation there are valid concerns, the authors and/or reviewers will be contacted using their supplied email addresses and given an opportunity to address the issue. Failure to respond may result in their institutions also being contacted.

Decisions to reject or retract papers with ethical violations will be final, subject to the adjudication through the COP appeal process. ASTM reserves the right to deny future submissions from any author or institution who has violated this policy.

For information on previously published material, plagiarism policy, and review policies, download the Committee on Publications Policies & Procedures from <https://www.astm.org/PUBLISH/>