**Ethics Policy for Publishing in the ICASI Conference Proceedings Series**

The author confirms that the paper submitted is original, of scholarly standard and full references are included.

All co-authors are included with affiliation, and sources of funding are clearly mentioned, if any.

Open and full disclosure of the source of all data and how it was acquired.

Authors certify that all the data has been acquired in keeping with recognised ethical research practices.

Read carefully, agree to and sign a licence to publish form.

Correspond and comply with the editor and publisher in any requests for source data, proof of authorship or originality in a timely manner.

Co-operate with any consequent investigations if any issues are raised by reviewers, editors or the publisher.

Provide appropriate information for errata, if such an event occurs.

Remain in good communication with the editor(s), publisher and any co-authors if the need arises.

Recognise that the Editorial Board makes the final decision to publish.

**Our Reviewers’ Responsibilities**

Reviewers will:

Only review papers that are relevant to their own expertise.

Read the papers with appropriate care and attention and use their best efforts to be constructively critical.

Regard the work being reviewed as confidential and will not discuss it with others and will keep their own identity from authors.

Review submitted work in a timely manner.

Report any suspected ethical misconduct which appears in the work.

Avoid any offensive language in their appraisals of the papers.

Agree to review future versions of the work and provide follow up advice.

Seek advice from the editor, if anything is unclear at any time during the review process or if there is any possible conflict of interest.

Communicate with both the publisher and editor in a timely fashion.

Treat all papers reviewed fairly without any favour or prejudice.

**Our Editors’ Responsibilities**

Editors will:

Only authorise for publication, content of the highest quality.

Ensure that a thorough, objective and blind review is conducted for original article submissions.

Be transparent with regards to the review and publication process with appropriate care that individuals will not be identified when it is inappropriate to so do.

Provide advice to the authors during the submission process when necessary.

Provide the right to appeal any editorial decision.

Be attentive to the possibility of third party material being included in papers for which there may not be sufficient permission.

Be prepared to publish errata when necessary.

Communicate with both the publisher and the author(s)in a timely manner.

Treat all submissions fairly without any favour or prejudice.

**Our Administrators’ Responsibilities:**

Administrators will:

Log all submissions received in a timely manner.

Acknowledge receipt of submission to the lead author.

Check the title of the paper and the abstract for relevance to the conference and where it is not relevant inform the author.

If the submission form is incomplete, inform the author and hold the abstract until a completed form is received.

Check the paper for formatting, referencing, word count and page length. Return to the author if any of these require amendment.

Forward the paper to a member of the programme committee for review and remind the reviewer of the due date for the review.

Dispatch the reviews to the authors and remain as a conduit between the authors and the reviewers until the paper has been accepted or withdrawn.

Treat all authors and reviewers fairly without favour or prejudice.

Our procedures when an issue of Ethic is raised:

If an issue of Ethics is raised by a reviewer or the Editor or a reader of the proceedings, then the person raising the issue will be asked to submit the concern in writing to the publisher. On receipt of this the publisher will present the written statement to the Ethics Review Panel, which will give the matter its close attention. Any report of possible ethics impropriety will be seen as a major issue and will be investigated appropriately. If misconduct has been committed the paper will be withdrawn, an apology will be called for and if not forthcoming the author/s may be excluded from having any future paper considered for publication in conference proceedings.

Taiwanese Institute of Knowledge Innovation (TIKI)

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