

I. Publication Ethics and Duties of the Editorial Board

General Rules for Ethical Conduct

Editorial independence

The editorial board should judge submitted manuscripts on the basis of their academic merit; particular emphasis is attached to the work's importance, originality, validity, clarity and relevance to the *Arab Journal for the Humanities (AJH)* scope of interest without regard to the authors' race, gender, orientation, ethnic origin, nationality, beliefs, political philosophy or affiliation.

Confidentiality

The principle of confidentiality in dealing with research information is one of the most important principles of *Arab Journal for the Humanities*.

Conflicts of interest

Research work submitted to the *Arab Journal for the Humanities* is not to be used by editors or Board members for their own personal purposes. The Board members are to refrain from considering manuscripts in which they have conflicts of interest resulting from competition, collaboration or personal relationship with any of the authors, companies or institutions relevant to the said research.

Publication decisions:

The Editor-in-Chief must make sure that all material considered for publication is peer-reviewed by at least two reviewers who are experts in the field. The Editor-in-Chief is accountable for publication decisions based on the opinion of the reviewers, the importance of the work to researchers and readers, and reviewers' comments and amendment requests.

Measures against the violation of publication ethics

The Editorial Board takes quick action in the event of any ethical problems relating to the submitted research. Any work that violates the publication ethics is to be investigated, even if discovered years after publication, and appropriate legal measures shall be taken accordingly.

II. Publication Ethics for Reviewers

Contribution to editorial board decisions

Reviewers assist the editorial board in making acceptance decisions; they further contribute to improving the quality of the submitted research work by reviewing it with care and objectivity in a timely manner.

Promptness

The *Arab Journal for the Humanities* shall make all reasonable effort to stay in contact with the reviewers and urge them to submit their assessments on time. Should delay be noted, the Editorial Board may have to choose another reviewer.

Confidentiality

Confidentiality is to be respected throughout the peer-review process. Submitted material or information must not be shared or discussed with anyone unless authorized by the editor-in-chief. This applies to board members as well as referees.

Standards of Objectivity

Reviewers must assess the submitted manuscripts objectively. Comments and suggested amendments must be clearly made so as to help authors improve their work. Personal criticism of authors is deemed inappropriate.

Acknowledgment of Sources

Reviewers should point out any source the author used yet failed to acknowledge or reference in his manuscript. Reviewers must notify the editorial board of any salient similarity they spot between the submitted article and any other known to them.

Conflicts of Interest

All invited reviewers who have conflicts of interest for any reason should notify the Editorial Board so the latter can select a replacement. Information imparted in the submitted material must not be used in the reviewers' own work without the expressed and written consent of the concerned authors. Information and ideas obtained through the review-process should be regarded as confidential and should not be used for personal purposes. This also applies to all invited reviewers including those who decline the invitation.

III. Publication Ethics for Authors

Submission Standards

Authors should present an account of their submitted work specifying its approach, discussion, results, and significance. The report should be detailed, well-referenced, accurate, and objective. Expressed personal opinion of authors or editorial views should be clear and lucid. Falsified statements are regarded as unethical and unacceptable.

Data Access

Authors must avail accessibility to their raw data via the *AJH* or data-repositories or centers provided that confidentiality is protected and intellectual property is safeguarded upon release.

Plagiarism

All the work reported in the manuscript must be original and free from any kind of plagiarism. Correct citation and use of quote marks to identify content derived from other sources must be appropriately followed. Where sections of the manuscript overlap with published or submitted content, this should be acknowledged and cited. Undocumented use of the work, ideas, or words of others, or ascribing them to one's self is regarded as unethical and unacceptable.

Multiple, Duplicate or concurrent Submission / Publication

Authors should declare that their work has **not** been previously published in any form, nor simultaneously submitted elsewhere. Duplicate submission is regarded as an unacceptable and unethical behavior. However, in accordance with the Scientific Publishing Council's bylaws, permissions to re-publish the research elsewhere can be granted, in writing, by the editor-in-chief only after the passage of at least three whole years following its date of publication in the *Arab Journal for the Humanities* , provided the primary publication is cited in the second publication.

Authorship of the Manuscript

Only those who have made substantial contribution to the interpretation or composition of the submitted work should be listed as 'Authors'. They are the ones who are held responsible for the work's content, data acquisition, investigation, and analysis of the findings, as well as those who initially drafted the manuscript or revised it critically. Others who offered technical or general assistance or support, and who do not meet the criteria for authorship, will be only included in the acknowledgment section after their written consent is obtained. Names of co-authors (according to the above definition) must be provided in full. All co/authors have to give their approval of the final version of the manuscript and agree to its publication.

Conflicts of Interest

Authors must - as quickly as possible - disclose any conflicts of interest that may be seen to have affected the results of their interpretation of the submitted research in any way or form. All sources of financial funding should be clearly identified in the manuscript including research grants if any. Detailed description of or reference to the grant's type and number must be provided.

Acknowledgment of Sources

Authors must acknowledge their use of the work of others, and appropriately reference all influences that that have been seminal to their research. Information obtained privately via personal conversations, correspondence, or discussion with a third party must not be used without a written permission from the source. Authors should also not use information disclosed confidentially without the explicit and written permission of those involved.

Compliance with the peer review

In the event that a preliminary decision is made, and that specific amendments are requested, authors have to respond to the reviewers' comments fully and implement all suggestions point by point before resubmitting the revised version to the *Arab Journal for the Humanities* within the prescribed time.

Basic errors in published works:

Should the author discover any significant error or inaccuracy in the published work, it is their duty to notify the editorial board promptly and cooperate with them to either correct or withdraw the manuscript. If the editorial board is notified by a third party that the published work contains significant errors or inaccuracies, then the author must correct the error, withdraw the research containing the error, or provide proof of its correctness.

Instructions for correcting articles can be found by clicking on the link below:

<https://www.elsevier.com/about/company-information/policies/article-withdrawal>

IV. Duties of the Publisher

Dealing with unethical publication conduct

In the case of an alleged or proven scientific violation or fake information or of plagiarism, the Editorial Board shall take appropriate measures to investigate the case and deal with it in accordance with the procedures and bylaw of Kuwait University *Scientific Publishing Council*. This could lead to the complete withdrawal of the work.