# Action Learning and Action Research Journal Publication Ethics and Malpractice Statement

*Action Learning and Action Research Journal (ALARj)* is published by Action Learning, Action Research Association Ltd (ALARA). It is an international journal which publishes accounts and analyses of the use of action learning, action research and associated approaches to any field of activity that aligns with ALARA's constitutional vision.

This vision is to create a more equitable, just, joyful, productive, peaceful and sustainable society by promoting local and global change through the wide use of Action Learning and Action Research by individuals, groups and organisations.
ALARA publishes two issues of ALARj per year. Other publications that ALARA produces include Action Research Practitioner Papers, Monographs, Conference and Congress Proceedings and Thesis Research Notes. These other publications are produced when submissions are received and successfully reviewed. The statements made in this document also apply to those other publications as appropriate.

ALARA is committed to achieving a high standard of publication ethics in its works and recognises the importance of best standards of publication ethics and transparency in all aspects of publishing for its authors, editors, readers, reviewers and other stakeholders. ALARA is guided by the Committee on Publication Ethics Core Practices to set standards for its behaviour as an ethical publisher.

## Governance

ALARA is a registered Charity with the Australian Charities and Not-for-profit Commission. It is governed by a Board, which is supported by sub-committees. The ALARA Global Strategic Publications Editorial Board (Editorial Board) reports to the ALARA Board and is subject to and governed by ALARA’s principles and policies.

The Editorial Board supports the editors of its publications, including the ALARj Managing Editor, prepares publications policy for ALARA Board approval, monitors compliance with those policies, and oversees publication compliance requirements, ensuring publication ethics and quality standards are upheld relating to direction, scope and vision of the ALARj and its other publication activities. ALARj activities are coordinated by the ALARA Publications Coordinator, a member of the Editorial Board.

The Editorial Board has expertise in the Action Learning Action Research field as applied to a variety of disciplines. The Editorial Board is responsible for overseeing peer review process of ALARj publications and provides expert advice to the Managing Editor on identifying and sourcing works for publication.
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## Peer Review

ALARj publications are peer-reviewed by expert practitioners and academics in Action Learning and Action Research. ALARA has a stable of over forty active reviewers from many countries specialising in different applications of Action Learning and Action Research. The Editorial Board reviews the stable every two years, evaluating reviewer experience and confirming active participation.

These reviewers use a rigorous peer-review process in all possible instances. The peer-review process is fair, objective and transparent. Where there is a potential conflict of interest, peer reviewers are expected to remove themselves from the commission.

For peer-review processes, please refer to the ALARj webpages (https://alarj.alarassociation.org/index.php/alarj/about).

## Plagiarism and Academic Misconduct

The Editorial Board takes any allegations of academic misconduct concerning any submitted manuscript or articles or published papers seriously.

Reviewers are expected to report any suspected case of misconduct or plagiarism in a submitted manuscript or article to the publication editor, Editorial Board or ALARA Board with sufficient information and evidence for an investigation to be initiated. Where plagiarism or misconduct is identified, the Editorial Board will act immediately to suspend publication of the submitted manuscript or article under question and investigate any allegations until a successful decision or conclusion is reached.
The Editorial Board encourages any member of the public to notify it of any suspected case of misconduct or plagiarism by writing to the Publications Co-ordinator immediately. The Editorial Board will investigate all alleged plagiarism or academic misconduct concerning published papers in accordance with the procedures outlined below.

In investigating any allegations of plagiarism or academic misconduct concerning a submitted manuscript or article or published papers, the Editorial Board will review the allegation in consultation with the responsible author and then refer the case to the ALARA Board for advice and decision. These responsive measures will include remediating efforts by the author, giving due consideration of the respective complaint or claims made, and based on the seriousness of the plagiarism or academic misconduct, further communications to the relevant institutions and research bodies.

## Author Responsibilities

To publish with ALARj, authors must ensure their submitted manuscripts or articles meet specific requirements for quality scholarly publications in the field of Action Learning and Action Research.

The author must warrant that:

- The submitted manuscript or article is original, has not been published previously and is not being considered for publication elsewhere in either print or electronic form.
- They have obtained permission from contributing authors to reproduce their work.
- The source of any copyright materials in any submitted manuscript or article have been acknowledged, cited or quoted and appropriate permissions to use such copyright material have been obtained.
- The work does not infringe on copyright held by other parties.
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- Any interests, funding or affiliations that may impact on research findings and the impartiality of the submitted manuscript or article are disclosed.
- They and the contributing authors understand the licence conditions applied to their published papers.

- The submitted manuscript or article is in respect of work conducted in an ethical and responsible manner and in compliance with all relevant legislation, academic ethics clearances, and the principles of Action Learning and Action Research ethics, including Indigenous Cultural and Intellectual Property principles where appropriate.
- The submitted manuscript or articles will report only accurate and reliable data.

Authors must ensure that all persons who have made a significant contribution to the conception, design, execution, or interpretation of the submitted manuscript or article will be listed as co-authors. If there are others who have participated in certain substantive aspects of the submitted manuscript or article, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors have seen and approved the final version of the submitted manuscript or article and have agreed to its submission for publication.
All authors must also disclose in the submitted manuscript or articles all sources of financial support for the project that the submitted manuscript or article is written about in order to inform the Readers about who has funded research and on the role of the funders in the research.

## Editor Responsibilities

To publish with ALARj, the Editor of proposed articles must ensure submitted manuscripts or articles meet specific requirements for quality scholarly publications in the Action Learning and Action Research field.

The Editor must warrant that:

- The submitted manuscript or article is original, has not been published previously and is not being considered for publication elsewhere in either print or electronic form.
- They have obtained permission from contributing authors to reproduce their work as chapters in the edited collection.
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- They and the contributing authors understand the licence conditions applied to their published papers.
- The submitted manuscript or article is in respect of work conducted in an ethical and responsible manner and in compliance with all relevant legislation, academic ethics clearances, and the principles of Action Learning and Action Research ethics, including Indigenous Cultural and Intellectual Property principles where appropriate.
- The submitted manuscript or articles will report only accurate and reliable data.

The Editor must ensure that all persons who have made a significant contribution to the conception, design, execution, or interpretation of the submitted manuscript or article will be listed as is appropriate. If there are others who have participated in certain substantive aspects of the submitted manuscript or article, they should be acknowledged or listed as contributors. The lead author should ensure that all appropriate co-authors have seen and

approved the final version of the submitted manuscript or article s and have agreed to its submission for publication.

All authors must also disclose in the submitted manuscript or articles all sources of financial support for the project that the submitted manuscript or article is written about to inform the Readers about who has funded research and on the role of the funders in the research.

## Peer-reviewer responsibilities

Peer reviewers are an essential part of the scholarly publishing process. They assist the publisher in determining which publications add value to the scholarly debate and ensure the integrity of the scholarly record. Due to the important role played by peer reviewers, it is essential that reviewers conduct reviews in an ethical and accountable manner.

It is the responsibility of the reviewer to:

- Ensure they can return a review in a timely manner and that competing interests are declared to the Editorial Board before accepting a manuscript or article for review.
- Read the full manuscript or article and provide feedback on all articles in alignment with the ALARj principles and review criteria specific to the field of Action Learning and Action Research.
- Respect the confidentiality of the peer-review process and not use information obtained during the process for their own or another's advantage, or to disadvantage or discredit others.
- Do not involve anyone else in the review process without first obtaining permission from the Editor.
- Remain unbiased by considerations relating to the nationality, religious or political beliefs, gender or other characteristics of the authors, origins of a manuscript or article or by commercial considerations (whether inferred or real).
- Declare any conflict of interest before accepting a manuscript or article for review.
- Inform the Editor if they find they do not have the necessary expertise to assess the relevant aspects of the manuscript or article.
- Notify the Editor or Editorial Board if they suspect any breach of research or publication ethics immediately.
- Prepare a report for the Editor at the end of the review identifying the strengths and weaknesses of the manuscript or article using the provided reviewer feedback form; providing any advice on revisions, edits, additions or omissions they think are required to improve the manuscript or article; advise the Editor to accept, revise or reject the manuscript or article.

ALARj employs a rigorous peer-review model. This model ensures that the authors do not know their reviewers. Authors can suggest potential reviewers to Editorial Board but they are not made aware whether these reviewers were used.

## Conflicts of Interest

ALARj undertakes to remove potential conflicts of interests whether identified before or after publications. ALARA expects our editors, authors, Editorial Board members and reviewers to also be alert to such issues. Such conflicts may arise from employment, consultancies, stock ownership, affiliations, honoraria, paid expert testimonies, funding

arrangements or financial holdings, or grants, patent application/registrations that may raise concerns about potential bias in research findings or editorial decisions. Potential conflicts of interest should be disclosed at the earliest stage possible. If a potential conflict of interest is identified, the relevant party must declare the interest to the Editor and remove themselves from the process while the conflict is investigated by the editor and / or Editorial Board.

In particular:

PUBLICATION EDITORS

The ALARj Editor will:

- declare if he / she / they have any conflict of interest when submitting the manuscript or article subject to potential conflict of interest to the Editorial Board for consideration
- ensure authors and reviewers report potential conflicts of interest that may influence, or be perceived to have influenced, their research findings and conclusions
- have in place processes for dealing with submissions from themselves and other members of the Editorial Board
- ensure no commercial, advertising or sponsorship arrangements exercise any influence over editorial decisions.

MEMBERS OF EDITORIAL TEAMS/BOARDS

Members of editorial teams or the Editorial Board will declare any conflict of interest before accepting a position on any editorial team or the Editorial Board. At the time of submission, they will declare their interest if they are seeking to publish their own work through an ALARA publication for which they are a member of the editorial team or Editorial Board.

AUTHORS

An author will declare any potential conflicts of interest that might be construed to influence the results or interpretation of the submitted manuscript or article to ALARA upon submission of the manuscript or article.

REVIEWERS

Reviewers will declare any potential conflicts of interest to publication editors prior to undertaking any review.

## Retractions and Corrections

In the event an error or a case of academic misconduct is not detected until after publication, a retraction or correction will be issued as soon as practicable.

Authors and other interested parties must promptly report errors or inaccuracies in the officially published version of the article. The publication editor or Editorial Board will be responsible for adding an erratum to the article. The placement of the erratum will be at the discretion of the editor in consultation with the Editorial Board and will be made prominent. Retractions will be issued in cases of academic misconduct or in the case of major errors that mean a publication's findings are not reliable. In these cases, the

publication's metadata will remain on the website with a retraction notice stating the reason for the retraction and its date.

The authors will cooperate with the publication editor or Editorial Board as appropriate to retract or correct the published version of the article.

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ALARA takes seriously complaints or concerns about ALARj publications, its staff and volunteers, Editorial Board or the activities or information related to ALARj.
All concerns related to errors or suspicion of academic misconduct should be reported in the first instance to the ALARA Publications Co-ordinator who will follow the procedures outlined in this statement. All allegations will be investigated in a timely manner and a response to the interested party will be provided within three months of the complaint being made. The Editorial Board will review the allegation in consultation with the responsible author and then refer the case to the ALARA Board for advice and decision.

Authors who have concerns about the editorial or peer-review process are encouraged to discuss these issues with the Publications Co-ordinator.
Concerns about the legal status of ALARj publications, such as copyright, privacy or defamation should be submitted to the Publications Co-ordinator.

In the event a satisfactory response is not received, complaints may be directed to the ALARA Secretary at secretary@alarassociation.org.