
Publication Ethics and Misconducts

Islamic Guidance and Counseling Journal is a peer-reviewed journal. This statement clarifies the ethical behavior of all parties involved in the act of publishing an article in this journal as well as allegations of research misconduct, including the author, the chief editor, the Editorial Board, the peer-reviewer and the publisher (Institut Agama Islam Ma'arif NU (IAIMNU) Metro Lampung). This statement is based on COPE's Best Practice Guidelines for Journal Editors.

Ethical Guideline for Journal Publication

The publication of an article in a peer-reviewed Islamic Guidance and Counseling Journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is, therefore, important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher, and the society.

Institut Agama Islam Ma'arif NU (IAIMNU) Metro Lampung as publisher of Islamic Guidance and Counseling Journal takes its duties of guardianship over all stages of publishing extremely seriously, and we recognize our ethical and other responsibilities. We are committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions.

Allegations of Research Misconduct

Research misconduct means fabrication, falsification, citation manipulation, or plagiarism in producing, performing, or reviewing research and writing the article by authors, or in reporting research results. When authors are found to have been involved with research misconduct or other serious irregularities involving articles that have been published in scientific journals, Editors have a responsibility to ensure the accuracy and integrity of the scientific record.

In cases of suspected misconduct, the Editors and Editorial Board will use the [best practices of COPE](#) to assist them to resolve the complaint and address the misconduct fairly. This will include an investigation of the allegation by the Editors. A submitted manuscript that is found to contain such misconduct will be rejected. In cases where a published paper is found to contain such misconduct, a retraction can be published and will be linked to the original article.

The first step involves determining the validity of the allegation and an assessment of whether the allegation is consistent with the definition of research misconduct. This initial step also involves determining whether the individuals alleging misconduct have relevant conflicts of interest.

If scientific misconduct or the presence of other substantial research irregularities is a possibility, the allegations are shared with the corresponding author, who, on behalf of all of the coauthors, is requested to provide a detailed response. After the response is received and evaluated, additional review and involvement of experts (such as statistical reviewers) may be obtained. For cases in which it is unlikely that misconduct has occurred, clarifications, additional analyses, or both, published as letters to the editor, and often including a correction notice and correction to the published article are sufficient.

Institutions are expected to conduct an appropriate and thorough investigation of allegations of scientific misconduct. Ultimately, authors, journals, and institutions have an important obligation to ensure the accuracy of the scientific record. By responding appropriately to concerns about scientific misconduct, and taking necessary actions based on the evaluation of these concerns, such as corrections, retractions with replacement, and retractions, the Islamic Guidance and Counseling Journal journal will continue to fulfill the responsibilities of ensuring the validity and integrity of the scientific record.

Publication decisions

The editor of the Islamic Guidance and Counseling Journal is responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editors may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making this decision.

Complaints and Appeals

The Islamic Guidance and Counseling Journal journal will have a clear procedure for handling complaints against the journal, Editorial Staff, Editorial Board or Publisher. The complaints will be clarified to respected personal concerning the case of a complaint. The scope of complaints include anything related to the journal business process, i.e., editorial process, found citation manipulation, unfair editor/reviewer, peer-review manipulation, etc. The complaint cases will be processed according to COPE guideline.

Fair play

An editor at any time evaluates manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Confidentiality

The editor and any 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, as appropriate.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's research without the express written consent of the author.

Duties of Reviewers*Contribution to Editorial Decisions*

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Standards of Objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgment of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and Conflict of Interest

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

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 are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should, in any event, be prepared to retain such data for a reasonable time after publication. Authors are responsible for data reproducibility.

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

Multiple, Redundant or Concurrent Publication

An author should not, in general, 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.

Acknowledgment of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

Authorship and Contributorship of the Article

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors.

Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflicts 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.

Fundamental errors in published work

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.



Ethical Oversight

If the research work involves chemicals, human, animals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript in order to obey ethical conduct of research using animals and human subjects. If required, Authors must provide legal, ethical clearance from an association or legal organization.

If the research involves confidential data and of business/marketing practices, authors should clearly justify this matter whether the data or information will be hidden securely or not.

Correction and Retraction

Islamic Guidance and Counseling Journal takes its responsibility to maintain the integrity and completeness of the scholarly record of our content for all end users very seriously. Changes to articles after they have been published online may only be made under the circumstances outlined below. Islamic Guidance and Counseling Journal places great importance on the authority of articles after they have been published and our policy is based on best practice in the academic publishing community.

An Erratum is a statement by the authors of the original paper that briefly describes any correction(s) resulting from errors or omissions. Any effects on the conclusions of the paper should be noted. The corrected article is not removed from the online journal, but notice of erratum is given. The Erratum is made freely available to all readers and is linked to the corrected article.

A Retraction is a notice that the paper should not be regarded as part of the scientific literature. Retractions are issued if there is clear evidence that the findings are unreliable, this can be as a result of misconduct or honest error; if the findings have previously been published elsewhere without proper referencing, permission or justification; if the work is plagiarized; or if the work reports unethical research. To protect the integrity of the record, the retracted article is not removed from the online journal, but notice of retraction is given, is made freely available to all readers, and is linked to the retracted article. Retractions can be published by the authors when they have discovered substantial scientific errors; in other cases, the Editors or Publisher may conclude that retraction is appropriate. In all cases, the retraction indicates the reason for the action and who is responsible for the decision. If a retraction is made without the unanimous agreement of the authors, that is also noted. In rare and extreme cases involving legal infringement, the Publisher may redact or remove an article. Bibliographic information about the article will be retained to ensure the integrity of the scientific record.

A Publisher's Note notifies readers that an article has been corrected subsequent to publication. It is issued by the Publisher and is used in cases where typographical or production errors (which are the fault of the Publisher) affect the integrity of the article metadata (such as title, author list or byline) or will significantly impact the readers' ability to comprehend the article. The original article is removed and replaced with a corrected version. Publisher's Notes are freely available to all readers. Minor errors that do not affect the integrity of the metadata or a reader's ability to understand an article and that do not involve a scientific error or omission will be corrected at the discretion of the Publisher.

In such a case, the original article is removed and replaced with a corrected version. The date the correction is made is noted on the corrected article. Authors should also be aware that an original article can only be removed and replaced with a corrected version less than one year after the original publication date. Corrections to an article which has a publication date that is older than one year will only be documented by a Publisher's Note.

The following guideline may also be helpful: [COPE Guidelines for Retracting Articles](#)

Submission Preparation

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines:

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
3. Where available, URLs for the references have been provided.
4. Reference or citation utilize the format of the American Psychological Association 6th edition.
5. Author has agreed to transfer the first publication right to the Islamic Guidance and Counseling Journal https://drive.google.com/open?id=1yN4_bSCOeW2vEx81ZfGhom_rOKKMb2IN
6. Author has agreed to the publication ethics of the Islamic Guidance and Counseling Journal <http://journal.iaimnumetrolampung.ac.id/index.php/igcj/PublicationEthics>

However, if for any reason authors are unable to follow the above methods, authors may also contact to Editorial Office according to the following address for assistance:

Aprezo Pardodi Maba, M.Pd (Editor-in-Chief)

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