**Publication Ethics**

CLLRA is committed to upholding academic and research integrity. Authors are encouraged to refer to the Committee on Publication Ethics’ [International Standards for Authors](https://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011.pdf). The editorial team of the Journal on Labour encourages the highest standards of publication ethics, and takes all reasonable preventative measures against publication malpractices. This Statement has been formulated in line with guidelines recommended by the UGC-CARE and Scopus Indexed Journal guidelines. All persons associated with the Journal, in the capacity of author, reviewer, and editor, are expected to acquaint themselves and adhere to the terms of this Statement.

Please note that submissions not conforming to these guidelines may be returned or rejected. While we strive to provide substantive feedback for every submission we receive, it may not always be possible to do so, given the large number of submissions. We reserve the right to reject submissions without providing substantive feedback.

1. **Authors**

*An “author” is someone who has made substantive intellectual contributions to a published study.”* The duties and responsibilities of all authors are, including but not limited to, thus:

* 1. **Authorship**

The following criteria must be met in order to attain authorship:

* Substantial intellectual contribution to the study conception and design, data acquisition, analysis, and interpretation.
* Contribution to drafting of the submission and making subsequent revisions.
* Agreement to be responsible and accountable for the accuracy and integrity of all aspects of the submission.
* Ability to grant final approval of the version that has to be published.
* All authors undertake that their submission does not infringe on the copyright or any other rights of any third person, nor does it contain anything defamatory, slanderous, libellous, obscene or any other unlawful content.  All authors agree that they shall be solely responsible in case of any legal violations.
* The Authors must only submit real, unfabricated data which is original.
* No authorship shall be granted to submissions whose authors come under the purview of “ghost” authors, “guest” authors or “gift” authors.
* Contributors who do not meet all the authorship criteria mentioned-above should not be listed as authors. However, they should be acknowledged and their contributions should be specified.
* It is the duty of the corresponding author to obtain written permission to be acknowledged from all acknowledged individuals. Without such written permission, the Journal shall not publish acknowledgments for that individual.
* An author may request removal or addition of author(s) after submission, acceptance or publication. In such  a situation, the author shall provide a detailed explanation for the change and a signed statement of agreement for such request.
* In case of disputes regarding authorship, the Journal and its editors shall not be responsible for the determination of attributing authorship and shall not adjudicate such disputes.
* Manuscript can be submitted only to a single journal by an author at a time.
* The manuscript or any variation of the manuscript submitted to the Journal shall not be simultaneously submitted elsewhere, nor shall it be submitted to the Journal if it has been accepted or submitted elsewhere.
* The Journal may be refused to be published if the author(s) has engaged in misconduct. Misconduct shall include, but shall not be limited to, the following: Violations of publication ethics policy of another journal, previous criminal convictions by a court of law in any jurisdiction, ongoing criminal proceedings in any jurisdiction, allegations of, or ongoing proceedings or convictions whether in a court of law or in any institution or organisation pertaining to, sexual harassment, ongoing disciplinary proceedings, in any institution or organisation, including those pertaining to ragging or bullying
* It shall be the duty of the author(s), to disclose any details pertaining to such misconduct to the Journal, at the earliest possible time.
  1. **Accountability and responsibility**
* All authors should have read and be familiar with the reported work and should ensure that publications follow the principles set out in these guidelines. In most cases, authors will be expected to take joint responsibility for the integrity of the research and its reporting. However, if authors take responsibility only for certain aspects of the research and its reporting, this should be specified in the publication.
* Authors should work with the editor or publisher to correct their work promptly if errors or omissions are discovered after publication.
* Authors should abide by relevant conventions, requirements, and regulations to make materials, reagents, software or datasets available to other researchers who request them. Researchers, institutions, and funders should have clear policies for handling such requests. Authors must also follow relevant journal standards. While proper acknowledgement is expected, researchers should not demand authorship as a condition for sharing materials.
* Authors should respond appropriately to post-publication comments and published correspondence. They should attempt to answer correspondents’ questions and supply clarification or additional details where needed.
  1. **Plagiarism**
* CLLRA take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously, plagiarism in all its forms is unethical and is unacceptable. Submitted articles may be checked with duplication-checking/anti-plagiarism software.
* Words that can be plagiarised include: Words (language), Ideas, Findings, Writings, Graphic representations, Computer programs, Diagrams, Graphs, Illustrations, Information, Lectures, Printed material, Electronic material, Any other original work.
* The author must acknowledge their sources and provide appropriate references in the manner prescribed. Any information obtained through private means, must be included in the manuscript only after explicit written permission from the concerned third party.
* If a manuscript is found to have plagiarized work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum; retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.
  1. **Conflicts of Interest**
* Potential conflicts of interest include, among others, any relationship with Editor of the Journal, employment, stock ownership, grants, patents, honoraria, consultancies, mutual fund ownership, expert testimony, promotion, direct rival institutional personal belief, representation in a dispute/case and paid expert testimony.
* It is the responsibility of the author(s) to make such disclosures on conflicts of interest to the Journal at the earliest possible time.
* In the event that the author(s) have not disclosed their conflicts of interest, the Journal may be retracted or have letters of concern or reprimand written to them and institutes and funding bodies could carry out disciplinary action

### Fundamental Errors in Published Works

* If an author(s) discovers fundamental errors in their work published in the Journal, it is their duty to immediately notify the Journal of such errors and co-operate with the Journal in rectifying said errors.
* If the editors come to know of such fundamental error(s) in the published work, they shall provide the author an opportunity to prove the correctness of the work. If this is not proved, it shall be the duty of the author to co-operate with the Journal in rectifying such errors.
* The editorial board has the discretion to decide in what form and manner the error(s) shall be rectified.

1. **Editors**

Editors of the Journal have to follow the ethical duties:

* Editors must ensure that the submissions are evaluated objectively, and exclusively on the basis of academic merit, without regard to any secondary consideration(s) such as the authors’ ethnic origin, religious belief, race, sexual orientation, gender, citizenship, political philosophy or institutional affiliation
* The editors can reject the submissions that fail to satisfy the legal requirements in relation to defamation, libel, slander, obscene content or other unlawful matter.
* The editors shall also reject submissions which have been plagiarized.
* If the Journal publishes an article that critiques a previous article published by the Journal, the Editors shall ensure that the author(s) of the previous article has an opportunity to respond to criticism of their submission; Provided that the author(s) response meets the review standards of the Journal.
* The editors shall not disclose any information about, or ideas obtained from, a submission to anyone besides the author(s), editorial team, reviewers, and the publisher, without the consent of the author(s).
* The editors shall disclose all relationships that may cause a potential conflict of interest, and request a recusal from editorial decisions in which they have or are perceived to have conflicts of interest.
* The editors shall not use unpublished material disclosed in a submission for their own research purposes without the author’s consent.
* Submissions made by members of the editorial team shall not be accepted for publication in the Journal.

## The editors shall respond to queries, ethical concerns, and malpractice complaints in a timely manner, and endeavor to address the complaints responsibly and sufficiently. The editorial team can also be contacted at [**jol@nludelhi.ac.in**](mailto:jol@nludelhi.ac.in)in relation to suspicions of ethical concerns, malpractice complaints, or conflict of interest.

1. **Publishers**

Publishers shall have the following duties:

* The publisher shall take appropriate measures to amend the work in question, in accordance with the directions of the editor(s), upon notification by the editor(s) of any proven unethical behaviour or malpractice. This involves  clarification(s), correction(s), expression of concern(s), apologies or other note(s) that are relevant to the Journal.
* The publisher shall reasonably cooperate with the editor(s) in identifying and preventing the publication of unpublished work(s) whose author has been proven to have engaged in unethical behaviour or malpractice.
* Publishers shall reasonably cooperate with the editorial board to ensure that the published material is securely preserved, and that all issues of the Journal are open access and freely available to everyone for easy accessibility, through partnering with organisations or/ and maintaining own digital archive.

**4. Miscellaneous**

* The Journal’s Editorial Board shall determine whether the guidelines mentioned above have been violated its decision shall be final.
* The Journal has the right to exercise its discretion to reject, retract, modify or refuse future submissions if the above-mentioned guidelines have been violated.
* The Journal’s Editorial Board has the right to amend the Publication Ethics and Malpractice statement at any time.
* In case the present statement does not cover a sui generis event or situation, the Journal’s Editorial Board has the discretion to arrive at a decision based on general principles and intent of this Statement, as well as by reference to best practices and guidelines issued by the Committee on Publication Ethics (COPE).

**5. Further Information**

The Journal has its own official website on https://cllra.com with information about the aims and scope, members of the editorial board and advisory board, the publishing process, editorial policy, peer review policy, diversity policy, subscriptions, and contact information.

Any queries or complaints regarding the information provided above or otherwise may be addressed to the Editor-in-Chief at jol@nludelhi.ac.in.