

# The IST's Publications

## Editorial Policy and Ethics Statement

**Effective Date:** Monday 1st June 2026

**Version:** 1.0

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### 1. Purpose and Scope

The Institute of Science & Technology (IST) is committed to maintaining the highest standards of integrity, professional ethics, editorial independence, and publication transparency across all of the IST publications, including *The Tech Magazine* and *The Official Journal of IST*.

This Editorial Policy and Ethics Statement establishes the principles and responsibilities that guide authors, editors, reviewers, contributors, and members of the Editorial Board throughout the publication process.

IST publications aim to support the advancement of knowledge, innovation, technical excellence, interdisciplinary collaboration, and professional practice within the wider technical and scientific community.

### Editorial Principles

#### 2. Editorial Independence

The Editorial Board operates independently and is responsible for ensuring fairness, objectivity, technical integrity, and transparency in editorial decision-making.

Editorial decisions are made solely on the basis of:

- Scholarly merit
- Technical quality
- Relevance to the publication scope
- Originality and contribution to the field
- Ethical compliance

Commercial interests, institutional influence, political considerations, or personal relationships must not influence editorial decisions.

Editors reserve the right to reject submissions that do not meet the publication's academic, ethical, or professional standards.

### 3. Peer Review Integrity

IST is committed to a fair, impartial, and confidential peer review process.

Submissions may undergo single-blind peer review or double-blind peer review, depending on the nature of the publication and editorial requirements.

Reviewers are selected based on relevant subject expertise, professional experience, and academic competence.

Reviewers are expected to:

- Maintain confidentiality of all submitted material
- Provide constructive, evidence-based feedback
- Declare any actual or potential conflicts of interest
- Conduct reviews objectively and professionally
- Avoid using unpublished information for personal advantage

The Editorial Board may also appoint specialist subject-matter reviewers where additional technical expertise is required.

### 4. Originality and Plagiarism

All submissions must represent original work created by the submitting author(s).

Authors must ensure that:

- Submitted work has not been previously published without disclosure
- Sources are appropriately cited and referenced
- Data, images, and third-party materials are properly acknowledged
- Submissions do not contain plagiarised, fabricated, or manipulated content

IST reserves the right to use plagiarism detection and screening software to assess originality.

Where duplicate publication, plagiarism, data fabrication, or unethical conduct is identified, IST may reject, withdraw, correct, or retract the submission or publication.

### 5. Artificial Intelligence and Assisted Writing Tools

IST recognises that authors may utilise artificial intelligence (AI) and digital writing tools to support aspects of manuscript preparation. Such tools may be used to assist with activities including spelling, grammar, language refinement, readability, formatting, and

editorial improvements. The use of AI-assisted tools must not replace the intellectual contribution, expertise, critical analysis, professional judgement, or accountability of the author(s). IST does not recognise AI systems as authors and all submitted work must remain the original intellectual output of the named contributor(s).

AI-assisted improvements may include wording, language, structure, and formatting enhancements; however, authors remain responsible for ensuring the accuracy, originality, integrity, and authenticity of all submitted content. The use of AI must not result in the generation of fabricated information, fictitious references, misleading content, or the unacknowledged creation of substantive intellectual work.

In all cases, there must be clear human oversight and accountability for the final version of the manuscript. By submitting work to an IST publication, authors confirm that any AI-assisted edits accurately reflect their original ideas, findings, experiences, and professional expertise, and that they accept full responsibility for the content submitted for review and publication.

Where AI tools have made a significant contribution to the preparation of a submission, authors may be asked to disclose their use as part of the publication process.

## **6. Conflict of Interest**

Authors, reviewers, editors, and contributors must declare any financial, professional, institutional, or personal interests that could influence, or be perceived to influence, editorial decisions or publication outcomes.

Examples may include:

- Research funding or sponsorship
- Employment relationships
- Consultancy roles
- Commercial partnerships
- Personal or professional relationships
- Intellectual property interests

Declared conflicts will be reviewed by the Editorial Board and managed appropriately to preserve impartiality and transparency.

## **7. Ethical Research Standards**

Research involving human participants, animals, personal data, or sensitive information must comply with recognised ethical and legal standards.

Authors are responsible for ensuring that:

- Ethical approval has been obtained where required
- Informed consent has been secured from participants
- Privacy, confidentiality, and data protection requirements are respected
- Research complies with relevant institutional, national, and international regulations

The Editorial Board reserves the right to request evidence of ethical approval or supporting documentation at any stage of the review or publication process.

## **8. Corrections, Expressions of Concern, and Retractions**

IST is committed to maintaining the integrity and accuracy of the scholarly and professional record.

Where significant errors, ethical concerns, or breaches of publication standards are identified, IST reserves the right to:

- Publish corrections or amendments
- Issue expressions of concern
- Withdraw or retract published content
- Publish editorial notices where appropriate

Retractions may occur in cases including, but not limited to:

- Plagiarism
- Data fabrication or falsification
- Serious methodological error
- Unethical research conduct
- Duplicate publication
- Undisclosed conflicts of interest

All corrective actions will be conducted fairly, transparently, and proportionately.

## **Publication Standards**

### **9. Inclusivity, Diversity, and Professional Conduct**

IST supports an inclusive and respectful publishing environment that values diversity of thought, background, discipline, and international perspective.

Discriminatory, defamatory, abusive, or offensive content will not be accepted.

Authors and reviewers are expected to maintain professional standards of communication and conduct throughout the editorial and publication process.

## 10. Transparency and Accountability

IST is committed to transparent editorial practices and clear communication with contributors and readers. Transparency supports trust, accountability, and confidence in the integrity of IST publications.

Publication timelines, editorial procedures, and submission requirements will be made publicly available where appropriate.

## 11. Copyright and Licensing

Authors retain responsibility for ensuring that submitted materials do not infringe copyright, intellectual property rights, or licensing restrictions.

Where third-party content is used, authors must obtain appropriate permissions prior to publication. Open access arrangements, embargo periods, and publication licensing terms will be communicated within individual publication guidelines.

## 12. Final Statement

The Institute of Science & Technology is dedicated to fostering ethical publication practice, technical excellence, innovation, and responsible knowledge sharing across the scientific, technical, and professional community.

By submitting work to *The Tech Magazine* or *The Official Journal of IST*, authors, reviewers, and contributors agree to uphold the principles outlined within this Editorial Policy & Ethics Statement.

## 13. Version History

Date	Version	Reason	By	Authorised By
05/2026	1.0	Base document	J. Ashton-Kinlin	IST Executive

**The Institute of Science & Technology (IST)**  
*Supporting Professionalism, Innovation, and Technical Excellence*