

Man and Environment Ethical Policy Statement

General Principles

As a part of commitment to upholding the highest level of scientific integrity and professional ethics in all of its activities, the Indian Society for Prehistoric and Quaternary studies follows fundamental principles of doing research and presentation of results in the journal *Man and Environment*. The research activity including publication of research findings is expected to be free of any impropriety or undisclosed conflicts of interest, intentional plagiarism, fabrication of data/results, and any inappropriate action that would compromise the integrity of science.

Ethical code for authors

In order to maintain highest quality research and its publication authors are assumed to have done the following.

- (1) The article should not be sent for publication to any other journal/edited book/felicitation volume/ memorial volume, in any form.
- (2) Include sufficient details and references to sources of information so that the peer reviewers would gate a comprehensive picture of the work. Limitations on use of, or access to, data and other relevant information, must be clearly identified.
- (3) Identify sources of all information and cite those publications that have been used during the research process. Ignoring previous contributions in the field of research must be avoided even though such works may be presenting the opposing views/conclusions.
- (4) Information obtained privately, as in conversation or correspondence, should not be used or reported without explicit permission from the source. For citing as "personal communication" a written permission must be obtained before submitting the manuscript.
- (5) For any article based on excavation/excavated material from India, the corresponding/first author will corresponding/first author will have the full responsibility of getting necessary permissions.
- (6) If the article is based on analysis of arefacts/ archaeological samples (including biological material) conducted outside of India, the corresponding/first author will have the full responsibility of getting necessary permissions.
- (7) Give a precise and accurate account of the methodology, assumptions and objectives of the research performed and a clear discussion of its significance.
- (8) Avoid redundant publication of research reports to artificially increase the number of publications or size of the article.
- (9) Do not include personal criticism or any comments based on gender, caste, religion, race or nationality.

- (10) Include as coauthors only those persons who have made significant contributions to the work. Determine order of authorship in a manner appropriate to the contribution. All coauthors share ethical and legal responsibility for the quality and integrity of the published manuscript.
- (11) The corresponding/first author must ensure that all coauthors are informed about the full manuscript and that they have agreed to its publication. The corresponding/first author must provide full postal address and e-mail of all the coauthors.
- (12) All funding sources and sources of data, or other in-kind support for all authors in the acknowledgments must be clearly mentioned.
- (13) The authors must avoid plagiarism (using another person's words or ideas without giving credit to that person or that person's work). This includes using text, figures, tables, or ideas, and includes not just duplicating any of these items but also close paraphrasing of text that still represents someone else's ideas or work.
- (14) The authors must avoid self-plagiarism (reproducing your own work without changes).
- (15) A special care must be taken to follow the applicable guidelines for human studies and animal welfare regulations when such material has been used as data source. All materials and data in the manuscript must be acquired following current ethical standards and, wherever required, have been duly approved by the appropriate ethical committee/s. For studies involving human material (including ethnographic surveys), authors should state that subjects have given their informed consent. Unnecessary details that might compromise subjects' social position or damage personal reputation must not be included in the manuscript. In general, both human subjects and human remains must be treated with respect.
- (16) *Man and Environment* strictly follows the code of ethics and code of practice regarding the research and analysis of human remains outlined by the *British Association for Biological Anthropology and Osteoarchaeology* (http://www.babao.org.uk/publications/ethics-and-standards/).
- (17) No article based on illegally traded antiquities or antiquities removed from their original provenance, will be accepted for publication. *Man and Environment* assumes that all authors are aware of the *UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property* (1970) and all subsequent provisions made in the treaties. *Man and Environment* will not accept articles based on artefacts/objects in private collections made and not declared before 1970.
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- (19) All maps must be as per Survey of India (SOI) official maps and confirming to the National Map Policy (2005). A special care must be taken to show the northeastern Indian states and the State of Jammu and Kashmir in correct form. Maps taken from other sources (including

- the internet sources) will not be acceptable. For more details visit http://www.surveyofindia.gov.in/pages/display/251-instructions-for-publication-of-maps-by-govtprivate-publishers2016
- (20) The author should be aware of all provisions of the Copyright Act 1957 enacted by Parliament in the Eighth Year of the Republic of India [No. 14 of 1957 as amended up to act 65 of 1984], and the procedures dealing with infringement of the copyrights.
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Ethical code for peer reviewers

The main principle of sending article for a review is to improve the quality and avoid creation of inappropriate/ not academically viable knowledge statements. These ethical guidelines to for peer reviewers are based on recommendations of American Geophysical Union's Committee on Publication Ethics (COPE) available online.

[http://publicationethics.org/files/Ethical_guidelines_for_peer_reviewers_0.pdf]

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The editors and editorial advisors of *Man and Environment* follow the basic principles outlined for peer reviewers. They maintain total confidentiality during and after the publication process. The editors and editorial advisors do not get influenced by the origins of a manuscript, by the nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations. They do not favour any organization or professional body or authors to get any personal advantage.