

***HKIE Transactions* – Publication Ethics and Publication Malpractice Statement**

Duties of the Editorial Panel

Fair play

All submitted manuscripts are evaluated based solely on the academic merit and relevance to *HKIE Transactions*' aims and scope, irrespective of the authors' characteristics such as race, gender, sexual orientation, age, ethnic origin, citizenship, affiliation, religion or political philosophy.

Objectivity

The Editorial Panel review manuscripts objectively and formulate observations with supporting arguments to enable authors' revision for improving the submitted manuscript.

Editorial and publication decisions

All manuscripts submitted to *HKIE Transactions* will go through a stringent reviewing process, and be reviewed normally by two anonymous independent referees assigned for their expertise who assist the Editors in making editorial decisions and assist authors in improving their manuscripts. The Editorial Panel decides which manuscripts are accepted for publication based on the returned reviews. The Editor-in-Chief has full authority over the editorial content of the journal and the timing of publication of the content.

Cooperation in investigations

The Editorial Panel (in conjunction with the Editorial Office and/or the publisher and/or society) will take responsive measures when ethical concerns are raised in regard to any submitted manuscript or published paper. Irrespective of the date of manuscript submission and/or paper publication, every reported act of unethical publishing behaviour will be looked into. A correction, retraction, expression of concern or other note will be published as appropriate if any ethical concern reported and investigated is found substantiated.

Confidentiality

The Editorial Panel and the Editorial Office will not communicate with or disclose any information about any submitted manuscript to any third party other than the corresponding author, co-authors, referees, potential referees, editorial advisors, and the publisher, unless explicitly authorised by the Editor-in-Chief only under exceptional and specific circumstances. All unpublished information disclosed in a submitted manuscript will not be used by the Editorial Panel in their own research without the authors' explicit written consent. Members of the Editorial Panel who obtained privileged information from reviewing any manuscript will keep such information confidential and not use it for personal purpose. This also applies to

invited members of the Editorial Panel who declined the review invitation.

Conflicts of interest

Members of the Editorial Panel will excuse themselves from reviewing manuscripts in which they have conflicts of interest and refer the concerned manuscript to another member of the Editorial Panel.

Duties of Referees

Objectivity

The referees review manuscripts objectively and formulate observations with supporting arguments to enable authors' revision for improving the submitted manuscript.

Originality

Reviewers will notify the Editorial Panel of any substantial similarity or overlap between the manuscript under review and any other unpublished manuscript or published papers of which they have knowledge, and of any identified relevant published work without proper citation by the authors.

Confidentiality

The referees will not communicate with or disclose any information about any submitted manuscript to anyone unless explicitly authorised by the Editor-in-Chief only under exceptional and specific circumstances. All unpublished information disclosed in a submitted manuscript will not be used by the referees in their own research without the authors' explicit written consent. Referees who obtained privileged information from reviewing any manuscript will keep such information confidential and not use it for personal purpose. This also applies to invited referees who declined the review invitation.

Conflicts of interest

Any invited referees should notify the Editorial Panel and/or the Editorial Office to declare any conflicts of interest and decline the invitation to review the manuscript as appropriate.

Duties of Authors

Reporting standards

Authors should refer to and follow guidelines set out in the Instructions for Authors. Fraudulent or knowingly inaccurate or false statements constitute unethical behaviour and are unacceptable.

Authorship

All authors mentioned in a manuscript should have significantly contributed to the study, the drafting and revision of the manuscript. The corresponding author should ensure that all contributing co-authors and no uninvolved person(s) are included in the author list.

Originality

Authors should only submit entirely original works, and any works and/or words of others contained in the submission should be appropriately cited. Plagiarism is considered an unethical publishing behaviour and is unacceptable.

Multiple/concurrent submission/publication

Authors should only submit manuscripts that have not been published in another journal for consideration. Submission of a manuscript concurrently to more than one journal is an unethical publishing behaviour and is unacceptable.

Data access and retention

Upon request by the Editorial Panel, authors should provide free access to the raw data of their study for review and be prepared to store this data for a reasonable time after the paper publication and make the data publicly available if practicable.

Conflicts of interest

Authors should disclose any conflicts of interest that might be construed to influence the results or the interpretation in the manuscript. All sources of financial support for the work should be disclosed.

Peer review

Authors are obliged to participate and cooperate in the peer review process by promptly responding to the request of the Editorial Panel.

Fundamental errors

Authors should notify the Editorial Panel and/or the publisher immediately if significant errors or inaccuracies are found in their papers published in the journal, and cooperate in correcting or retracting the paper. If any significant error or inaccuracy in a published work is found through a third party, authors should provide evidence to prove the correctness of the paper, or promptly correct or retract the paper.

Duties of the Publisher

Handling of unethical publishing behavior

In case of well-found unethical publishing behaviour, the publisher will collaborate with the Editorial Panel and the Editorial Office to take appropriate measures to

clarify the situation and to amend the paper in question. The publisher shall take responsible measures to prevent the occurrence of research misconduct and under no circumstances knowingly allow such misconduct to take place.

Access to journal content

The publisher shall maintain the journal's digital archive for access and preservation of scholarly research.