

HKIE Transactions – Publication Ethics and Publication Malpractice Statement

Duties of the Editorial Panel

Fair play

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

Objectivity

The Editorial Panel reviews manuscripts objectively and formulates observations with supporting arguments to assist authors in revising and improving their manuscripts.

Editorial and publication decisions

All manuscripts submitted to *HKIE Transactions* will undergo a stringent review process. Manuscripts are normally reviewed by two anonymous independent referees assigned according to their expertise. The referees assist the Editors in making editorial decisions and help authors improve 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.

Cooperation in investigations

The Editorial Panel, in conjunction with the Editorial Office, publisher and/or society as appropriate, will take responsive measures when ethical concerns are raised in relation to any submitted manuscript or published paper. Irrespective of the date of manuscript submission or publication, every reported act of unethical publishing behaviour will be examined.

Where an ethical concern is reported, investigated and substantiated, a correction, retraction, expression of concern or other appropriate note will be published as necessary.

Use of AI tools

Editors and members of the Editorial Panel hold full responsibility and accountability for the editorial process. The use of generative AI tools or AI-assisted technologies in manuscript evaluation, editorial assessment and publication decision-making is strictly prohibited.

Editors and members of the Editorial Panel must not upload any part of a submitted manuscript, unpublished material, review comments, editorial correspondence or related confidential information to any generative AI tool or AI-assisted technology, as this may breach authors' confidentiality, intellectual property rights and proprietary rights.

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 under exceptional and specific circumstances.

All unpublished information disclosed in a submitted manuscript must not be used by members of the Editorial Panel in their own research without the authors' explicit written consent. Members of the Editorial Panel who obtain privileged information from reviewing any manuscript must keep such information confidential and must not use it for personal purposes. This also applies to invited members of the Editorial Panel who decline a review invitation.

Conflicts of interest

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

Duties of Referees

Objectivity

Referees review manuscripts objectively and formulate observations with supporting arguments to assist authors in revising and improving their manuscripts.

Originality

Referees should notify the Editorial Panel of any substantial similarity or overlap between the manuscript under review and any other unpublished manuscript or published paper of which they have knowledge. Referees should also notify the Editorial Panel of any relevant published work that has not been properly cited by the authors.

Use of AI tools

Referees must not use generative AI tools or AI-assisted technologies to review, assess, summarise, evaluate or comment on submitted manuscripts.

Referees must not upload any part of a submitted manuscript, unpublished material, review comments, editorial correspondence or related confidential information to any generative AI tool or AI-assisted technology, as this may breach authors' confidentiality, intellectual property rights and proprietary rights.

Confidentiality

Referees will not communicate with, or disclose any information about, any submitted manuscript to anyone unless explicitly authorised by the Editor-in-Chief under exceptional and specific circumstances.

All unpublished information disclosed in a submitted manuscript must not be used by referees in their own research without the authors' explicit written consent. Referees who obtain privileged information from reviewing any manuscript must keep such information confidential and must not use it for personal purposes. This also applies to invited referees who decline a review invitation.

Conflicts of interest

Invited referees should notify the Editorial Panel and/or the Editorial Office of 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 the guidelines set out in the Instructions for Authors. Fraudulent, knowingly inaccurate or false statements constitute unethical behaviour and are unacceptable.

Authorship

All authors named in a manuscript should have made significant contributions to the study, drafting and revision of the manuscript. The corresponding author should ensure that all contributing co-authors, and no uninvolved persons, are included in the author list.

Originality

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

Use of AI tools

HKIE Transactions prohibits the use of generative AI tools and AI-assisted technologies in journal submissions. Authors must not use generative AI tools or AI-assisted technologies to generate, draft, rewrite, develop, analyse or interpret substantive content for manuscripts submitted to *HKIE Transactions*.

Authors must confirm that no generative AI tools or AI-assisted technologies were used in developing their submitted work. Basic language-support functions, such as spelling and grammar checking available in standard word-processing software, are not regarded as generative AI tools under this policy, provided that they do not generate substantive academic, technical or interpretative content.

Multiple/concurrent submission/publication

Authors should submit only manuscripts that have not been published in another journal for consideration. Concurrent submission of a manuscript to more than one journal is 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. Authors should also be prepared to store such data for a reasonable period after publication and make the data publicly available where practicable.

Conflicts of interest

Authors should disclose any conflicts of interest that might be construed as influencing the results or interpretation of 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 responding promptly to requests from 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 should cooperate in correcting or retracting the paper.

If any significant error or inaccuracy in a published work is identified by 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 behaviour***

In the case of well-founded unethical publishing behaviour, the publisher will collaborate with the Editorial Panel and the Editorial Office to take appropriate measures to clarify the situation and amend the paper in question.

The publisher shall take responsible measures to prevent research misconduct and shall 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 to, and preservation of, scholarly research.