

EDITOR'S RESPONSIBILITIES

Editors should:

- Read and understand COPE guidelines as well as Vidya's ethics policy, and follow them during all editorial processes.
- Protect the reputation of their journal(s) and published work by only publishing content of the highest quality and relevance in a timely and responsible manner.
- Carry out thorough, objective and confidential peer review for original article submissions that pass the initial quality check and editorial assessment, in adherence with guidelines and Vidya Journals' ethics policy.
- Detail and justify any article types which will not be peer reviewed (e.g. editorials, opinion pieces etc.).
- Provide a transparent review and publication process as far as is possible, with full respect and care paid to the author(s).
- Provide advice and give reasonable explanation and updates to authors during the submissions process and once a decision has been made.
- Allow authors the right to appeal any editorial decision.
- Only accept papers based on the original merit, quality and relevance of their content.
- Support authors in queries concerning the originality of their submissions and request the support of Vidya if necessary.
- Advise the publisher of any third party material which has been included for which they do not believe sufficient permission has been cleared.
- Be ready and prepared to publish corrections, corrigenda, errata when necessary, as well as retract articles that deem unethical, misleading or damaging.
- Remain in good communication with both the publisher and the author(s).