South East Asian Association for Institutional Research (SEAAIR)

Annual SEAAIR Conference Proceedings General Editorial Policies, Procedures, And Publication Ethics

Annual SEAAIR Conference Proceedings: Aim And Purpose

The Annual SEAAIR Conference Proceedings aims to provide an intellectual and academic research platform in Institutional Research and Higher Education teaching, learning & research, teaching technologies and pedagogies, quality assurance, and governance practices & protocols for practitioners and academics. It also aims to provide a platform for its ASEAN and Asian + partners to learn, share, and strengthen academic exchanges that are boundaryless.

Annual SEAAIR Conference Proceedings: Submission Of Manuscripts

Authors and contributors to the Abstracts and Full Papers should prepare manuscripts in accordance with these general and COPE Publications Ethics guidelines. These guidelines are designed to standardize the process of preparing the Abstracts and Full Papers for publication. Failure to follow them may result in papers being delayed and/or rejected.

The Annual SEAAIR Conference Proceedings considers all manuscripts on the condition that.
1. They are original, use non-discriminatory language, and are not under consideration for publication elsewhere or published already;
2. If the manuscript is accepted for publication, the copyright is transferred to SEAAIR for open-access publication on the SEAAIR website.

Annual SEAAIR Conference Proceedings: Publishing Policy

The Annual SEAAIR Conference Proceedings is published electronically on an annual basis in October annually, after the conclusion of the Annual SEAAIR Conference and Presentations. Original research papers about institutional research and tertiary education are invited for the Annual SEAAIR Conference Proceedings publication.

All papers undergo two stages of review with (a) The Abstract Review (AR) stage to strengthen or address missing research components by two independent reviewers of the Editorial Team, and once it passes this stage, it goes to (b) The Double-blind (DB) reviews as refereed by two independent persons and evaluated. The manuscript is checked for plagiarism in the PR stage using the Copyleaks. The authors receive a copy of the "Reviewers' Comments" to address the paper requirements in the final full paper submission. The reviewers' DB review identifies the following:
1. Significance in contributing new knowledge.

2. Research technical quality with in-depth adequacy addressing key research components of literature reviews synthesis & analysis, research model with identified variables/constructs and measures & methodology; statistical analysis & discussions; implications, recommendations & conclusions based on findings and references.
3. Appropriateness for the Abstracts and Full Papers with presentation clarity.

Annual SEAAIR Conference Proceedings: Repository Policy

The Annual SEAAIR Conference Proceedings has a policy allowing authors to deposit versions of their work in an institutional or other repository of their choice. SEAAIR is in the process of archiving all the Proceedings with CLOCKSS.

Annual SEAAIR Conference Proceedings: Publication Fees

The Annual SEAAIR Conference Proceedings does not charge any processing and publication fees for all submitted and published manuscripts. The registration payment is made to the LOC (Local Organizing Committee) of the Host University, whereby USD 25.00 is payable to SEAAIR for the annual membership fees.

Annual SEAAIR Conference Proceedings: Copyrights And Licensing

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The Annual SEAAIR Conference Proceedings is committed to its Open Access Practices to all parties who wish to download any of the published papers for academic or scholastic use. All downloads must subscribe to the Annual SEAAIR Conference Proceedings' commitment to intellectual proprietary citations and referencing as per COPE Publication Ethics.

Annual SEAAIR Conference Proceedings: Publication Ethics Practices And Protocols

The Annual SEAAIR Conference Proceedings has always upheld publishing and reviewing ethics that promote and practice integrity in scholarly research and its publication. In line with this ethical direction, the ANNUAL SEAAIR CONFERENCE PROCEEDINGS subscribe to the international COPE Committee on Publication Ethics. To achieve high-level publication ethics, the ANNUAL SEAAIR CONFERENCE PROCEEDINGS espouses the 10 COPE Core Practices. When faced with cases of misconduct, the COPE Publication Ethics FLOWCHARTS systematically guides the mitigation processes addressed. The Annual SEAAIR Conference

Proceedings Publication Ethics is also guided by the Council of Scientific Editors (2018). Basic Publication Ethics guiding principles that authors/researchers, peer reviewers, and editor/editorial board must adhere to:

Authors/Researchers
- Originality and unpublished manuscripts submissions in partiality or totality.
- Unethical submission of the same manuscript to more than one Abstracts and Full Paper concurrently and to avoid all types of plagiarism.
- Stating conflict of interest clearly and acknowledging data sources, data availability & reproducibility, citations, and references used in the manuscript development.
- Modifications to the manuscript after submission are swiftly communicated to the Editor.

Peer Reviewers
- Reviewing and providing constructive comments to all submissions in fairness based on the intellectual content of the paper regardless of gender, race, ethnicity, religion, citizenry, or political values of author(s).
- Observing policy of non-conflict or competing interest during the review process and maintaining full confidentiality of manuscript and reviewer's status.
- Ensuring that manuscript publication acceptance or rejection reasons are clearly and constructively justified and communicated to the Editor.
- COPE Code of Practices for PEER Reviews as practiced by ANNUAL SEAAIR CONFERENCE PROCEEDINGS.

Head of Technical Committee, who is the Editor
- Fair and unbiased evaluation based on the intellectual context and content of the paper regardless of gender, race, ethnicity, religion, citizenry, or political values of authors.
- Confidentiality of manuscripts and reviewers' status and identity.
- Observation of non-conflict of interest and intellectual properties is the standard protocol that must be disclosed.
- Taking responsibility and accountability for publication decisions for: (a) submitted manuscripts based on the reviewer's evaluation of the manuscript, (b) ethical oversights by the Editorial Board of ethics policies, legal restraints acting against plagiarism, libel, intellectual properties & copyright infringements, complaints & appeals, (c) peer review process and Abstracts and Full Papers management, and (d) post-publication discussions & corrections.
- COPE Codes of Conduct and Best Practices Guidelines for Abstracts and Full Papers Editors as practiced by Annual SEAAIR Conference Proceedings.

Annual SEAAIR Conference Proceedings: Conflict Of Interest

The Annual SEAAIR Conference Proceedings strives to maintain the highest standards of integrity. This is to ensure that the contributors, reviewers, and the Annual SEAAIR Conference Proceedings Editorial Board and SEAAIR administrators are highly confident of our commitment to the Annual SEAAIR Conference Proceedings publication ethics and avoidance of potential conflicts of interest. In upholding the non-conflict of interest principles, all authors' and reviewers' names & affiliations are kept confidential during submission and review processes. All submissions by all potential authors and assignments of reviewers in double-

blind reviews are scrutinized by the Editor to avoid country, gender, institutions, or discipline bias and discriminatory practices that are completely avoided. While the Annual SEAAIR Conference Proceedings does not request for "***The Author(s) or Reviewer (s) declaration (s) of non-conflict of interest***", if there are potential conflicts of interest, we highly encourage each author or reviewer to identify and declare such in their submission(s) or review(s) to avoid any future investigations by the Annual SEAAIR Conference Proceedings. The Annual SEAAIR Conference Proceedings considers that the potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests or relationships (especially economic), particularly if those interests or commitments are not disclosed. Any conflict of interest issues is dealt with according to the Annual SEAAIR Conference Proceedings subscription to COPE guidelines and practices and reported to the Annual SEAAIR Conference Proceedings Editorial Board and SEAAIR Executive Committee.

Annual SEAAIR Conference Proceedings: Complaint Process

All complaints are submitted to the Head of the Technical Committee, who is effectively the Editor, who will address these complaints according to international Abstracts and Full Papers publication practices and according to the Annual SEAAIR Conference Proceedings subscription to COPE guidelines and practices. All major complaints are reported to the Annual SEAAIR Conference Proceedings Editorial Board and SEAAIR Executive Committee when resolved. The actions and decisions of the Editor about complaints are guided by the Annual SEAAIR Conference Proceedings Editorial Board and SEAAIR Executive Committee and as publicized on the Annual SEAAIR Conference Proceedings website.

Annual SEAAIR Conference Proceedings: Allegations Of Misconduct

All allegations of misconduct or actual misconduct are submitted or reported to the Head of the Technical Committee, who is effectively the Editor, who will address these allegations or actual misconduct according to international Abstracts and Full Papers publication practices and according to the Annual SEAAIR Conference Proceedings subscription to COPE guidelines and practices. All such allegations or actual misconduct are reported to the Annual SEAAIR Conference Proceedings Editorial Board and SEAAIR Executive Committee. The actions and decisions of the Editor concerning misconduct are guided by the Annual SEAAIR Conference Proceedings Editorial Board and SEAAIR Executive Committee and as publicized on the Annual SEAAIR Conference Proceedings website.

Annual SEAAIR Conference Proceedings: Editorial Team

The Annual SEAAIR Conference Proceedings, being a completely non-funded Abstracts and Full Papers Publication, as per international practices, maintain a voluntary Editorial team. The day-to-day management of the Annual SEAAIR Conference Proceedings like submissions, Abstracts Reviews (AR), Double-Blind (DB) reviews, relationship & communication management with authors and reviewers, context and content updating of the Abstracts and Full Papers website, formatting and publishing of final Annual SEAAIR Conference Proceedings Issues are by the voluntary services of the Editor. For the reviews, the reviewers are appointed and assigned by the Editor to the ANNUAL SEAAIR CONFERENCE PROCEEDINGS Editorial

Team from across the ASEAN, Asia, Australasian, and US regions and are considered the voluntary Editorial Team.

Annual SEAAIR Conference Proceedings: Submission Of Typescripts

Please ensure that all submissions follow the "*Annual SEAAIR Conference Proceedings*" guidelines of (a) paper guidelines, (b) forms and formatting, and (c) citations and references. Papers that do not follow the "*Annual SEAAIR Conference Proceedings*" guidelines will not be considered.

All Abstracts and Full Papers submissions should be made to: **https://conference.seaairweb.info/, the SEAAIR Conference Management System.**

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Document History

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