



## South East Asian Association for Institutional Research (SEAIR)


### Annual SEAIR Conference Proceedings Editorial Policies & Procedures And Publication Ethics

**The Annual SEAIR Conference Proceedings** are owned by SEAIR (South East Asian Association for Institutional Research). SEAIR is an internationally affiliated organization of AIR (Association for Institutional Research) of the United States and has been publishing its annual Proceeding since 2001 when SEAIR was formally established.

#### Annual SEAIR Conference Proceedings: Submission Of Manuscripts

Authors and contributors to the Annual SEAIR Conference Proceedings should prepare manuscripts per Annual SEAIR Conference Proceedings Abstracts and Full Paper submission, acceptance, and publication protocols as noted in <http://www.seairweb.info/Conference/index.aspx> and COPE Publications Ethics guidelines at <https://publicationethics.org/>. These guidelines provide internationally accepted academic regulations and policies for preparing the Annual SEAIR Conference Proceedings for publication. Failure to follow them may result in delayed and or rejected abstracts and papers.

The Annual SEAIR Conference Proceedings consider all manuscripts in Education with more focus on Higher Education and Institutional Research domains on the condition that:

1. They are original, use non-discriminatory language, and are not under consideration for publication elsewhere or published already;
2. Upon acceptance for publication, the paper's copyright transfers to the Annual SEAIR Conference Proceedings, allowing for open access by academics, researchers, and the general public. It is licensed under the Creative Commons Attribution 4.0 International license .

#### Annual SEAIR Conference Proceedings: Publishing Policy

The Annual SEAIR Conference Proceedings is published electronically on an annual basis once the papers are accepted for presentation, academic reviews, and acceptance due diligence after the abstracts and papers have undergone two staged double-blind reviews. Original research papers about institutional research and Education and Tertiary Education are invited for the annual SEAIR Conference presentation and publication.

All papers undergo two stages of review:


- a. **The abstract review (AR)** stage provides initial comments by two independent reviewers to strengthen or address potential missing research components, and once it passes this stage, it goes to;
- b. **The Full-Paper Double-Blind (DB) reviews** as refereed by two independent reviewers and evaluated for its scientific and academic context and contents. The manuscript's review subscribes to the COPE transparency guidelines for plagiarism

and Publication Ethics, Protocols, and Practices in both the AR stage and the DB review. The reviewers' DB review identifies the following:

1. Significance in contributing to the advancement of new knowledge.
2. Research Academic, Scientific, and Technical Quality with in-depth adequacy addressing key research components: literature reviews, synthesis, and analysis; research model with identified variables/constructs and measures and methodology; statistical analysis and discussions; implications, recommendations, and conclusions based on findings and references.
3. Appropriate for the Annual SEAIR Conference Proceedings with presentation clarity and stringent publication requirements

## Annual SEAIR Conference Proceedings: Open Access Policy

The Annual SEAIR Conference Proceedings is committed to its Open Access Practices

per Creative Commons  requirements to all parties who wish to download any published papers for academic or scholastic use. All downloads must subscribe to the ANNUAL SEAIR CONFERENCE PROCEEDINGS' commitment to proprietary intellectual citations and referencing as per COPE Publication Ethics.

## Annual SEAIR Conference Proceedings: Publication Ethics Practices And Protocols

The Annual SEAIR Conference Proceedings has always upheld publishing and reviewing ethics that promote and practice integrity in scholarly research and publication. The Annual SEAIR Conference Proceedings subscribes to the international [COPE – Committee on Publication Ethics](#). To achieve high-level publication ethics, the Annual SEAIR Conference Proceedings espouses the 10 [COPE Core Practices](#). When faced with misconduct cases, the [COPE Publication Ethics FLOWCHARTS](#) systematically guides the mitigation processes addressed. The Annual SEAIR Conference Proceedings Publication Ethics also subscribes to the [Council of Scientific Editors \(2018\)](#).

## Publication Guidelines

Primary Publication Ethics guiding principles that authors/researchers, peer reviewers, and editor/editorial board must adhere to:

### Authors/Researchers

- Originality and unpublished manuscript submissions in partiality or totality.
- Unethical submission of the same manuscript to more than one Conference Proceedings, Journal, or Preprints concurrently and avoiding 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 but before publication are swiftly communicated to the Chair of the Technical Committee.

### 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).

- The review focus is based on stringent academic and research scientific groundings in the Research statement of Purpose/Problems, leading to the literature review and synthesis in identifying key construct measures for the Research Model/Framework & Instrumentation, Research Methodology, and Statistical Analysis, leading to Findings, Implications, Recommendations, and Conclusion.,
- Observing policy of non-conflict or competing for 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 Chair of the Technical Committee.
- Adherence to the [COPE Code of Practices for PEER Reviews](#) as practiced by **The Annual SEAAIR Conference Proceedings**.

#### Chair of Technical Committee

- 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 the authors.
- Confidentiality of manuscripts and reviewers' status and identity.
- Observing non-conflict of interest and intellectual properties is a 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 Annual SEAAIR Conference Proceedings management, and (d) post-publication discussions & corrections.
- Adherence to the [COPE Codes of Conduct and Best Practices Guidelines for Annual SEAAIR Conference Proceedings Chair of Technical Committees](#) as practiced by **The Annual SEAAIR Conference Proceedings**.

### Annual Seair 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) the latest APA [citations and references](#). Details of publication requirements are available on the SEAAIR Proceeding web link at [http://www.seairweb.info/SEAAIR\\_Proceeding/](http://www.seairweb.info/SEAAIR_Proceeding/). To be considered for publication in the Annual SEAAIR Conference Proceedings, all papers should follow the Annual SEAAIR Conference Proceedings guidelines, as noted here.

### Annual Seair Conference Proceedings: Key Contact Person

All Annual SEAAIR Conference Proceedings submissions or queries about SEAAIR Proceedings should be made to:

**Assoc. Prof. Dr. Koh Yit Yan**, Chair of the Technical Committee of the Annual SEAAIR Conference Proceedings, who is, in effect, the Editor for the Annual SEAAIR Conference Proceedings at [seair.info@gmail.com](mailto:seair.info@gmail.com).

SEAAIR Secretariat  
 C/O Suan Dusit Rajaphat University  
 295 Nakhon Ratchasima Rd, Dusit, Dusit District,  
 Bangkok 10300, THAILAND

## Document History

*Updated: 27<sup>th</sup> July 2024, Editor, Annual SEAAIR Conference Proceedings*