

Publishing Ethics and Malpractice Statement for *Rere Āwhio – Journal of Applied Research & Practice*

Introduction

This document covers the overarching ethics considerations for publishing issues of *Rere Āwhio – Journal of Applied Research & Practice*. Ethics considerations for research undertaken at Otago Polytechnic's Auckland International Campus are covered by our Research, Postgraduate and Research Ethics Committee.

The Editorial Team also recognises the [Royal Society of New Zealand's Code of Professional Standards and Ethics in Science, Technology, and the Humanities](#).

Ethics Considerations for publication of research

Authorship of the paper: Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study and to the writing of the submitted work.

Originality and plagiarism: Authors should ensure that they have written entirely original works, and that the work and/or words of others have been appropriately cited, quoted, and referenced.

Permissions: As a rule, permission should be sought from the rights holder to reproduce any substantial part of a copyrighted work. This includes any text, illustrations, charts, tables, photographs, or other material from previously published sources. Additional permissions to publish may also be required, for example from an artist whose artwork has been photographed or from identifiable persons depicted in a photograph, especially where they are minors or vulnerable persons. If in doubt, authors should discuss this with the editor. Permission from the copyright owner:

- Is not required for works that are in the Public Domain. This includes works for which copyright has expired, works that are not copyrightable by law, and works expressly released into the public domain by their creators. The source of the content must be appropriately acknowledged in *Rere Āwhio*.
- Is not required for an original figure or table created by the authors from data or factual information that was not previously in figure or table format. The source of the data or information must be appropriately acknowledged in *Rere Āwhio*.
- May be general, for example open access content published under a Creative Commons license that is compatible with the terms on which *Rere Āwhio* is published. Use of the copyrighted content in *Rere Āwhio* must comply with the terms of the license for that content.
- May be specific for this use of the copyrighted work in *Rere Āwhio*. A permissions form completed by the copyright holder should be provided to support re-use of content in *Rere Āwhio*.
-

Prior publication: Work published in *Rere Āwhio* must be original work that has not previously been published and is not under consideration by another publisher. We do however accept work that is an artwork that has previously been exhibited in a gallery context, or that has been:

- re-interpreted from a previously published abstract.
- published as an academic thesis, or
- published as an electronic preprint.

Acknowledgement of sources: Appropriate acknowledgment of the work of others must always be given using full journal citations.

Disclosure and conflicts of interest: All submissions must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest.

Fundamental errors in published works: When an author discovers a significant error or inaccuracy in their own published work, it is the author's obligation to promptly notify the journal editor and cooperate with the editor to retract or correct the paper. Any correction or retraction will be made on the online version on our website.

Compliance: Statements of compliance are required if the reported research involves chemicals, procedures or equipment that have any unusual hazards inherent in their use. Research involving animal subjects or human participants needs to indicate which body reviewed and approved ethics approval.

Open Access & Data Mining: *Rere Āwhio* is an open access journal without author publishing charges. Anyone can download open access content to mine via our DOI retrieval function and by aggregators.

Archiving: In the event that the journal is discontinued, electronic backup and preservation of access to the journal content shall be maintained.

Author responsibilities

Authors are required to:

- cite the ethics approval number for their work if it involves research with human participants or animal subjects;
- ensure that the manuscript they are submitting has not already been previously published by or under consideration by another publisher;
- include a list of references that have been cited in the work;
- identify all authors who have significantly contributed to the research and to the writing of the submitted work;
- only submit work to this journal with the express consent of all authors and their approval of the final version;
- inform editors if they need to make retractions or corrections of mistakes after publication; and
- acknowledge any financial support received for the research.

For articles that document student research, supervisors/facilitators will be guided by the [Otago Polytechnic Learner Intellectual Property Guidelines](#) as to whether it is appropriate for them to be listed as co-authors.

Complaints procedure

Complaints related to editorial practice or decisions must be received in writing to the Chief Editor whose role is to investigate and report to the Editorial Board who will make a ruling on such complaints. Any complaints of alleged research misconduct related to published work in *Rere Āwhio*, and that are (co-)authored by Otago Polytechnic staff or students will be referred to the Director: Research and Postgraduate Studies.