

Canadian Tech-Institute for Academic Research Updated October 2024

The Canadian Tech-Institute for Academic Research (CTIAR) asserts that plagiarizing another person's words or ideas without proper acknowledgment of the original author and source represents a serious breach of academic and professional integrity. Plagiarized content can lead to severe ethical and legal consequences for all involved parties. Therefore, CTIAR will promptly remove any manuscript or publication that fails to meet the standards outlined in this ethics and malpractice statement.

Author Responsibilities

As creators of submitted work, authors are expected to meet the following responsibilities when submitting papers or manuscripts to CTIAR:

1. The papers they submit must be their own original work.
2. No part of the paper (including graphics and figures) should have been previously published unless prior written consent from the original publisher and CTIAR has been obtained.
3. The paper must not be under consideration for publication elsewhere.
4. The list of authors should accurately reflect those who significantly contributed to the work.
5. All sources used in the creation of the paper or manuscript, including graphics, images, tables, and figures, must be properly identified and acknowledged. This includes recognition of contributors who do not meet authorship criteria.
6. Authors must disclose any potential conflicts of interest related to the work.
7. Any financial support for the project must be fully disclosed, especially if it could be interpreted as influencing the results or interpretation of the paper.
8. Authors are responsible for informing CTIAR of any errors discovered after the submission of their paper.

Editor and Program Chair Responsibilities

Editors and program chairs hold ultimate responsibility for determining which papers will be published. They may consult with other editors, members of the editorial board or program committee, or designated reviewers to make these decisions. Their decisions will be guided by legal requirements related to libel,

copyright, or trademark infringement, as well as CTIAR's policies on plagiarism, including self-plagiarism.

Editors and program chairs will assess submissions without regard to the authors' race, gender, sexual orientation, religious beliefs, ethnicity, or nationality. They must also maintain the confidentiality of submitted materials and refrain from using unpublished content in their own research without explicit written permission from the author. Sharing of data is strictly prohibited, and privacy is given the highest priority. Data may only be used to assess the quality of submissions and reviews, and any other use requires explicit prior approval from the CTIAR Executive Council. While editors and program chairs must maintain confidentiality, they may disclose aggregated information and de-identified metadata in accordance with CTIAR's privacy policy.

Editors are expected to make impartial decisions free from commercial, political, or personal bias. They must disclose any conflicts of interest and abstain from involvement in decisions where such conflicts exist. They are also required to follow CTIAR's Conflict of Interest Policy for Editors.

Reviewer Responsibilities

Reviewers are required to disclose any conflicts of interest or loyalty and recuse themselves from reviewing papers where such conflicts exist. Papers and reviews assigned to them must be treated as confidential documents. These materials should not be shown to or discussed with others without explicit authorization from the editor, program chair, or submitting author.

Reviewers are also responsible for keeping all information related to submissions confidential. This includes content, deliberations, decisions on papers, and discussions with other reviewers. Reviewer identities must not be disclosed to outside parties.

Reviewers must not use information from reviewed material unless that content is publicly available. They are responsible for reporting any information that may justify rejecting a submission. If reviewers suspect serious misconduct, they must report it to CTIAR.

Reviews should evaluate submissions based solely on intellectual merit, and personal criticism of the author is inappropriate. Reviewers must provide clear, well-supported evaluations and submit their reviews in a timely manner. If unable to complete a prompt review, reviewers must notify the editor or program chair and excuse themselves from the process.

Editorial Board / Program Committee Responsibilities

Members of the editorial board and program committee are expected to maintain confidentiality regarding all submissions. Any conflicts of interest must be disclosed, and board or committee members must relinquish responsibilities that could be affected by such conflicts.

They must evaluate submissions solely on intellectual content and are responsible for recommending publication decisions. Sharing data is strictly forbidden, and data privacy is treated with the utmost seriousness. Data will only be used to assess the quality of submissions and reviews, and any other use is prohibited without explicit prior approval from the CTIAR Executive Council. While editorial board members may disclose aggregated information and de-identified metadata in accordance with CTIAR's privacy policy, members of the program committee are not permitted to do so.

In all cases, members of the editorial board and program committee must not use unpublished materials from submissions in their own research without the express written consent of the author.