

## **Ethics Guidelines for Submission to *Communication and Society***

**Date Approved: August 21, 2020**

*Communication and Society* is a premier platform for the publication of original Chinese-language articles from researchers all over the world. Authors of manuscripts submitted to the journal are required to comply with its instructions for authors.

### **Authorship**

Every author listed on a journal article should have made a significant contribution to the work. All authors and co-authors are held accountable for the content of their article.

### **Plagiarism**

The journal's editors are vigilant in rejecting any work with plagiarized content. Using the work of others (data, words or theories) without proper acknowledgment is strictly forbidden. Submitting authors must ensure that all types of source materials are properly cited or acknowledged. When citing the work of others, or your own previous work, please note:

- Use clearly marked quotation marks when including verbatim text from another source.
- Provide source attribution clearly within the article text and also in the References section.
- When using previously published figures or tables, obtain permission from the original publisher and/or rights holder.
- If you re-use your own work without proper citation, this is considered self-plagiarism. It also creates skewed representation in academic literature if you publish the same data in different articles. If you use your own previous work, provide the proper citations for it.

### **Veracity of Data**

It is essential that all data are accurate, and representative of your research. Any fabrication or falsification of data will result in article rejection, and rejection of any future publication from the same author(s).

### **Permissions for Illustrations and Figures**

The author is responsible for obtaining permission to reproduce all pictures, photos, tables, and figures. *Communication and Society* requires the authors to have written permissions from the copyright-holders for any reproduced materials.

### **The Review Process**

*Communication and Society* abides by the fairness norms of academic blind review in selecting articles. In the blind review process, a manuscript which contains no information identifying the author(s) is sent to the editorial committee for initial screening. If the committee decides to send out the manuscript for blind review, the editor-in-chief will appoint an editor to take charge of the manuscript. The editor will send the blinded manuscript to at least two reviewers. He/she will use the recommendations of these anonymous reviewers in making a decision to accept or reject a manuscript or to request revisions. All research articles in this journal undergo such rigorous peer review, including the initial editor screening and anonymous refereeing by at least two reviewers. In most instances, the review process is completed in three months or less.

### **Conflict of Interest**

The authors are required to be honest about any conflicts of interest that may affect the results of the study. If an author does not declare a conflict of interest to the journal that may bias the actual or potential interpretation of the results, the paper may be rejected.

The reviewers are also required to declare conflicts of interest such as a funding source or data source. The editors also would abstain from working on submissions for which they have any conflicts of interest that may unduly influence the selection of the reviewers and the decision-making process.

### **Open Access**

In order to attract more readers, *Communication and Society* does not charge a fee for its online edition. After registering as a member on the journal website <http://www.cschinese.com>, readers can view and download all the journal's contents.

### **Copyright Agreement**

Upon the acceptance of publication from the journal, all authors will be required to sign a copyright agreement form.