

Scientific Journal Policies

1) The journal's policies for authorship and contribution:

1. The journal adopts an open access policy to its publications, so that all contents are freely available to its users on the official website of the journal when publishing the issue, based on the principle that making scientific research free to the public serves more and more exchange of knowledge and science between human beings.

2. The journal has a LOCKSS license and a CLOCKSS license for storing (archiving) and distributing journal content, link to archive the journal

<https://uojawjournals.education/index.php/jwrs/gateway/lockss>

3. The journal also relies on the Open Journal Systems (OJS) Open Journal Systems which is an open source software application and scholarly journals. It is used by more than 25,000 journals worldwide, and open access can increase the number of journal readers as well as its contribution to the public good. on a global scale.

4. Users are allowed to read, download, copy, distribute, print, search and find the full texts of published articles without the prior permission of the publisher or the author of the publication, which complies with the BOAI definition of open access.

5. The research must be submitted through the journal's website.

6. The editor-in-chief shall, in consultation with the members of the editorial board, select arbitrators for single research

7. Research papers are subject to confidential arbitration to determine their validity for publication. 8. The author is bound by the arbitrators' notes, and after acceptance sends a final amended copy, then he can obtain a letter accepting his research for publication in the journal.

9. When a decision is issued to accept the publication of the research, the researcher is not entitled to submit it for publication in any other place until after a period of time has passed, determined by the journal's editorial board. The researcher should continue his research, especially with regard to modifications. All ideas in the journal express the opinions of its authors, and do not reflect the journal's point of view.

10. The journal includes a comprehensive indexing of research through its official website

11. The journal sends notices and postal instructions to authors and arbitrators throughout the course of arbitration and publication of the research.

12. The journal supports the appearance of research on the site in many languages.

13. The search path defines 4 stages; Presentation, arbitration, auditing, production.

14. Checked files are converted to galleys in formats - HTML, XML, PDF, etc. Also, the author has the opportunity to review these panels. Once everyone is satisfied with the result, the work is scheduled for publication in an upcoming issue

15. Authors are allowed to publish their research as it is online after publishing it on the journal's website with an indication of the journal's name.

16. Articles submitted to the journal must not have previously been published in its current form or substantially similar form, or be under consideration for publication in another journal.

2) How will the journal deal with complaints and appeals:

17. It is the copyright and other users of the journal's website to submit complaints, appeals and suggestions.

18. The journal is committed to responding to complaints, appeals and suggestions.

19. Complaints, appeals and suggestions are sent through WhatsApp or the journal's emails:

WhatsApp calls from outside the US, please call 001-313-676-6330

From within the United States, please call 011-313-676-6330

E-mail: uojaw@uojaw.education or americanuniversity.jw@gmail.com

See contact information through the following link:

<https://uojawjournals.education/index.php/jwrs/about/contact>.

3) Journal Policies on Conflicts of Interest / Conflicts of Interest:

20. The journal adheres to a policy of no conflict of interest between editors and referees, between authors and between research-related institutions, who have all kinds of relationships; cooperative, competitive or other relationships.

21. The arbitrator shall avoid arbitrating research papers with personal goals and interests, or the interests of institutions.

22. The author must disclose any conflict of interest, financial or otherwise, that may affect the results of the research.

23. All information indicating the identity of the author shall be removed from the search.

24. Comments and requests for modification are sent to the author without disclosing his identity. 25. It is forbidden for arbitrators to communicate directly with authors regarding their research, as the authors are contacted by the editorial department for its jurisdiction.

26. The journal management's commitment to complete confidentiality about the authors' information and the referees' information.

27. Completely prohibiting the journal management and its referees from accepting any kind of gifts associated with publishing research.

4) Journal Policies on Data Sharing and Repeatability:

28. The journal is committed to the strict confidentiality of all data and information of its users. 29. Full adherence to non-disclosure of the data of the arbitrators, authors and all users of the journal and their electronic addresses saved on the journal's website.

30. The data of the users of the journal's website will be used for the purposes stipulated by the journal, and no other party will benefit from it.

31. The journal prohibits authors' data from being shared until their research is published on the journal's website.

5) Journal Policy on Ethical Oversight:

32. The author mentions references or documentation appropriately to the terms of the journal, with a list of references that includes books, publications, websites and other research people cited or referred to in the research text.
33. The author should marginalize and document his research by referring to the owners of the information he used in his research.
34. The journal has the right to use plagiarism detection software for works submitted for publication.
35. When the author discovers errors in his research or in part of it, he must immediately notify the editor-in-chief of the journal or the publisher, and cooperate to correct the error.
36. The author cannot submit the same research to more than one journal or conference, and doing so is considered unethical and unacceptable behavior.
37. The journal's policy rejects any unethical act of copying or plagiarism in any form.
38. Submission of a previously published author without any changes to the text, idea and rules is complete plagiarism.

6) Journal's Policy on Intellectual Property:

39. The intellectual property of the research belongs to the author, but the copyright belongs to the journal.
40. The author must obtain a license from the journal administration as the owner of the publication in order to reuse the content of his research.
41. The publisher will be compensated if the author violates the publication policy regarding the journal's copyright.
42. Authors can download, print or save their research for the purposes of scientific promotion, scientific research or teaching.

7) Journal options for post-publication discussions and corrections:

43. The editors and their assistants can open private dialogues among themselves or with the arbitrators or with the authors through the journal's website.
44. Authors cannot create dialogues or communicate directly with referees through the journal's website.
45. The journal includes the inclusion of the names of the authors contributing to the research.
46. The authors share collective accountability for the content of their research if a complaint is made against them.
47. It is possible to delete or add the names of some authors during the research modification phase, based on an explanatory letter and documents showing the reason and be legally justified.
48. It is not acceptable to change the content of the research after it has been published on the journal's website.
49. The authors must send documents and data related to their research (samples, records, etc.) to verify the validity of the results if requested to do so.
50. If it is found that the published research contains scientific plagiarism, it is immediately deleted from the issue and the website, and an official apology is submitted to the original research owner, with the author suspended from publishing in the journal for a period of three years.