



THE AIER JOURNAL OF WORK AND IDEAS

CODE OF ETHICS¹

Version 6.1, 19 February 2024.

1. PREAMBLE

- 1.1. The Australian Institute of Employment Rights aims to publish high quality research and commentary on industrial relations and to promote constructive debate in its *AIER Journal of Work and Ideas* (JWI) ('the Journal'). To achieve this goal and to ensure the journal and its content are fair, objective and ethical, and to maintain the journal's reputation, the submission, editorial and publication process is subject to this code of ethics ('Code').
- 1.2. The AIER Journal of Work and Ideas (JWI) is a multi-disciplinary journal owned and managed by the Australian Institute of Employment Rights. The AIER is a non-profit, non-partisan, work and industrial relations think tank modeled on the tripartite processes of the International Labour Organization. The boards of both the AIER and JWI are comprised of business and union leaders, academics and lawyers working in the industrial relations field.

The journal aims to promote the public interest by publishing quality research and commentary that furthers debate and knowledge in work and industrial relations theory and practice and related themes, especially research that promotes debate around decent work and conformity with fundamental and international labour standards. As well as work and industrial relations, the scope of the journal covers associated issues such as employment, current and emerging business practices, union representation, political economy, economics, and the future of work and digitisation, as well as related social and environmental topics, including all forms of inequality, as well as discrimination, inclusion, and climate change as it affects work and work relations.

The journal's purpose also includes furthering the AIER's work in improving industrial relations in the public interest through disseminating and inviting discussion around ideas in its other publications and work, including the *Australian Charter of Employment Rights* (2007), and *A New Work Relations Architecture* (2022).

The journal is open to submissions from both academic researchers and industrial relations practitioners, stakeholders and students. To be accepted for publication, submissions must fall within the journal's scope, comply with the journal's code of ethics, and pass review by the journal's editors. As well as articles, submissions can take the form of, for example, book reviews, comment/opinion pieces and be short contributions from as little as 800 words or longer form contributions up to 10,000 words. The journal's editors have absolute discretion to accept or reject contributions.

- 1.3. Authors and Editors making a contribution to the Journal are encouraged to study the Code and address any

¹ This code of ethics is based on the Academy of International Business' *Journal Code of Ethics* available at <https://www.aib.world/wp-content/uploads/2019/03/AIB-Journals-Code-of-Ethics.pdf>, accessed 30 May 2023.

questions or concerns to the editors.

2. SCOPE

2.1. Scope

2.1.1. The Code is binding on all persons involved in writing, editing or publishing the Journal.

3. ORIGINALITY AND INTEGRITY

3.1. Originality

- 3.1.1. When an Author submits a manuscript to the Journal, the manuscript must be the author's own original work.
- 3.1.2. Authors are free to submit the work elsewhere, with the caveat that the author grants the AIER a non-exclusive right to publish the work on the AIER website and in perpetuity. The manuscript may have been published previously in whole or in part. However, authors have the responsibility to make inquiries to ensure publication in the journal does not breach any obligations to any other publishers.
- 3.1.3. Any prior publication should be acknowledged in the manuscript and if the manuscript contains material that overlaps with work that has been published previously or is under consideration for publication elsewhere, the Author must cite this work in the manuscript. The Author must also inform the JWI of the related work and, if requested, send the related work to the Editor.
- 3.1.4. Authors must explicitly cite their own earlier work and ideas, even when the work or ideas are not quoted verbatim or paraphrased in the manuscript. If exact sentences or paragraphs that appear in another work by the Author are included in the manuscript, the material should be put in quotation marks.
- 3.1.5. The manuscript should identify the origin, and originality, of any proprietary, non-standard datasets used in the paper, for example, a primary dataset created by the Author using a survey. If the proprietary dataset has been used elsewhere by this or another Author, the manuscript should cite these other works, whether published or not.
- 3.1.6. Authors should not submit a manuscript to the Journal that was previously rejected after review by an Editor. If an earlier version was previously rejected by the the Journal, and the Author wishes to submit a revised version for review, this fact and a detailed justification for resubmission should be clearly communicated by the Author to Editor at the time of submission.
- 3.1.7. Only under exceptional circumstances will a second submission be permissible.
- 3.1.8 Generative artificial intelligence tools cannot be used to generate the text of the manuscript unless this use is acknowledged and detailed in the manuscript.

3.2. Plagiarism and Self-Plagiarism

3.2.1. All work in the manuscript must be free of any plagiarism, falsification, fabrications, or omission of significant material. Oxford University defines plagiarism as follows:

“Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this

definition, as is the use of material generated wholly or in part through use of artificial intelligence...”

² Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

3.2.2. If exact sentences or paragraphs that appear in another work by the Author are included in the manuscript, the material must be put in quotation marks and appropriately cited.

3.3. Conflicts of Interest

3.3.1. Authors should avoid conflicts of interest or the appearance of conflicts of interest throughout the research process. A conflict of interest is some fact known to a participant in the publication process that if revealed later, would make a reasonable reader feel misled or deceived (or an Author, Reviewer, or Editor feel uncomfortable as to the integrity of the process). Conflicts of interest may influence the judgment of Authors, Reviewers, and Editors. Possible conflicts often are not immediately apparent to others. They may be personal, commercial, political, academic, or financial. Examples of financial interest conflicts may include employment, research funding (received or pending), stock or share ownership, patents, payment for lectures or travel, consultancies or non-financial support.

3.3.2. All such interests should be declared in writing by Authors upon submission of the manuscript. If there is doubt about whether a circumstance represents a conflict, it should be disclosed, so that Editors may assess its significance. Any queries about possible conflicts of interest should be addressed to the editors.

3.3.3. Authors should disclose in the manuscript any conflict of interest that might be seen to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Authors may withhold the names of specific sponsors if they provide an adequate and full description of the sponsor's nature and interest.

3.3.4. Authors should avoid and otherwise declare any conflict of interest with respect to the editors.

3.4. Accuracy

3.4.1. Authors have the ultimate responsibility for all materials included in a manuscript submitted to the Journal.

3.4.2. Where the manuscript incorporates empirical research, authors are obligated to present an accurate account of the research performed as well as an objective discussion of the significance of the research. In empirical research-based articles, Authors should report their findings fully and should not omit data or known counterarguments that are relevant within the context of any research question(s). Results should be reported whether they support or contradict expected outcomes. Authors should take care to present relevant qualifications to their research or to the findings and interpretations of them. Underlying assumptions, theories, methods, measures and research designs relevant to the findings and interpretations of their work should be disclosed.

3.4.3. Manuscripts based on empirical research should contain sufficient detail and references to permit peers with access to the same dataset to repeat the work.

3.4.4. If an Author discovers a significant error or inaccuracy in his/her own work, it is the Author's obligation to promptly notify the Journal Editor and cooperate with the Editor to retract or correct the paper. If the Editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the Author to promptly retract or correct the manuscript or provide evidence to the Editor of the correctness of the original paper.

² Anon, 'Plagiarism' (Web Page, University of Oxford, 12 June 2023)
<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>.

3.5. Co-Authorship

- 3.5.1. All Co-Authors of papers should have made significant contributions to the work and share accountability for the results. Authorship and credit should be shared in proportion to the various parties' contributions. Authors should take responsibility and credit, including authorship credit, only for work they have performed or to which they have contributed. Other contributions should be cited in the manuscript's Acknowledgements or an endnote.
- 3.5.2. Authors should normally list a student as the principal Co-Author on multiple-authored publications that substantially derive from the student's dissertation or thesis.
- 3.5.3. Authors who analyse data from others should explicitly acknowledge the contribution of the initial researchers.
- 3.5.4. The Corresponding Author who submits a manuscript to the Journal should have sent all living Co Authors a draft and obtained their assent to submission and publication.

3.6. Human Subjects

- 3.6.1. Authors have a responsibility to preserve and protect the privacy, dignity, well-being and freedom of human subjects and research participants. Informed consent should be sought from all human subjects, and if confidentiality or anonymity is requested, it should be honoured.
- 3.6.2. Manuscripts involving human subjects (surveys, simulations, interviews) should comply with the relevant ethical requirements at the Author's (Authors') university(ies) where applicable.

3.7. Copyright and inclusion

- 3.7.1. Authors should check their manuscripts for possible breaches of copyright law (e.g., where permissions are needed for quotations, artwork, tables or any protected content taken from other publications) and secure the necessary permissions before submission.
- 3.7.2. Authors should avoid anything in the text of the manuscript that might be actionable, such as defamation. Authors should avoid using sexist and biased language that could be interpreted as denigrating to ethnic or other groups; and should, for example, use plural rather than single pronouns ("they" rather than "he") are recommended.
- 3.7.3 Diversity and inclusion will be valued and encouraged including in selecting editors, authors and articles for publication.

3.8. Timeliness

- 3.8.1. Authors should be prompt with their manuscript revisions and communicate any likely delays to the editors.

3.9. Post publication

- 3.9.1. The author maintains the copyright in their work and must grant the AIER a non-exclusive right to publish the work online on the AIER's website.
- 3.9.2. Journal authors need not ask the AIER for permission to publish their article (or a selection from the article) elsewhere.

4. EDITORS

4.1. Independence

5.1.1. The Journal Editors must maintain their editorial independence. Responsibility for acceptance or rejection of manuscripts rests with the Editors.

4.2. Unbiased

5.2.1. Editors should exercise their position of privilege in a confidential, unbiased, prompt, constructive and sensitive manner. Editors have the duty to judge manuscripts only on their merits. Editors should operate without personal or ideological favoritism or malice.

4.3. Conflict of Interest

4.3.1. Editors should avoid conflicts of interest or the appearance of conflicts of interest throughout the process. A conflict of interest is some fact known to a participant in the publication process that if revealed later, would make a reasonable reader feel misled or deceived (or an Author, Reviewer, or Editor feel uncomfortable as to the integrity of the process). Conflicts of interest may influence the judgment of Authors, or Editors. Possible conflicts often are not immediately apparent to others. They may be personal, commercial, political, academic, or financial. Examples of financial interest conflicts may include employment, research funding (received or pending), stock or share ownership, patents, payment for lectures or travel, consultancies or non-financial support.

4.3.2. Editors should excuse themselves from considering a manuscript in which they have a real or potential conflict of interest resulting from competitive, collaborative, financial or other relationships or connections with any of the Authors, companies or institutions connected to the manuscript.

4.3.3. Examples of connections that represent possible Editor-Author conflicts of interest include: (1) the Editor and Author are both employed by the same institution; (2) the Editor was a member of the Author's dissertation committee, or vice versa; or (3) the Author and Editor are currently Co-Authors on another manuscript or have been Co-Authors on a manuscript within the past three years.

4.4. Confidentiality

4.4.1. Editors and their editorial staff including student workers shall not disclose information about a manuscript to anyone outside the AIER without the Author's permission. Office procedures should be in place to maintain confidentiality of the review process.

4.4.2. Unpublished materials disclosed in a submission should not be used in an Editor's own research without the express written consent of the Author. Privileged information or ideas obtained through peer review should be kept confidential and not used for personal advantage.

4.5. Editorial Review of Submissions

4.5.1. Normally, two editors should be invited to comment on a manuscript, but one is acceptable.

4.5.2. The Editors may decide to invite an outside Expert to provide an additional, confidential assessment to the Editor, which may or may not be provided to the Author. This extra step should be done rarely and only where the additional advice would improve the Editor's ability to judge the manuscript on its merits, and only with the Author's consent.

4.5.3. The Editors should work with authors of accepted manuscripts to ensure they are of high quality.

4.6. Decision Quality

4.6.1. Editors have a responsibility to provide the Author with an explanation of the editorial decision on a manuscript. Editors should not send a decision letter, without explanation.

4.6.2. Author and journal self-cites should be included where appropriate and as needed, but editors should not encourage or request authors to engage in frivolous or unnecessary citations, either by the authors to their own previous publications or to other articles published in the Journal targeted or any other specific journal.

4.7. Accuracy

4.7.1. An Editor presented with convincing evidence by a Reviewer that the substance or conclusion of an unpublished manuscript is erroneous should promptly inform the Author. If similar evidence is presented for a published manuscript, the Editor should ensure prompt publication of a correction, retraction, expression of concern, or another note, as appropriate.

4.8. Authority

4.8.1. The Editors of the Journal are selected by, report directly to and serves at the pleasure of the AIER Executive Committee.

4.8.2. The Editors jointly have ultimate authority and responsibility for the Journal.

4.8.3. The Editors should respect the Journal's stakeholders (readers, Authors, other Editors and involved Experts), and work to ensure the honesty and integrity of the Journal's contents and continuous improvement in journal quality.

4.8.4. The Editors should select any other members of the editorial team.

5. IMPLEMENTATION AND ENFORCEMENT

5.1. Ascribing to the Journal Code of Ethics

5.1.1. Uphold the Code: Authors and Editors of the Journal are expected to uphold and promote the principles of the JWI Code of Ethics and to adhere to its ethical standards.

5.1.2. Know the Code: Authors and Editors of the Journal have an obligation to be familiar with the Journal Code of Ethics.

5.1.3. Confronting Ethical Issues: When Authors or Editors of the Journal are uncertain whether a situation or course of action might violate the Journals Code of Ethics, they should consult the Editors/ other Editors.

5.1.4. Reporting Ethical Violations: When Authors or Editors of the Journal have substantial reason to believe that there has been an ethical violation of the Journal Code of Ethics, they should bring the issue to the attention of the Editors/ other Editors.

5.2. Interpretation of the Journal Code of Ethics

5.2.1. The Editors of the Journal are ultimately responsible for the interpretation, application and enforcement of the Journal Code of Ethics.

5.2.2. The Editors shall ensure that the practice of this policy will be fair, just and equitable in all situations of interpretation and application.

5.3. Penalties

5.3.1. Sanctions for violation of the Journal Code of Ethics will normally be determined internally by the Editors

5.3.2. Cases of plagiarism and redundancy by an Author will be handled by the Editors. In instances the Editor deems as "major" redundancy (e.g., multiple overlapping paragraphs), the paper will be rejected, and

authors may be barred from submitting to the Journal for a period of time. In cases of “minor” redundancy (e.g., a single duplicate paragraph describing the research methods), the authors would be asked to rephrase the duplicate sentences.

5.3.3. Evidence that an Author has stolen someone else’s manuscript and attempted to publish it elsewhere will be treated as an extremely serious ethical violation for which the sanctions may include notification to the Author’s university, adding a “Retracted” notice to the publication, publicly identifying the Author and publication, and/or denial of membership to the AIER.

5.3.4. The AIER reserves the right to evaluate issues of plagiarism and redundancy on a case-by-case basis.

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