Publishing Ethics Guidelines and Publication Malpractice Statement

Editors' responsibilities

- Decide which papers submitted to the journal will be accepted for publication.
- Evaluate contributions for relevance to Appreciative Inquiry and related disciplines, clarity, originality and importance, and without regard to contributors' race, gender or sexual orientation, religious beliefs, ethnicity or political philosophy.
- Consider ethical issues including plagiarism, copyright and permissions for supporting materials including photographs.
- Keep privileged information confidential and not use any knowledge gained in this process for their own research or other purposes.

Reviewers' responsibilities

- If agreeing to review a contribution, do so as quickly as is feasible.
- Before agreeing to be a referee, think about whether they are qualified or if there are conflicts of interest. If any are discovered after the process of reviewing the contribution has started, to let the editors know as soon as possible.
- Be objective in their critique, to help where possible to improve the paper. Personal criticism of contributors is not appropriate.
- Point out relevant works which have not been cited in the article.
- Keep privileged information confidential and not use any knowledge gained in this process for their own research or other purposes.

Contributors' responsibilities

- Declare that their contribution has not been published elsewhere and is entirely original, with quotation or references cited appropriately.
- Declare conflicts of interest.
- Check that all co-contributors meet the criteria for authorship and agree with the content of the contribution.
- Ensure appropriate acknowledgements have been made in the manuscript and permissions granted.
- Be alert to bias and follow guidelines for accurate and reporting of research, where applicable.
- Inform the journal if you subsequently find errors in your research.
- Sign the contributors' agreement.

The journal's responsibilities

Where *AI Practitioner* is made aware of plagiarism, errors or unethical behaviour, the contribution will be withdrawn from publication and a retraction/correction note will be issued from the editorial team to address the issue.