ETHICS POLICY

The Institute of Cited Scientists, Cyprus (ICS) as Publisher of Journal of Digital Art & Humanities (JDAH) upholds the ethics policy for high-quality scientific publications, public trust in scientific findings, and that people receive credit for their work and ideas. This statement applies to the Journal of Digital Art & Humanities (JDAH), ISSN 2686-8296. JDAH's mission is to promptly publish advances in all sciences and provide a forum for reporting and discussing scientific news and tasks. Achieving the highest possible Impact Factor and H-index is the goal of this journal.

Core JDAH Editorial Concept & Strategy:

1. Positioning & Mission:

√ Mission: To provide a rapid, constructive, and accessible publishing venue for scientifically sound research that may not meet the novelty threshold of top-tier journals, including replication studies, negative/null results, incremental advances, robust regional studies, and work from developing research ecosystems.

√ Value Proposition: "Publish Good Science, Fast & Fair: Where Rigor Meets Opportunity." Focus on methodological soundness over perceived impact.

√ Target Audience: Academics and faculty; early-career researchers, practitioners, institutions in resource-limited settings; authors needing a constructive first publication experience; researchers focusing on replication/local impact.

2. Scope & Content Strategy:

◊ Explicitly Welcomes: Methodologically sound replication studies, rigorously conducted negative/null results, incremental research with clear value, robust regional/local studies, well-executed pilot studies, significant dataset descriptions, constructive commentaries.

◊ Prioritizes: Transparency, reproducibility (detailed methods, data/code sharing encouragement), clarity of reporting.

◊ Avoids: Overly speculative work, purely descriptive studies without clear scientific question/hypothesis, work with fundamental methodological flaws.

3. Licensing: We use Creative Commons Attribution 4.0 International (CC BY 4.0) https://creativecommons.org/licenses/by/4.0/ for all manuscripts. Authors retain copyright. Institute of Cited Scientists is identified as publisher. For commercial reuse inquiries beyond standard CC BY terms: conf@ics.events. Our licensing policy is available at: https://ics.events/licensing-policy/ .

4. Quality & Rigor (The Non-Negotiable):

* Mandatory: Rigorous methodology, statistical appropriateness, ethical compliance, clear reporting, logical conclusions supported by data.

* Differentiator: Emphasis on "soundness" and "transparency" over perceived novelty or "groundbreaking" nature. Reject manuscripts with fundamental flaws, regardless of "novelty."

5. Speed & Efficiency:

o Rapid Initial Screening: less then 7 days.

o Streamlined Review: Target review time less then 4 weeks. Use a dedicated reviewer pool valuing developmental feedback.

o Constructive Review Philosophy: Reviews focus on improving clarity, rigor, and transparency, not solely on rejection. Offer guidance for "Revise & Resubmit" where feasible.

o Fast Publication: Online First publication within 2 weeks of acceptance with minimal production lag.

6. Accessibility & Author Support:

➢ The accepted manuscript will be authorised for publication once the fixed fee has been paid. The Fixed Fee covers the cost of processing the manuscript, similarity reporting, hosting, SEO, completing and defining the metadata and meta-descriptions, and storing the manuscript. The Fixed Fee is paid by the author(s) after receiving the notification letter confirming acceptance of their manuscript for publication. The fixed fee can be paid in currency or cryptocurrency (e.g. Bitcoin, Ethereum) via Stripe, PayPal, Google Pay, Google Wallet, bank transfer or debit/credit card. The amount of the fixed fee is stated in the call for manuscripts and is defined on the date of payment. The Editor-in-Chief has the right to set a special fixed fee amount depending on the quality of the accepted manuscript. Low Fee. We are on the way of implementing a transparent waiver system based on need (institution, country, personal circumstances), and trying to avoid high fees as a barrier.

➢ JDAH applies an open access model with a preferred fee for authors.

➢ For our Authors we offer clear submission guidelines, templates, and potentially mentorship programs for authors from underrepresented regions.

6. Transparency & Ethics:

√ Publicly available, detailed policies on website.

√ Strict declaration for Conflict of Interest.

√ Adherence to COPE guidelines. Robust plagiarism screening. Clear retraction policy.

√ Peer Review Model presented on JDAH website ad Peer Review Policy.

7. Building Reputation & Sustainability:

* Indexing: Targeting essential indexes (Scopus initially, aiming for Web of Science later).

* Metrics: Tracking authors' indexation/citations/satisfaction/career progression.

* Financial Model: Mix of institutional support, memberships, grants (e.g., for regional focus), optimal Indemnity fee with generous waivers to avoid reliance on high-volume, low-quality publishing.

The scope of this journal is the expression of the authors' point of view on the subjects under study with the use of modern digital/information technology. The editors of this journal enforce a rigorous peer-review process together with strict ethical policies and standards to ensure to add high quality scientific works to the field of scholarly publication. JDAH policy on ethical oversight complies with the Committee on Publication Ethics (COPE - https://publicationethics.org/guidance).

AUTHOR/CONTRIBUTOR RESPONSIBILITIES

Authorship criteria meet ICMJE standards and require substantial contribution, drafting/revising, approving and accountability; require authors to disclose if they used Artificial Intelligence (AI)-assisted technologies (such as Large Language Models, chatbots or image generators) to produce the submitted work (https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html#:~:text=The%20ICMJE%20recommends%20that%20authorship,for%20important%20intellectual%20content%3B%20AND). Contributors must be acknowledged and may require author consent. Prior to submission, all authors are required to register at https://orcid.org and to provide an ORCID ID next to the name of each author in the manuscript as international recognition of the publication is in the author's interest.

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Since each manuscript are subject to peer review complying with Peer Review Manual and are expected to meet standards of academic excellence the authors need to take positive attitude towards the reviewer comments. If the comments make sense and can be incorporated using reasonable effort and time, they should take actions to modify the paper.

Upon acceptance of a paper for publication in the journal, authors consent to publication in ICS by submitting a final version of the article via the submission form on https://ics.events/journal-of-digital-art-humanities/, ensuring that the authors and manuscript comply with these rules of ethics and unfair practices.

REVIEWER RESPONSIBILITIES

To respect anonymity, reviewers should refrain from attempting to identify authors. In addition, the submission process requires that an anonymous version of the submitted paper be submitted for review. Reviewers should base their comments solely on the merits of the manuscript. Age, race, color, ethnicity, gender, religious beliefs, sexual orientation, and institutional affiliation should not influence the review. Reviewers should complete their work within the editor's deadlines. Reviewers should decline a review if, for any reason, they are unable to complete the review in the allotted time. Reviewers should also decline to review any manuscript for which they have a conflict of interest or a competing interest. Reviewer identities will not be disclosed.

Although critical evaluation is appropriate, referees are encouraged to present their comments in a positive tone with clear and useful recommendations. The reviewer's comments should be focused on the improvement of the paper and should recommend specific actions to achieve this goal. Reviewers should not comment disparagingly on any author or topic. Reviewers should pay particular attention to relevant articles that are not cited. In conjunction with their comments, reviewers should make a general recommendation: rejection, revision and resubmission, or acceptance. The information contained in manuscripts is confidential until the manuscript is published in print. Reviewers are not permitted to use the information contained in unpublished manuscripts or rejected manuscripts for their own purposes.

EDITOR RESPONSIBILITIES

The editors have complete authority to determine whether a manuscript is accepted or rejected. They communicate manuscript information with reviewers and members of the Editorial Board as needed. The Editor-in-Chief has the final authority to accept or reject submissions for publication. Manuscript submissions and contents are kept confidential. The editors use software tools to detect unoriginal text and combine their own comments with those of the reviewers. The paper may be accepted without changes, or the authors may be required to revise and resubmit the document. Editors assess flagged manuscripts to distinguish legitimate overlap (e.g., methods sections, common terminology) from misconduct. Self-plagiarism (reuse of the author's prior work) is permitted only if properly cited and within journal-specific limits, <10%.

The review results will be communicated promptly. In some cases, multiple rounds of reviews and modifications may be necessary. The editors reserve the right to edit, clarify, or shorten the manuscript as necessary, and final publication decisions are based solely on the merits of the manuscript. The decision to accept or reject a manuscript is not influenced by personal characteristics such as age, race, color, ethnicity, gender, religious beliefs, or sexual orientation, nor by institutional affiliation. However, manuscripts submitted or authored by individuals residing in countries where accepting the manuscript or associated fees is illegal by country law will be rejected, regardless of the article's merits. Editors are prohibited from using information from unpublished or rejected manuscripts for their own purposes.

Conflicts of Interest (COI) for Editors:

- Disclosure Requirements: Editors must disclose any financial, personal or professional interests that could influence their decisions. This is done through annual declarations and forms for each submission.

- Recusal Policy: Editors who have a COI must recuse themselves from related manuscripts.

- Management: Unresolved COIs will be escalated to the editorial board in accordance with the COPE guidelines (https://publicationethics.org/).

HUMAN AND ANIMALS IN RESEARCH

When a study involves the participations of human subjects, authors should follow the general principles of the Declaration of Helsinki and maintain the anonymity of respondents.

For studies involving human and/or animal subjects, a statement on informed consent is required. In this case Authors must state that all experiments were conducted in accordance with the relevant guidelines in the Methods/Data section of the manuscript. In cases where concerns arise, reviewers may be asked to provide specific comments.

JDAH editors reserve the right to request additional information regarding experiments on vertebrates or higher invertebrates as necessary to evaluate the manuscript, e.g., regarding appropriate care or studies that use death as an experimental endpoint.

Manuscripts reporting studies involving human participants, human data, or human tissue must include:

- o A statement that the study has been reviewed and approved by an Institutional Review Board (IRB) or equivalent ethics committee, including the name of the approving body and the approval number.
- o A statement indicating that informed consent was obtained from all participants (or their legal guardians for minors/incapacitated). If consent was waived by the IRB, the rationale should be provided.
- o Adherence to the Declaration of Helsinki, https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/ or relevant national/international ethical guidelines.

Lack of abovementioned information will result in rejection or return for completion prior to peer review.

Studies involving animals must include:

- ° Approval from the ethics committee of the institution in which the research was conducted (include approval number and name of the institution).
- ° A statement of compliance with the ARRIVE Guide (https://arriveguidelines.org) or other relevant standards (e.g. NC3Rs, NIH Guide for the Care and Use of Laboratory Animals).
- ° Details of the steps taken to minimise the suffering of the animals (e.g. anaesthesia, euthanasia protocols).

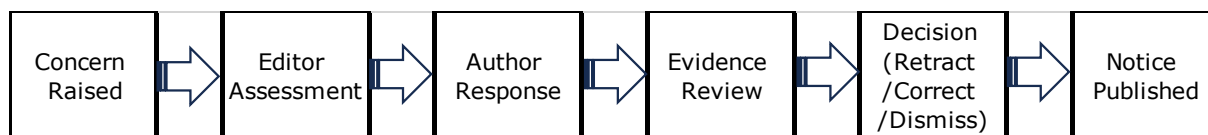We will not consider manuscripts without explicit ethical approval.

JDAH encourages authors to comply with three principles: (1) Replacement, (2) Reduction and (3) Refinement, as originally proposed by the Universities Federation for Animal Welfare (Russell W.M.S., Burch R.L. The Principles of Humane Experimental Technique. Methuen & Co Ltd.: London. UK, 1959). Following these three principles, author(s) should: (1) replace conscious living higher animals with insentient material; (2) reduce the number of animals used to obtain information of given amount and precision; (3) refine the severity of inhumane procedures applied to those animals that should still be used; respectively.

POST-PUBLICATION DISCUSSIONS AND CORRECTIONS

Corrections will not be made for minor typographical or grammatical errors. Authors should pay attention to the content of their work before final submission, as corrections and discussions of published articles are difficult to realize. Authors are responsible for notifying the editor in a timely manner of significant errors discovered after publication of the manuscript.

Withdrawals will be made for author request, misbehaviour, breach of author code of conduct, copyright and warranty. The Editorial Board will promptly investigate all complaints of violations of Ethics Policy or reported errors in published manuscripts. Depending on the severity of the violation, appropriate responses to positive findings will be determined. Retracted papers will be replaced only on https://ics.events website with a page identifying the title, author(s), and the reasons for retracting. Fixed fee for Retraction is 500 USD. Retraction Policy conform to COPE retraction guidelines (https://publicationethics.org/retraction-guidelines).

There is a flowchart of the retraction process for JDAH:

Concern Raised → Editor Assessment → Author Response → Evidence Review → Decision (Retract/Correct/Dismiss) → Notice Published

Post-publication corrections are only possible in the case of major significant errors (corrigendum) at the insistent and justified request of the authors.

COMPLAINTS AND APPEALS

Contributors may appeal the denial by emailing conf@ics.events. This denial must include a detailed justification. It should also include a point-by-point response to the reviewers' and/or editor's comments. The Journal Editor will forward the manuscript and related information (including the reviewers' identities) to the Editor-in-Chief or Editorial Board member. The academic editor who is consulted will be asked to make an advisory recommendation on the manuscript and may recommend acceptance, further

peer review, or uphold the original decision to reject. A rejection decision at this stage is final. It cannot be reversed. Complaints can be sent to conf@ics.events.

ADVERTISING

To maintain independence from external influence, paid advertising materials are not accepted to be placed in JDAH.

EDITORIAL BOARD RESPONSIBILITIES

It is the responsibility of Editorial Board, reviewers, editors, and readers to point out ethical lapses. These ethical violations should be reported to conf@ics.events. Reviewing and suggesting changes to Ethics Policy is the responsibility of Editor-in-Chief and the members of Editorial Board.

LIABILITY LIMITATIONS

The information presented and the opinions expressed in the articles or presentations do not reflect the opinions of the Editorial Board, the reviewers, or the staff of the Institute of Cited Scientists, Cyprus (ICS). The ICS does not guarantee the accuracy of the information contained in articles or the suitability of the information contained in articles for any purpose, although articles are actively reviewed.

CONFLICTS OF INTEREST/ COMPETING INTERESTS

A conflict of interest (COI) occurs when matters outside the research could reasonably be expected to affect the neutrality or objectivity of the work or its evaluation. This may happen at any stage in the research cycle, including during the experimental, writing, and publication stage.

Author(s) declares COI in case it is important. If unsure, declare or discuss potential conflicts with editors. Undeclared conflicts of interest may be grounds for sanctions. Contributions with undeclared conflicts that are later revealed may be rejected. Published articles may need to be re-evaluated, a corrigendum may need to be published, or in serious cases, retraction may be required.

Conflicting interests do not always preclude publication or a person's involvement in the review process. However, they do need to be declared. Clearly stating all possible conflicts-whether or not they were influential-allows others to make informed decisions about the paper and how to review it.

Discovery of conflicts of interest after publication can be embarrassing for the authors, the editor, and the journal. A corrigendum or re-evaluation of the review process may be necessary.

Conflicts include:
- Financial - funding and other remuneration, goods and services received or expected by the contributors in relation to the subject of the work or from any entity with an interest in the outcome of the work;
- Personal - friends, family, relationships, and other close personal ties;
- Ideology - beliefs or activities, such as political or religious, that are relevant to the work.

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