

Publication Ethics and Malpractice Statement

Vietnam Journal of Hydrometeorology (VNJHM) is a leading pioneer in publishing both Vietnamese and English articles in the field of hydrometeorology, technology, water resources and related topics including water, air, soil pollution, hazardous waste issues, water irrigation, Ecohydrology, Climatology, Agrohydrology, Geomorphology, Environment, Climate change, etc. To become more professionally, the Journal is committed to meet higher standards of ethical behavior during the publishing process.

Our publication ethics and publication malpractice statement are subjected to the guidance of Committee on Publication Ethics (COPE), an organization that provides explicit guideline and resources on publication ethics and publication misconduct.

Duties and Responsibilities of Publishers

VNJHM is making efforts to fulfil all obligations of publishers that are prescribed as below:

1. Editorial decisions on manuscript submissions are objective and final, solely based on professional judgment.
2. The integrity of all academic and research records is maintained and reviewed regularly.
3. VNJHM is monitoring the ethics by Editor-in-Chief, Associate Editors, Editorial Board Members, Reviewers, Authors, and Readers.
4. VNJHM is always checking the plagiarism and fraudulent data issues involving in the submitted manuscript.
5. VNJHM is always willing to publish corrections, clarifications and retractions involving its publications as and when needed.

Duties and Responsibilities of Editors

1. The Editors of the Journal have the authority to do as follow:
2. The Editors of the journal should have the full authority to reject/accept a manuscript.
3. The Editors of the journal should maintain the confidentiality of submitted manuscripts under review or until they are published.
4. The Editor-in-Chief should take a decision on submitted manuscripts, whether to be published or not with other editors and reviewers.
5. The Editors of the journal should preserve the anonymity of reviewers.

6. The Editors of the journal should disclose and try to avoid any conflict of interest.
7. The Editors of the journal should maintain academic integrity and strive to meet the needs of readers and authors.
8. The Editors of the journal should be willing to investigate plagiarism and fraudulent data issues and willing to publish corrections, clarifications, retractions, and apologies when needed.
9. The Editors of the journal should have the limit themselves only to the intellectual content.
10. The Editors of the journal must not disclose any information about submitted manuscripts to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.
11. Unpublished materials disclosed in a submitted paper will not be used by the editor or the members of the editorial board for their own research purposes without the author's explicit written consent.

Duties and Responsibilities of Reviewers

The Reviewers of the Journal have the authority to do as follow:

1. Maintain the confidentiality of manuscripts, which they are invited to review.
2. Provide comments in time that will help editors to judge the quality of the submitted manuscript to be published or not.
3. Comments against each invited manuscript should be technical, professional and objective.
4. Treat the manuscript received for peer reviewing as confidential, and must not use the information through peer review for any personal purpose.
5. Refuse to review any manuscript that they have found conflicts of interest with any of the authors, companies, or institutions.
6. Disclose and try to avoid any conflict of interest.

Duties and Responsibilities of Authors

Authors who are willing to submit manuscripts to VNJHM should follow guidelines as below:

1. Manuscripts must be submitted in either Vietnamese or English with sound grammar and proper terminology, and subjected to the Journal's format.
2. Manuscripts must be submitted with the understanding that they have not been published elsewhere (except in the form of an abstract or as part of a published

lecture, review, or thesis) and are not currently under consideration by another journal published by or any other publisher.

3. The corresponding author is responsible for ensuring that the manuscript article's publication has been approved by all the other co-authors.

4. In order to sustain the peer review system, authors have an obligation to participate in peer review process to evaluate manuscripts from others.

5. When author(s) discovers any error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the Editor or Publisher to retract or correct the manuscript.

6. Author(s) must know that the submitted manuscripts under review or published after being checked Plagiarism, a compulsory process for ethics.

7. All authors must have read the submission final before being submitted to the Journal.

Principles of Transparency

1. **Peer review process:** VNJHM is a double blind peer reviewed electronic and print quarterly publication concerned with all aspects of hydrometeorology, technology, water resources and related topics including water, air, soil pollution, hazardous waste issues, water irrigation, Ecohydrology, Climatology, Agrohydrology, Geomorphology, Environment, Climate change, etc. This process, as well as any policies related to the journal's peer review procedures, is clearly described on the journal's Web site (<http://www.VNJHMj.com/journal/process>)
2. **Governing Body:** VNJHM has very strong editorial board, whose members are recognized experts in the subject areas included within the journal's scope. The full names and affiliations of the journal's editors is provided on the journal's Web site (<http://www.VNJHMj.com/journal/editorial.board>)
3. **Contact information:** Journal is provided the contact information for the editorial office of VNJHM (<http://www.VNJHMj.com/journal/about>)
4. **Author fees/ Access:** The Journal database is fully open access and full text of published articles are available for everyone who can get access to the Journal website free of cost. Besides, the authors never pay any charges for submission, article processing and publication.
5. **Copyright:** Journals made clear the type of copyright under which authors work will be published. Upon acceptance of manuscript, authors will be asked to complete a 'Journal Publishing Agreement'.
6. **Identification of and dealing with allegations of research misconduct:** Editor-in-Chief takes reasonable steps to identify and prevent

the publication of papers where research misconduct has occurred, including plagiarism, citation manipulation, and data falsification/fabrication, among others.

7. **Web site:** A journal's Web site (<http://tapchikttv.vn/>; <http://vnjhm.vn/>) contains that care has been taken to ensure high ethical and professional standards.
8. **Name of journal:** The Journal name of Vietnam Journal of Hydrometeorology (VNJHM) has unique and not be one that is easily confused with another journal
9. **Conflicts of interest:** Authors are requested to evident whether impending conflicts do or do not exist while submitting their articles to VNJHM through Conflict of Interest Disclosure form.
10. **Publishing schedule:** The periodicity at which a journal publishes is clearly indicated (<http://www.VNJHMj.com/journal/about>)
11. **Archiving:** A journal's plan for electronic backup and preservation of access to the journal content is clearly indicated. (<http://tapchikttv.vn/>; <http://vnjhm.vn/>)

Violation of Publication Ethics

1. **Plagiarism:** Plagiarism is intentionally using someone else's ideas or other original material as if they are one's own. Copying even one sentence from someone else's manuscript, or even one of your own that has previously been published, without proper citation is considered by VNJHM Journals as plagiarism. All manuscripts under review or published with VNJHM are subject to screening using plagiarism prevention software. Thus, plagiarism is a serious violation of publication ethics. The development of CrossCheck is a service that helps editors to verify the originality of papers. CrossCheck is powered by the Ithenticate software from iParadigms, known in the academic community as providers of Turnitin. For a searchable list of all *journals* in the CrossCheck database, please visit: www.ithenticate.com/search.
2. **Data Fabrication and Falsification:** Data fabrication and falsification means the researcher did not really carry out the study, but made up data or results and had recorded or reported the fabricated information. Data falsification means the researcher did the experiment, but manipulated, changed, or omitted data or results from the research findings.
3. **Simultaneous Submission:** Simultaneous submission occurs when a manuscript (or substantial sections from a manuscript) is submitted to a journal when it is already under consideration by another journal.

4. **Duplicate Publication:** Duplicate publication occurs when two or more papers, without full cross referencing, share essentially the same hypotheses, data, discussion points, and conclusions.
5. **Redundant Publications:** Redundant publications involve the inappropriate division of study outcomes into several articles, most often consequent to the desire to plump academic vitae.
6. **Improper Author Contribution or Attribution:** All listed authors must have made a significant scientific contribution to the research in the manuscript and approved all its claims. Don't forget to list everyone who made a significant scientific contribution, including students and laboratory technicians.
7. **Citation Manipulation:** Citation Manipulation is including excessive citations, in the submitted manuscript, that do not contribute to the scholarly content of the article and have been included solely for the purpose of increasing citations to a given author's work, or to articles published in a particular journal. This leads to misrepresenting the importance of the specific work and journal in which it appears and is thus a form of scientific misconduct.
8. **Sanctions:** In the event that there are documented violations of any of the above mentioned policies in any journal, regardless of whether or not the violations occurred in a journal, the following sanctions will be applied: (i) Immediate rejection of the infringing manuscript, (ii) Immediate rejection of every other manuscript submitted to any journal published by any of the authors of the infringing manuscript, (iii) Prohibition will be imposed for a minimum of 36 months against all of the authors for any new submissions to any journal, either individually or in combination with other authors of the infringing manuscript, and (iv) Prohibition against all of the authors from serving on the Editorial Board of any journal.