



Publication Ethics for the WBCLA Peer-reviewed Quarterly LIS Research Journal 'College Libraries'

PUBLICATION ETHICS

1. Name of Journal

College Libraries (ISSN: 0972-1975)

Published by *West Bengal College Librarians' Association (WBCLA)*

2. Introduction

The “*College Libraries*”, a peer-reviewed quarterly research journal in the field of Library and Information Science (LIS), is committed to upholding the highest standards of publication ethics and as such, all possible measures are taken against publication malpractices. This Publication Ethics Statement outlines the core principles that govern the responsibilities of the Editorial Board, Reviewers, Authors, and Publisher, aligning with National as well as International best practices as recommended by the UGC (**Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions**) Regulations, 2018 and the Committee on Publication Ethics (COPE).

3. About the Journal

Title	College Libraries
Frequency	Quarterly
ISSN	0972-1975
Chief Editor	Dr. Soumitra Sarkar, University Librarian, University of Calcutta, Kolkata-700073
Copyright	West Bengal College Librarians' Association (WBCLA)
Starting Year	1983
Subject	Library and Information Science (LIS)
Language	English

Publication Format	Print
Indexing	This journal is indexed in the Indian Library Science Abstract (ILSA) and Google Scholar.
Phone Number	+91 6290336041
E-Mail ID	collegelibraries1983@gmail.com
Website	https://wbcla.in/ / https://collegelibraries.in/
Address	Uday Villa, 4 th Floor, Holding No. 59/1/4 51/33 Harakali Colony, Dum Dum Kolkata-700074, West Bengal. India

4. Website

The "College Libraries" is available at **WBCLA website at www.wbcla.in/**, and the direct link to the "College Libraries" journal site is <http://collegelibraries.in/index.php/CL>.

5. Peer-review Process

College Libraries follows a rigorous **double-blind peer-review process** to ensure academic quality and complete confidentiality. A confidential panel of experts/referees is maintained for this purpose. Each manuscript is normally reviewed by **at least two independent referees**.

The reviewers' comments and recommendations are communicated to the first/principal or corresponding author for necessary revisions. A manuscript is accepted for publication only after satisfactory modification and upon being deemed suitable by the Editorial Board. Manuscripts that fail to meet the required standards are rejected. Authors are duly informed of the final decision.

6. Ownership and Management

College Libraries is a peer-reviewed quarterly research journal in the field of Library and Information Science (LIS), published by the General Secretary of the West Bengal College Librarians' Association (WBCLA).

The registered office of WBCLA is located at:

Uday Villa, 4th Floor, Holding No. 59/1/4,
51/33 Harakali Colony, Dum Dum,
Kolkata – 700074, West Bengal, India.

As per the Memorandum of Association (MOA), WBCLA is the owner of the journal. The Executive Committee (EC) provides guidance to the General Secretary for the effective management and successful publication of the journal.

7. Advisory Board, Editorial Board and Editorial Office

The Advisory Board and Editorial Board are constituted by the Executive Committee of WBCLA.

The Advisory Board comprises eminent LIS professionals from India and abroad who provide strategic guidance to the Editorial Board and the Editor, ensuring adherence to publication ethics and research integrity.

The Editorial Board independently supports the Editor in maintaining academic standards, improving content quality, and ensuring ethical publishing practices.

The names of members of both boards are available on the WBCLA website: <https://wbcla.in/>

8. Editorial Team and Contact Information

Upon receipt of manuscripts, the Editorial Board, along with the General Secretary (who acts as Joint Editor and Convener), records each submission by assigning a unique Paper ID. Submissions are initially screened for completeness and basic compliance, and authors are informed of any shortcomings.

After preliminary corrections, manuscripts are forwarded to the Editor and Editorial Board to initiate the double-blind peer-review process. (Details of the Editorial Board and Editorial Office are available at: <https://wbcla.in/>)

8.1 Duties and Responsibilities of Editors

- To ensure a fair, unbiased, impartial and timely review process for all submissions through a **double-blind peer-review system**.

- To maintain full confidentiality regarding submitted articles/manuscripts and not to disclose any information about a submitted manuscript/article to anyone other than the corresponding author, reviewers, editorial advisors, or the publisher.
- To avoid any conflict of interest and to ensure that decisions on manuscripts/articles are solely based on scholarly merit and relevance to the scope of the journal.
- To use plagiarism detection tools as necessary and to take appropriate steps to prevent and to re-dress potential cases of plagiarism, falsification, or other forms of misconduct.
- To publish corrections, errata, or retractions, where necessary, in accordance with the amendment policy of the journal.

8.2. Editorial Office

The Editor, "College Libraries"
West Bengal College Librarians' Association (WBCLA)
Uday Villa, 4th Floor, Holding No. 59/1/4
51/33, Harakali Colony, Dum Dum, Kolkata-700074
Email: collegelibraries1983@gmail.com
Mobile: +91 62903 36041

9. Duties and Responsibilities of Authors

- To submit original and unpublished work that has not been submitted to or published in any other journal or publication.
- To avoid plagiarism and to provide a plagiarism report with the submission/article i.e. all articles/manuscripts must fall within an acceptable similarity index as per current academic norms.
- To indicate authorship contributions clearly. All listed authors must have significantly contributed to the research and agree to the final manuscript/article.

- To disclose any conflicts of interest or financial support related to the submitted work.
 - To respond promptly and accurately to the comments on the Editorial Board and reviewers and to cooperate in the peer-review process within a short period.
 - To sign the Author's Declaration and Copyright Transfer Form upon acceptance of the manuscript/article.
- #### 10. Duties and Responsibilities of Reviewers
- To maintain strict confidentiality about the manuscript and review process; not to share, to discuss, or to cite the manuscript before publication.
 - To provide constructive, suggestive and timely feedback to help the editor so that authors are informed with proper suggestions to improve their work.
 - To identify any potential ethical issues, such as plagiarism or data fabrication, and to report them to the editor immediately.
 - To refrain from reviewing manuscripts in which they have a conflict of interest with the author(s), institution, or funding agencies.

11. Ethical Issues and Misconduct Handling

- The journal defines research misconduct to include data fabrication, falsification, plagiarism, unethical experimentation, duplicate publication, and inappropriate authorship claims.
- All suspected cases of misconduct will be investigated rigorously, and appropriate action—including rejection, retraction, notification to the author's institution, or public disclosure— will be taken based on the severity of the issue.
- Retractions, corrections, or expressions will be published following COPE guidelines.

12. Plagiarism Policy

- College Libraries have zero tolerance for plagiarism and strictly follow the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

- Manuscripts found to contain plagiarized content at any stage of the review or publication process will be rejected or retracted, and the concerned authors/contributors may be blacklisted.

- Plagiarism detection software may be applied at any time by the editorial team to verify originality.

- Each paper must be accompanied by a plagiarism test report with less than 10% similarity index (tested with plagiarism test software like Turnitin/ DrillBit/ iThenticate)

13. Authorship and Contribution Guidelines

- All authors must have made substantial contributions to the conception, design, execution, or interpretation of the reported study.

- Changes to authorship (addition/removal) after submission must be justified and approved by all original authors.

- Ghost, guest, or honorary authorship practices are strictly prohibited.

14. Confidentiality and Data Privacy

- The editorial and peer-review process is entirely confidential.

- Personal data of authors and reviewers will be used solely for processing and publishing the manuscript and these will not be shared with third parties without clear consent, in accordance with data protection policies.

15. Corrections, Retractions, and Amendments

- A clear policy is followed for issuing errata (publisher's error), corrigenda (author's error), and retractions (in cases of serious ethical violations).

- These amendments will be made with full transparency and will be linked clearly to the original article in print and/or online formats.

- Requests for withdrawal of published or accepted articles will be handled case-by-case under the discretion of the Editorial Board and the Editor.

16. Copyright and Licensing

• After acceptance of the articles, the authors are required to sign a Copyright Transfer Agreement, allowing the journal to reproduce, archive, and distribute the paper.

• The authors deserve to retain the rights for self-archiving of the final version after two years of publication with appropriate citation and credit.

17. Open Access and Archiving Policy

• The journal provides partial Open Access to its published content. The full texts are available in printed issues (hard copies), and the soft copies of titles, author(s) details, abstract, keywords and list of the references of each article/paper are displayed on the WBCLA Website, and encourage authors to share final manuscripts for academic use after the embargo period of two years

• The journal archives printed issues and maintains digital backups to ensure permanent accessibility of published content.

18. Complaints and Appeals

• Complaints related to the editorial process, reviewer conduct, or ethical breaches must be made to the Editor-in-Chief.

• Appeals regarding editorial decisions may be made in writing and will be reviewed by the Editorial Board or Advisory Board and lastly by the Executive Committee of WBCLA.

19. Policy on Conflicts of Interest

• All stakeholders (authors, reviewers, editors) must declare conflicts of interest that will inappropriately influence their roles in the publication process.

• Financial support and potential bias must be transparently disclosed.

20. Governance and Oversight

• The journal is governed by the West Bengal College Librarians' Association (WBCLA) through its Executive Committee.

• An independent Advisory Board consisting of national and international LIS scholars, ensures adherence to ethical and academic standards.

- The final authority in all publication-related matters vests in the General Secretary, WBCLA, following consultation with the Editorial Board and Advisory Boards, along with the Executive Committee, WBCLA.

21. Author Fees

The West Bengal College Librarians' Association is a non-profit professional association established in 1962. It is registered under the West Bengal Societies Registration Act of 1961, bearing registration number S/27597 of 1979-80. The association focuses on all aspects of library professionals, specifically for college librarians in West Bengal. Our journal is accessible through our website, which limits the number of subscribers. To help with printing and other publishing costs, along with website maintenance, the association has resolved to introduce Article Processing Fees (APC) for authors. Charge the APC based on a no-loss, no-profit model from the authors after their papers are accepted for publication. Maximum 10 (Ten) papers are accepted for publication in each issue of the Journal of 'College Libraries'. The fees are viz. Rs 1,500 for WBCLA Life Members and Rs 2,000 for non-members.

22. Amendments to the Identification of Research Misconduct

The journal "College Libraries" follows a specific policy regarding amendments, which includes corrections, retractions, and withdrawals of its peer-reviewed published papers. According to the policy practised by WBCLA, if the situation warrants, the types of corrections or retractions will be determined by the Editor, in consultation with the General Secretary of WBCLA and the members of the Advisory Board and/or Editorial Board. Any amendments, if made, will be formally communicated under the categories of erratum, corrigendum, or retraction to maintain accurate publication records and to ensure the scientific integrity of what has been published.

23. Publication Ethics

WBCLA is committed to promoting integrity in research and adhering to publication ethics. The publication policy for the WBCLA journal "College Libraries" has been designed following guidelines from various organizations, including the Committee on Publication Ethics (COPE)

<https://publicationethics.org>). This policy serves as a framework for authors, reviewers, members of the Advisory Board, the Editorial Board, and the publisher. The key points of the policy include:

- i. All information related to the submission of articles/ manuscripts is kept confidential until publication.
- ii. Submission or publication of the same article in more than one journal simultaneously constitutes a breach of publication ethics.
- iii. Each manuscript/article submitted for publication must include a plagiarism test report, demonstrating compliance with an acceptable similarity index according to UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- iv. The Editorial Board reserves the right to apply any appropriate software for plagiarism detection at any time. The journal is dedicated to preventing unethical practices, including violation of professional ethical codes and copyright agreements, submission of papers to multiple bodies for publication, false claims of authorship, or unauthorised changes in authorship. Such violations will result in significant penalties, as will be determined by the Executive Committee of WBCLA following the suggestions of the Editorial Board.

24. Publishing Schedule/Frequency

The main objective of the journal 'College Libraries' is to publish original research papers that hold significance and value in the field of library and information science and services. It is published quarterly in March, June, September, and December each year.

25. Access

The full texts are available in printed issues (hard copies), and the soft copies of titles, author(s) details, abstract, keywords and list of references of each article/paper are displayed on the WBCLA Website.

26. Archiving

Authors may use the final version of their article for personal use, internal institutional purposes, and scholarly sharing, provided they give proper acknowledgement, attribution, and credit for the published work. However, the final version of any paper, as published in the Journal, can be archived or posted in any online digital repository only after two years from the date of publication.

27. Revenue sources

WBCLA is a non-profit learned society dedicated to voluntary research and development in library and information science and services. Individual and Institutional membership subscriptions and APC provide potential support based on a no-loss, no-profit model, but to generate revenue to cover the publication costs of the journal.

28. Advertising

WBCLA journal 'College Libraries' does not accept any advertisement. It is a specialized scholarly publication aimed absolutely at the academic development of library professionals in India and abroad.

29. Direct marketing

WBCLA does not engage in direct marketing activities. However, individuals and third parties can subscribe to the journal for their own use or for their clients. This Publication Ethics Statement is subject to periodic review and updates by the Editorial Board, Advisory Boards and Executive Committee of WBCLA to ensure alignment with evolving international standards.

This Policy Document has been prepared by the General Secretary, Dr. Sanat Kumar Biswas, on behalf of the West Bengal College Librarians' Association (WBCLA).