

AUTHOR RESPONSIBILITY, EDITORIAL- AND REVIEW PROCESS, ETHICS POLICY

Author responsibility

Authors of papers should note the following:

- Prepare a professional and high standard paper within the themes and submission categories indicated.
- It is the corresponding author's responsibility to ensure that all authors are aware of and approve the submission of a manuscript.
- Strictly use the prescribed template format, taking detail like font, font size, line spacing, margins, formats of figures and tables, and caption style into account.
- Strictly adhere to the maximum length of the paper as indicated by the Editorial Committee.
- Ensure that research material submitted is original, prepared to a high scholarly standard and adequately referenced using the required referencing system (paper see template). Provide the DOI reference where available.
- Acknowledge all contributions, such as funding sources, donors, research programs, etc.
- Ensure that all data sources and methods of acquisition are disclosed.
- Confirm that all data was collected in accordance with accepted ethical research methods.
- Supply a first copy of the paper in MS Word without names of authors and affiliations for double blind reviewing. The final paper should have the complete author detail and be submitted as a PDF document.
- Consider reviewer comments seriously and improve the paper in the spirit of optimising its quality.
- Clearly communicate disagreements with reviewers with the Editorial Committee.
- Respond to and comply with possible editor/publisher requests for source data, evidence of authorship, or originality in a timely manner.
- Include appropriate errata information if required.
- Maintain open communication with the editor, publisher, and any co-authors as needed.
- Recognise that the Editorial Committee makes the final choice on publication.
- Read, agree to, and sign the licence form to publish.

Editorial process

The Editorial Committee will apply the following:

- Only allow the publication of high-quality content that is in line with the themes and submission categories for the conference.
- Ensure that original article submissions undergo a rigorous, objective, and double blind peer review.

- Provide authors with advice during the submission process as needed.
- Allow the option to appeal any editorial decision.
- Be prepared to issue errata if necessary.
- Communicate with the publisher and author(s) on a timely basis.
- Treat all submissions fairly, without favouritism or bias.

Queries to the Editorial Committee can be directed to Dr Boitumelo Ramatsetse (ramatsetse@sun.ac.za) or Thereza Botha (thereza@technoscene.co.za).

Review process

Reviewers will be appointed by the Editorial Committee and will be expected to:

- Only assess papers that are related to their area of expertise.
- Seek guidance from the editor if anything is unclear during the review process, or if there is a potential conflict of interest.
- Read the papers with care and attention, and do their best to be constructively critical.
- Regard the work being reviewed as confidential.
- Review submitted work on a timely basis.
- Report any suspected ethical misbehaviour that occurs in the submissions.
- Be aware that third-party material may be incorporated in papers for which there may be insufficient consent.
- Agree to evaluate subsequent revisions of the work and offer additional advice.
- Communicate with the editors on a timely basis.
- Treat all articles reviewed fairly and objectively.

Reviewers will be supplied with the following review rubric:

- Does the paper contain enough new material to warrant publication?
- Is the paper scientifically sound and not misleading?
- Does the paper include a sufficiently general introduction?
- Is the paper clearly written, concise and understandable?
- Are the subject matter and style of presentation appropriate for Web of Conferences?
- Is the length appropriate?
- Should the written English of the manuscript be edited?
- Is the impact of this paper likely to be high?

Ethics policy

The proceedings will be published by AIP Publishing. The ethical guidelines provided by the publisher will apply. The detail can be found at: [Policies and Ethics - AIP Publishing LLC](#)