

### **- Copyright policy: Open Access journal/book copyright/licensing policy**

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### **- Complaint policy**

Vesnu Pub follows the [COPE Code of Conduct for Journal Editors](#) in cases of complaints.

### **- Publication charge policy**

Vesnu Pub publishes journal articles only on open access basis. This is funded by payments by authors or their institution (as review, acceptance, editing, fast track, or publication fee), or by the institution owning the journal.

### **- Standards and procedures for ensuring the quality of journals**

Vesnu Pub adheres to the [COPE Codes of Conduct and Best Practice Guidelines](#) and our journal editors and reviewers should comply with this guideline.

### **- Editorial policies**

#### **- Peer review policy & process and editorial workflow:**

- How do you select editors for your journal(s)

In new journals, Vesnu Pub selects journal editors based on these criteria:

- Closeness to the article field with an academic degree
- Being familiar with [COPE Code of Conduct and Best Practice Guidelines for Journal Editors](#)
- Having at least 10 publication records in journal field
- Being expert in language
- Having journal executive experience for at least 1 year

In established journals, Vesnu Pub selects journal editors based on these steps:

- Base on closeness to the article field with an academic degree, academic experience, and previous publications, we select a reviewer. The reviewer may be introduced by authors, found via searches, or by sending a request.
  - Each "Section Editor" points each reviewer a score between 1 and 5 based on the quality of review considering journal's review policies as well as being on time.
  - The reviewers with top scores, who can keep their quality at a stable baseline, will be added to "Editorial Board" as "Section Editors".
- What happens when a new submission is received, and what if any checks are made at this point?

These are the steps in primary checking:

- 1- Checking the plagiarism using [PlagScan GmbH](#) software
- 2- Checking the existence of files based the "Author Guidelines" (Main manuscript, title page, figures, etc.)
- 3- Checking the content of files based the "Author Guidelines" (Authors' affiliations, titles and subtitles, style of referencing, word limitation, quality of pictures, etc.)
- 4- Checking the hand-singed "Authorship Form"
- 5- Entering peer-review process

- How are peer reviewers identified, and who makes the final selection of peer reviewers?  
Base on closeness to the article field with an academic degree, academic experience, and previous publications (articles and books), the "Editor-in-Chief" of the journal selects a reviewer. The reviewer may be introduced by authors, found via searches, or by sending a request.
- Who assesses the reviewer reports and makes a decision on the submission, and how is the decision reached?  
There are some "Section Editors" in each journal, who manage one or more articles. They send the article to at least 3 peer reviewers, assess their comments, and make a "primary" decision. Then, the "Editor-in-Chief" assesses the whole process and makes the final decision.
- Who communicates the decision to the authors?  
The "Editor-in-Chief" of the journal makes the final decision and communicates the author.
- How is the revised manuscript assessed?  
It depends on the editorial decision; in cases of "Minor revisions", the "Section Editors" assesses the revised manuscript.  
But, in cases on "Major revisions", the "Section Editors" sends the article to peer reviewers to review it again at the second round. The peer reviewers may be the same as first round or not.  
Then, the process will be the same ass the first round.

- What is the role of the editorial board in the peer review process?

Generally, the "Editorial Board" consists of the "Section Editors" who manage the editorial process of articles.

Of course, there are limited members that only take part in major decision makings such as policy making, accepting advertisements.

- Who is responsible for the final decision to accept/reject the article?

The "Editor-in-Chief" of the journal is the responsible.

- The role of journal editors in reviewing and approving material that is published

There "Section Editors" manage the peer review process the make the primary decision. The "Editor-in-Chief" supervises the editorial process and makes the final decision.

#### **- The process for handling cases requiring corrections, retractions, and editorial expressions of concern**

In cases of minor corrections that do not invalidate the article, it will be published as "Erratum" in the next issue as early as it is noticed. But, in cases of retraction, Vesnu Pub follows the [COPE Guidelines for Retracting Articles](#).

In cases that are not agreeable with common understanding but have a value, editorial expression of concern will be issued.

#### **- Advertising policy**

Vesnu Pub accepts the advertisements from the individuals, organizations or institutions based on this advertisement policy.

- All advertisings must be applicable by the [Electronic Commerce Law of the Islamic Republic of Iran](#) and the [United States E-Commerce Law](#).
- Vesnu Pub will reject the advertisements conflict with the advertising guidelines in the [Islamic Republic of Iran Medical Council Laws](#), the [Principles of Medical Ethics of the American Medical Association](#), or the codes of the [Council on Ethical and Judicial Affairs of the American Medical Association](#).
- Vesnu Pub will reject the advertisements which are demeaning or discriminatory toward an individual or group on the basis of age, sex, race, ethnicity, religion, physical appearance, or disability, advertisements which are offensive in text or representation, or advertisements which may be derogations to a personal, racial, sexual, or religious nature.
- Vesnu Pub reserves the right to reject advertising not in keeping with its standards and objectives.
- Vesnu Pub reserves the right to reject advertising in cases of unfair comparisons or unwarranted disparagement of a competitor's products or services.
- All pharmaceutical advertisements must follow the [regulations of the Food and Drug Administration of the Islamic Republic of Iran](#) and policies of [the United States Food and Drug Administration](#) in every respect.

- The appearance of advertising does not mean that Vesnu Pub endorses or guarantees the product or the manufacture by means of quality or complying with laws and regulations.
- Vesnu Pub reserves the right to choose the position; unless a position premium has been provided for in the contract.
- Vesnu Pub reserves the right to limit the size of space of an advertisement.
- Printed or digital advertisements will be distinguishable from editorial content displaying the word "Advertisement".
- Vesnu Pub will accept the advertisements only based on having written contract.

**- Policy on Conflict of Interest, Human and Animal Rights, and Informed Consent for publications**

- In issue of conflict of interest, Vesnu Pub follows the [International Committee of Medical Journal Editors Guidelines](#). Authors of research articles should disclose at the time of submission any financial arrangement they may have with a company whose product is pertinent to the submitted manuscript or with a company making a competing product. Such information will be held in confidence while the paper is under review and will not influence the editorial decision, but if the article is accepted for publication, a disclosure will appear with the article.
- The research involves human beings or animals must adhere to the principles of the [Declaration of Helsinki](#).
- The authors should clear that that all human participants gave written informed consent. , Vesnu Pub follows the [International Committee of Medical Journal Editors Guidelines](#).

**- The process that you follow to ensure that your journals comply with the International Committee of Medical Journal Editors (ICMJE) Recommendations, the Principles of Transparency and Best Practice in Scholarly Publishing, or similar international publishing standards**

1. Vesnu Pub policies and rules are formed based on international publishing standards.
2. In published articles, the "Editor-in-Chief" is the main responsible for complying Vesnu Pub policies and rules.
3. In published books, the "Editor" is the main responsible for complying Vesnu Pub policies and rules.
4. Vesnu Pub "Quality Assurance Department" monitors the holistic quality of the published documents (articles or books), using Vesnu Pub checklists and flowcharts, based on the policies and rule.