

Publication Ethics and Malpractice Statement
New England College Journal of Applied Educational Research
(NECJAER)

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1. Introduction

The *New England College Journal of Applied Educational Research (NECJAER)* is committed to maintaining the highest standards of integrity, transparency, and ethical conduct in scholarly publishing. The journal seeks to foster rigorous, accessible, and practice-oriented educational research that contributes meaningfully to educational leadership, policy, assessment, teaching and learning, innovation, and student success. *NECJAER* follows principles and best practices established by the Committee on Publication Ethics, the *Principles of Transparency and Best Practice in Scholarly Publishing*, and recognized standards for ethical academic publishing. The journal's ethical expectations apply to all participants in the publication process, including authors, editors, reviewers, editorial board members, and the publisher.

The journal is committed to:

- honesty and integrity in research and publication;
- fairness and objectivity in editorial decision making;
- transparency and openness in scholarly communication;
- accountability in scholarly conduct;
- respect for research participants and the academic community.

Concerns regarding potential ethical violations or misconduct should be directed to the journal's editorial office.

2. Research Integrity

NECJAER expects all published research to adhere to principles of responsible scholarship and research integrity. Authors are expected to ensure:

- accuracy in the collection, analysis, and reporting of data;
- transparency regarding methods and findings;
- appropriate acknowledgment of sources and contributions;
- compliance with applicable ethical and legal standards;
- responsible treatment of human participants and research data.

The journal reserves the right to investigate allegations of misconduct before or after publication and may take corrective action when warranted.

3. Editorial Independence and Editorial Process

The journal is committed to editorial independence and impartiality. Editorial decisions are based exclusively on:

- scholarly merit;
- originality;
- methodological rigor;
- relevance to the journal's mission and scope;
- significance to educational research and practice;
- adherence to ethical standards.

Editorial decisions shall not be influenced by:

- authors' race, ethnicity, nationality, religion, gender identity, sexual orientation, institutional affiliation, or political beliefs;
- financial considerations;

- institutional or external pressure.

All manuscripts undergo an initial editorial review to determine appropriateness for peer review. Manuscripts deemed suitable are assigned for external peer review. The editor maintains final authority regarding publication decisions. The journal does not guarantee manuscript acceptance or expedited review timelines.

4. Peer Review

NECJAER utilizes a double-blind peer review process in which reviewer and author identities are concealed throughout review.

Each manuscript is reviewed by at least two qualified reviewers with relevant expertise.

Reviewers are expected to:

- provide objective, constructive, and respectful feedback;
- maintain confidentiality;
- identify relevant uncited scholarship when appropriate;
- disclose conflicts of interest;
- decline reviews when unable to provide timely or unbiased evaluation.

Editors monitor peer review processes to ensure fairness, rigor, and integrity. The journal does not tolerate manipulated, fraudulent, or compromised peer review practices.

5. Authorship and Contributorship

Authorship should reflect substantial scholarly contributions to:

- the conception or design of the study;
- data collection, analysis, or interpretation;
- drafting or substantial revision of the manuscript;
- approval of the final version for publication;
- accountability for the integrity and accuracy of the work.

The corresponding author is responsible for:

- ensuring all eligible contributors are appropriately listed;
- obtaining approval from all co-authors;
- managing communication with the journal during review and publication;
- ensuring compliance with ethical requirements.

Ghost authorship, honorary authorship, or misrepresentation of contributions constitute unethical conduct.

Contributors who do not meet authorship criteria should be acknowledged appropriately with permission.

6. Open Access and Licensing

The *NECJAER* is an open access journal. All research articles published in the *NECJAER* are fully open access: immediately freely available to read, download, and share. Articles are published under the terms of a Creative Commons License—Attribution-NonCommercial 4.0 International, which permits non-commercial use,

distribution, and reproduction in any medium, provided the original work is properly cited. More information about our Creative Commons License can be found [here](#).

Under this license all of the content for the journal is available for use for educational purposes as long as the content attribution is given, and the content is not used for commercial purposes. Users may use, copy, add to the content for any educational purpose.

The New England College definition of open access is consistent with the Bethesda Statement on Open Access Publishing which indicates that all open access publishing must meet two standards: (a) a free, irrevocable right to access and a license to copy, use, distribute and make derivative works; and (b) a deposit in an online repository ensuring open access, interoperability, and long-term archiving.

7. Copyright Terms

Authors retain the copyright for their material to publish in another journal. The terms of the Creative Commons License apply to *NECJAER* and readers of the *NECJAER*. Authors will offer the right of first publication to *NECJAER*. Copyright terms do not change the open access rules/policies, nor the Creative Commons Licensing terms.

8. Affiliations

Author affiliations should accurately represent the institution(s) where the research was conducted or supported. Any changes to affiliations after submission must be disclosed to the editorial office.

9. Plagiarism

NECJAER prohibits plagiarism in all forms, including:

- direct plagiarism;
- mosaic plagiarism;
- self-plagiarism;
- unattributed paraphrasing;
- inappropriate use of AI-generated material;
- unauthorized reproduction of copyrighted materials.

Plagiarism may involve:

- text;
- images;
- tables;
- figures;
- data;
- ideas;
- computer code;
- unpublished materials.

The journal reserves the right to utilize plagiarism-detection software and editorial review procedures.

Submissions containing substantial plagiarism may be rejected immediately. If plagiarism is identified after publication, the journal may issue corrections, retractions, or other notices as appropriate.

10. Duplicate and Redundant Publication

Authors may not submit manuscripts simultaneously to multiple journals or publish substantially similar work in multiple venues without appropriate disclosure and editorial approval.

Redundant or duplicate publication includes:

- publishing substantially similar findings in more than one venue;
- fragmenting a single study into multiple publications (“salami slicing”) when multiple publications share the same hypotheses, populations, and methods;
- reusing significant portions of previously published work without appropriate justification, disclosure, or citation.

Authors must disclose any related manuscripts, conference papers, dissertations, preprints, or prior dissemination associated with the submission.

Posting manuscripts to recognized preprint servers or institutional repositories does not automatically constitute prior publication; however, authors must disclose such postings at submission.

11. Artificial Intelligence (AI) and Generative Technologies

The advent of generative artificial intelligence (genAI) has the potential to assist scholars in the research and writing process, including data analysis and reporting, source identification and summary, content generation (e.g., text and images), information synthesis, content editing, and other tasks. However, genAI cannot replace scholarly judgment, human creativity, or critical thinking. Authors are responsible for understanding the limitations of genAI use and ensuring the accuracy, originality, and integrity of all submitted work.

The following guidelines outline acceptable and unacceptable uses of genAI in manuscripts submitted to the *New England College Journal of Applied Educational Research*.

Author Responsibility and Authorship

- Authors are fully accountable for all content in their manuscript, including any material generated or assisted by genAI.
- Authors must verify that genAI-generated material does not violate copyright, produce fabricated or inaccurate information, or include proprietary material.
- genAI tools (e.g., ChatGPT, Gemini, Claude, etc.) cannot be listed as co-authors under any circumstances.

Use of genAI Content in Manuscripts

- If genAI-generated text, images, tables, or other materials are used directly in the manuscript, they must be cited and referenced in accordance with APA guidelines for AI-generated content.
- genAI should not be used to fabricate data, generate citations, or create unverifiable claims.

Use of Assistive Tools

- Routine language editing—such as grammar checking, clarity improvements, formatting suggestions, or readability adjustments—conducted through AI tools is considered normal academic practice and does not require disclosure as long as the tools do not generate substantive content.
- The use of genAI to receive feedback on the manuscript, as you would receive from a colleague, is also considered normal academic practice and does not require disclosure as long as any suggested revised text is not included in the manuscript. Appropriate use includes identification of issues and where improvements can be made.

Required AI Disclosure

- Authors must include an AI disclosure statement specifying:
 - The tool(s) used,
 - The purpose(s) for which genAI was used, and
 - The extent of reliance on genAI.
- If genAI was used during the research process (e.g., designing a study, drafting data collection instruments, coding or analyzing data), the disclosure must appear in the methods section.
- If genAI was used in the writing or revision process (e.g., content generation, paraphrasing, or synthesis), the disclosure must appear in the acknowledgments section following the abstract.

The *New England College Journal of Applied Educational Research* uses the [Artificial Intelligence Disclosure \(AID\) Framework](#) offered by Kari D Weaver. This disclosure provides a brief way to document how AI was used in an academic assignment, project, or research.

The structure for the AI disclosure is simple:

AID Statement: *Artificial Intelligence Tool*: [description of tools used]; [*Heading*]: [description of AI use in that stage of the work]

Potential headings include brainstorming/conceptualization, data analysis, data interpretation, writing review and editing, and project management. Examples of AID statements can be found [here](#).

Research Example

- *Artificial Intelligence Tool*: ChatGPT v.4o and Microsoft Copilot (University of Waterloo institutional instance);
- *Conceptualization*: ChatGPT was used to revise research questions;

- *Data Collection Methods:* ChatGPT was used to create the first draft of the survey instrument;
- *Data Analysis:* Microsoft Copilot was used to verify identified themes coded from open ended survey responses;
- *Privacy and Security:* no identifiable data was shared with ChatGPT during the design of this study, only the University of Waterloo institutional instance of Microsoft Copilot was used to analyze any anonymized research data in compliance with University of Waterloo privacy and security policies;
- *Writing—Review & Editing:* ChatGPT was used in the literature review to provide sentence-level revisions and metaphor options;
- *Project Administration:* ChatGPT was used to establish a list of tasks and timelines for the study.

Education Example

- *Artificial Intelligence Tool:* Microsoft Copilot (University of Waterloo institutional instance);
- *Conceptualization:* Microsoft Copilot was used to identify key motor-performance fitness tasks in the development of the research question;
- *Information Collection:* I used Microsoft Copilot to find relevant journal articles and other sources;
- *Visualization:* I used Microsoft Copilot to create a graph comparing the different motor-performance fitness tasks included in my paper;
- *Writing—Review & Editing:* I used Microsoft Copilot to help break down my paragraph-long draft sentences into clearer, shorter ones.

If authors have questions or concerns regarding the use of genAI contact the editorial team at jaer@nec.edu.

References

Weaver, K. D. (2024). The artificial intelligence disclosure (AID) framework: An introduction. *College and Research Libraries News*, 85(10).
<https://crln.acrl.org/index.php/crlnews/issue/view/1667>

The journal reserves the right to request clarification regarding AI use.

12. Competing Interests and Funding Disclosure

Authors must disclose any financial, professional, institutional, or personal relationships that could be perceived as influencing the research, analysis, interpretation, or presentation of the manuscript. Potential conflicts of interest include, but are not limited to:

- employment or consulting relationships;
- honoraria or speaking fees;
- research funding or grants;
- stock ownership or financial investments;
- patent applications or intellectual property interests;
- leadership or advisory roles in organizations related to the manuscript topic;
- personal or professional relationships that may create perceived bias.

All sources of financial support for the research and manuscript preparation must be clearly identified, including grant numbers when applicable.

If no conflicts of interest or financial disclosures exist, authors should state:

The authors declare no conflicts of interest or financial disclosures related to this manuscript.

Failure to disclose relevant conflicts may result in rejection, retraction, or other corrective action at the discretion of the editors.

13. Data Transparency and Reproducibility

NECJAER supports transparency and openness in research reporting.

Authors are encouraged to:

- maintain accurate records of research data;
- retain supporting materials;
- provide access to underlying data when appropriate;
- identify repositories or data availability statements when relevant.

Authors should ensure sufficient methodological detail to support scholarly understanding and potential replication. The journal may request supporting documentation or data during review or post-publication inquiry.

14. Image Manipulation, Fabrication, and Falsification

Authors may not manipulate images, figures, or visual data in ways that misrepresent findings or distort interpretation.

Fabrication, falsification, or deceptive alteration of:

- images;
 - charts;
 - figures;
 - datasets;
 - tables;
- constitutes research misconduct.

Legitimate adjustments for clarity or readability must not alter the meaning or interpretation of findings.

15. Research Ethics and Human Subjects Protection Policy

Authors submitting manuscripts involving human participants, human data, or identifiable human materials must confirm that the research was conducted in accordance with applicable ethical standards and institutional policies.

Institutional Review Board (IRB) Review and Approval

When publications are based on research by college or university faculty, staff, or students, all applicable manuscripts must include:

- a statement confirming review and approval by an Institutional Review Board (IRB) or equivalent ethics committee;
- the name of the approving institution or review body;

- the approval or protocol number, when available;
- a statement regarding informed consent procedures, when applicable.

A sample statement is included below.

This study was reviewed and approved by the Institutional Review Board (IRB) at [Institution Name] prior to data collection (Protocol #[Number], approved [Date]).

Studies determined to be exempt from review must clearly indicate the exemption determination by the relevant ethics review body.

Research Conducted in Settings Without an IRB

For research conducted in organizations or institutions that do not maintain an Institutional Review Board (IRB) or equivalent ethics committee, authors must describe the ethical review, permissions, and participant protections used in the conduct of the study.

Such statements should include, when applicable:

- permission obtained from the institution or organizational leadership;
- procedures used to protect participant privacy and confidentiality;
- informed consent or assent procedures;
- steps taken to minimize risk to participants;
- whether another IRB or ethics review body reviewed the study.

The absence of a formal IRB does not exempt authors from adherence to ethical standards for research involving human participants.

Sample Author Statements

School Permission Example

The research was conducted with permission from school district and school administrators. Although the institution did not maintain a formal Institutional Review Board, the researchers followed established ethical standards for research involving human participants, including informed consent procedures and protections for participant confidentiality.

Practitioner Research Example

The study was conducted in a professional practice setting that did not maintain a formal ethics review board. The researchers obtained organizational approval prior to data collection and implemented procedures to ensure voluntary participation, informed consent, and confidentiality.

The journal may request additional information regarding ethical oversight and participant protections during the review process. Additionally, the journal reserves the right to request documentation of ethics approval during the review or publication process.

16. Research Misconduct and Ethical Violations

The journal takes allegations of research misconduct seriously, including:

- plagiarism;

- citation manipulation;
- data fabrication or falsification;
- manipulated peer review;
- duplicate publication in multiple journals or submitting an already published manuscript;
- undisclosed conflicts of interest;
- unethical research practices;
- authorship misconduct.

Allegations will be investigated in accordance with recognized ethical standards and, when appropriate, guidance from [Committee on Publication Ethics](#).

Possible actions may include:

- manuscript rejection;
- correction requests;
- publication of corrections or retractions;
- notification of institutions or relevant authorities;
- temporary or permanent submission restrictions.

17. Corrections, Retractions, and Expressions of Concern

The journal is committed to preserving the integrity of the scholarly record.

When errors or ethical concerns arise, *NECJAER* may publish:

- corrections;
- corrigenda;
- errata;
- expressions of concern;
- retractions.

Retractions may occur when findings are unreliable due to misconduct or major error, or when substantial ethical violations are identified. Where possible, retracted content will remain part of the scholarly record with appropriate notices explaining the reason for retraction. In exceptional circumstances involving legal or safety concerns, content may be removed from publication.

18. Complaints and Appeals

Authors may appeal editorial decisions or submit complaints regarding:

- editorial conduct;
- peer review;
- publication ethics;
- procedural fairness.

Appeals must include a detailed rationale and supporting evidence. Complaints and appeals will be reviewed by the editor and, when appropriate, editorial board members not directly involved in the original decision.

The journal does not tolerate abusive or harassing communication directed toward editors, reviewers, staff, or authors.

19. Access, Archiving, and Preservation

NECJAER supports broad access to scholarly research. The journal's content is available through: <https://www.nec.edu/research/NECJAER>

The *NECJAER* stores a complete version of the work and all supplemental materials, including a copy of the permission as stated above, in a suitable standard electronic format on the [New England College website](#), deposited immediately upon initial publication. *NECJAER* seeks to enable open access, unrestricted distribution, interoperability, and long-term archiving of the articles in our open-access journal.

The journal is committed to long-term digital preservation and archiving of published scholarship and issues are stored on New England College's OneDrive.

20. Author Fees

NECJAER does not charge submission fees, article processing charges (APCs), or publication fees.

21. Revenue Sources

NECJAER is supported by New England College. Revenue sources, institutional support, sponsorship, or advertising shall not influence editorial decision making.

22. Advertising and Direct Marketing

If advertising is utilized, advertisements must:

- remain clearly separate from editorial content;
- not influence editorial decisions;
- comply with ethical and professional standards.

The journal does not engage in misleading, deceptive, or aggressive solicitation practices. Direct marketing activities and manuscript invitations accurately represent the journal's scope, standards, and review process.

23. Publication Schedule

New England College publishes *NECJAER* 1–2 times per year.

24. Integrity of the Scholarly Record

NECJAER is committed to maintaining the integrity, permanence, and transparency of the scholarly record. When corrections, retractions, or updates occur, the journal will preserve publication metadata and maintain transparency regarding changes to the published record whenever legally and ethically possible. The journal supports ethical dissemination, accurate indexing, and responsible scholarly communication.

25. Editorial Office Contact Information

New England College Journal of Applied Educational Research (NECJAER)

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Henniker, NH, 032422

New England College

<https://www.nec.edu/research/NECJAER>

26. Alignment with Ethical Standards

NECJAER endorses and seeks to uphold principles established by:

- [Committee on Publication Ethics](#)
- [Principles of Transparency and Best Practice in Scholarly Publishing](#)
- Relevant scholarly publishing and indexing standards associated with Scopus and World of Science

This statement will be reviewed periodically and updated as necessary to reflect evolving standards in scholarly publishing and publication ethics.