eCAADe Publication Ethics Guidelines

These guidelines have been adapted from the ACADIA association guidelines with permission of ACADIA. The original guidelines can be found here:

http://acadia.org/content/conferences#publication_ethics (accessed 19.9.2019)

General statement of ethics

Authors to the eCAADe conference are expected to submit novel research, written using scientific standards. Submitted research must be the result of your own work or in your own (research) team with knowledge and consent of the co-author(s). A substantial amount of the described research must not have been published elsewhere or at the same time submitted to another publishing outlet. All work, images, and data must belong to the author(s), or have appropriate permissions for publications within the proceedings.

I ETHICS GUIDELINES FOR AUTHOR(S)

Academic writing

As an author to the eCAADe proceedings you are expected to submit professionally written articles following the below stated guidelines.

Any accepted author who fails to pay registration, the submission will be automatically rejected and removed from the publications before printing.

• Authors are expected to know the standard of academic writing or to inform themselves of those otherwise. (Examples of accepted papers can be found in the CumInCAD database.)
• Papers must be written in correct English, using straight-forward jargon-free terminology.
• Papers must adhere to the guidelines of the conference proceedings; failure to do so can be cause for exclusion.
• Papers must adhere to length maximums stated in the conference guidelines.
• Author(s) must use the tools & instructions provided by the conference organizer that are used to produce the proceedings.

Sources and citations

A submission to the eCAADe conference should always include a well formulated and relevant bibliography and contextualization of the work. This should include relevant precedent work, as well as a statement how the work contributes to field and how it differs from related work by other people.

• Citations should be primarily from journal articles, conference papers, and scientific textbooks.
• There is no minimum number of citations, but an appropriate standard might be 10 to 20 references. Papers without citations or a very low number of citations are not acceptable in the proceedings.
• Authors should be knowledgeable of precedent work similar to their own. Related work should be duly reported and cited with source. Copying previous work (by yourself or others) could be taken as seriously as an instance of plagiarism (see below under plagiarism).
• References from websites, popularizing texts, comic books, newspapers, encyclopaedia, and dictionaries are strongly discouraged.
• Authors must cite original sources.
• All citations must be complete and following the formatting guidelines of the conference proceedings.

Plagiarism

As an author to the eCAADe Conference, it is expected that none of the submitted work will contain any plagiarized text, imagery, data, etc. of any sort. Note that such sources are not limited to peer-reviewed publications, but also include patents, textbooks, technical reports, theses, unpublished work, as well as other posts on the World Wide Web. If any plagiarized material is discovered during the peer-review process it will immediately be investigated by the eCAADe organization, rejected and reported to the appropriate parties.

• Plagiarism refers to the unreferenced copying of information from other sources. It includes the unreferenced copying of full texts, sections thereof, or paraphrasing. It also includes the unreferenced copying of data or of images.
• Self-plagiarism refers to the copying of the author’s own previously published text. Your own previous writing must also be properly cited.
• Plagiarism is a severe offense. It is not permitted and will result in the rejection of a submitted paper. If plagiarism is discovered after the proceedings publication, it will result in the withdrawal of a paper from all eCAADe online and printed materials.

Anonymity

Reviewers of submissions take great care to assess the merit and contribution of a submission. To get the best neutral assessment, the submission must be anonymous so that reviewers may not be biased towards or against a contribution.

• All submissions for review must be blinded, meaning that references to the authors, their previous work, their institutions, and any information that could be used to identify them must be removed. This includes: in-text references; image captions; footnotes/endnotes; references, etc. Identifiers which are absolutely necessary for the content and scientific methods in the paper may be allowed. For example, images which indicate the environment or lab in which the project was produced. In this case the organizing committee will need to ensure the anonymity of the review process.
II ETHICS GUIDELINES FOR REVIEWERS

The peer-review process for the eCAADe conference is essential to maintain the academic rigor of the annual publication and conference.

As a Peer-Reviewer for the eCAADe Conference, you will be assigned a number of papers that you are required to read completely, provide comments to the authors and organizers, and advise if a paper should be accepted or rejected. The conference organizers will use advice from the Peer-Reviewers to determine if each paper is to be ultimately accepted or rejected for the Conference. The final decision to accept or reject is at the discretion of the conference organizer.

The eCAADe community is composed of individuals with a considerable range and depth of expertise and interests. This range is reflected in the annual conferences and proceedings, and the peer-review process relies heavily on a coordination of the topic of the papers with the Peer-Reviewers to assure valuable and accurate reviews. If a reviewer feels the topic of a paper is outside her/his competence area, then (s)he should contact the organizer and request change of reviewer for that paper. In such a case the reviewer should not produce an assessment and advise of accept or reject for that paper.

If a reviewer can identify the author(s) of a paper, then (s) he should inform the conference organizers who can then take appropriate action so that objectivity can be maintained.

If a reviewer has connections with the author(s) of a paper (collaboration in research, same institution, or otherwise) then (s)he should inform the conference organizers who can then take appropriate action and assign the paper to a different reviewer. In such a case the reviewer should not produce an assessment and advise of accept or reject for that paper.

If a reviewer notices a case of possible plagiarism or poor application of citations, then (s) he should contact the conference organizers who can then take appropriate action. Papers which are suspected of plagiarism must be taken out of the review process until due action has been taken by the conference organizers.

As a Reviewer it is your responsibility to support the author's intention to produce high quality research. You must therefore provide constructive comments to the best of your ability, as a means of aiding the authors in improve their submissions. Be positive!

Confidentiality

As a Peer-Reviewer, you will have access to submitted papers for review. As this information is extremely sensitive and could cause conflicts if revealed, it is imperative that all information, papers, images, authors, collaborators, reviewers and peer-review data remain confidential, with no information to be shared, discussed or used outside the reviewing process for their given conference.

A reviewer should never contact author(s) directly. Communication with author(s) will always pass through the conference organizers.

Nature of reviews

The peer-review process at eCAADe is very serious: careers and reputations, as well as academic tenure decisions, often hinge on these publications. It is important to remain...
professional in the wording of your reviews, as you are representing the entire eCAADe community. Belittling or sarcastic comments are unnecessary in the review process. The most valuable comments in a review are those that help the authors understand the shortcomings of their work and how they might improve it. Be respectful and carefully explain why you like or dislike a submission so the authors can learn from your expertise. Continued reviews of a non-productive nature will result in the removal of the Peer-Reviewer from the eCAADe pool of reviewers for future conferences.

Conflict of Interest

As a Peer-Reviewer, you hold an immense amount of information on the papers submitted, their authors, and the reviews they receive. It is imperative that all of this information remains confidential and is not used as a means of restricting or advancing the work of individuals within or outside of the conference. If at any point during the reviewing process you feel that there may be a conflict of interest, please contact the conference organizers so that another reviewer may be assigned.

Plagiarism

A submission of a paper to the eCAADe conference should describe an original work of the authors. Authors must not use ideas or content originating from others in any part of their paper without properly crediting their original sources. Note that such sources are not limited to peer-reviewed publications, but also include patents, textbooks, technical reports, theses, unpublished work, as well as other posts on the World Wide Web. Failure to comply with this requirement will be considered plagiarism and result in rejection.

In any cases where plagiarism is suspected, even if the original source cannot be precisely located, the Peer-Reviewer should halt all activity on the paper in question (do not read, score or accept/reject) and contact the conference organisers immediately to conduct an investigation. All information on the paper should remain confidential. No action should be taken by the Peer-Reviewer with the paper until the investigation is complete and the conference organizer advises the course of action. For no reason should any aspect of the investigation be discussed publicly.

III ETHICS GUIDELINES FOR CONFERENCE ORGANISERS

The conference organizer oversees and guides a fair and academically rigorous publication process. Additionally, you have the responsibility of ensuring that all research presented at the conference and printed within the proceedings goes through the same rigorous and unbiased peer-review process while ensuring all papers are of the highest scientific standard and relevant for the long standing interests of eCAADe. It is important to ensure the quality of reviews throughout the peer-review process and avoid conflicts of interest that could alter how papers are being selected for the conference.

Confidentiality

The conference organizer has access not only to all submitted papers both accepted and rejected, but also to the identities of authors, and to all of the peer-review data including the identities of the blinded reviewers. As this information is extremely sensitive and could cause conflicts if revealed, it is imperative that all information, papers, images, authors, collaborators, reviewers, and peer-review data remain confidential; no information is to be shared, discussed or used outside the organizational process for their given conference. The reviewing process is
consulted with members of the eCAADe council at the Mid-Year Meeting, where organizational support is provided for the conference organizer.

Peer-Review

The conference organizer is responsible for the organization, correspondence and monitoring of the peer-review process while assuring accepted authors that their work will be both presented at the conference and published within the conference proceedings. As researchers spend vast amounts of time on the completion of papers, and their academic/ research based careers can depend on the publication of high-level research, it is important that the peer-review process and its results are transparent, easily understood, and provide the authors with constructive feedback which will help them further clarify their research.

As conference organizer you should:

- Ensure that papers and reviewers are correctly matched through the keywords.
- Ensure each paper has at least three unique reviewers.
- Ensure confidentiality. If a reviewer has a conflict of interest with an assigned paper they should be reassigned to a new paper.
- You may be required to act as a peer-reviewer in situations where three reviewers were not able to be obtained for a paper or reviewers fail to submit reviews. However, this situation should be avoided, and in such cases it is preferable to ask members of the eCAADe council to undertake additional reviews.
- Ensure the anonymity of the review process.
- Review and/or potentially reject any previously published or plagiarized work that has been brought to your attention through the peer-review process. If plagiarism is verified, the paper should be rejected and the case brought to the attention of the current eCAADe President.
- Review, discard, and reassign any peer-review which does not include any written feedback. Reviewers who do not include feedback should be removed from the peer-review list and noted for future conferences.
- Take note of any peer-review which shows signs of chronic negativity, malicious reviews, or biased feedback, and consider if an additional reviewer might be necessary. If a reviewer has rejected all papers with atypically low (or high) scores and without merit, new reviewers should be assigned. The reviewer should be removed from the peer-review list and noted for future conferences.
- Always remain unbiased.
- If in doubt about an issue or conflict, contact the current eCAADe President.

As a conference organizer you should not:

- Alter or remove any peer-review or paper ranking for the benefit or detriment of a paper author.
- Review any paper in which you have a bias or conflict.
- Reject an accepted paper following final submission unless the authors have failed to pay registration, have not addressed requested changes, or have been found of publication misconduct such as plagiarism.
**Communication**

The conference organizer is in contact with all parties, both authors and reviewers, throughout the entirety of the conference planning. It is important to remain professional as you are representing the entire eCAADe community. All communications should remain confidential, be addressed as the organizer (not as an individual), and archived for reference if necessary.

**Conflict of Interest**

As conference organizer you hold an immense amount of information on the papers submitted, their authors, and the reviews they receive. It is imperative that all of this information remains confidential and is not used as a means of restricting or advancing the work of individuals within or outside of the conference. If at any point during the reviewing, selection, or publication process you feel that there may be a conflict of interest, please allow unbiased members of the committee to complete the work.

**Diversity**

The reviewing process should determine which papers should be accepted to the conference. However, since the conference organization and theme are in the hands of the organizers, the organizer has freedom to select papers that have similar marginal differences in acceptance scores. In this case, eCAADe’s commitment to diverse topics, audiences, and communities should be used to differentiate between multiple papers. eCAADe is committed to:

- Diversity of subjects, approaches, or methodologies
- Diversity of audience, inclusive to members from different geographic, socio-economic, and cultural backgrounds
- Diversity of application, in academia, practice, and industry
- Inclusiveness to support Early Stage Researchers

Submittals from underfunded institutions, or work from individuals acting alone with limited access to collaborators or resources is to be particularly encouraged, especially in the case of otherwise equal scores. Any decisions differing from the acceptance results suggested by the peer review process must be kept to a minimum, and must be reasoned by a need for broader representation.

**Plagiarism**

In any cases where plagiarism is suspected, the conference organizers should contact the current eCAADe President. eCAADe adheres to COPE (Committee on Publication Ethics) guidelines for courses of action in plagiarism cases. The paper will be withheld from the publication process until the case is resolved. All information on the paper should remain confidential and for no reason should any aspect of the case be discussed publicly.

**Proceedings**

The conference organizer is responsible for the production of all conference proceedings both digital and physical.
**eCAADe council support**

The eCAADe council has a conference liaison who will act as main adviser in all matters that the conference organizer wishes to consult. During the eCAADe council mid-year meeting, a progress report of the conference organization is given by the conference organizer or a close representative involved in the organization. eCAADe council members must observe the same guidelines for confidentiality as the conference organizer. If matters remain unsolved at the conference organizers, and remain unsolved through consultation with the eCAADe council, then the current eCAADe President has the final word.