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SOCIETY FOR IMAGING SCIENCE AND TECHNOLOGY PUBLICATIONS POLICY¹

¹ Imaging.org acknowledges permission granted by SPIE to adapt portions of the “SPIE GUIDELINES FOR PROFESSIONAL CONDUCT” and “SPIE PUBLICATION ETHICS GUIDELINES” in this document

1. INTRODUCTION

According to the Mission Statement of the Society for Imaging Science and Technology (referred to herein as “Society” or “imaging.org”), a Society goal is to keep members aware of latest scientific and technological developments in the field of imaging through conferences, journals, websites, and other publications. The purpose of this document is to present ethical guidelines and standards for authors, reviewers, and others who submit to, publish in, or review for any Society publication.

This document must be read and understood in conjunction with the IS&T Publications Guidelines, which defines responsibilities and recommended practices for authors, editors, and reviewers. Unless specifically stated, this policy document refers to both conference and journal publications; it primarily applies to publications intended to convey novel research, concepts, and results.

Each imaging scientist, engineer, and/or technologist, as a citizen of the international community of science, shares responsibility for the welfare of the community. Science, engineering, and technology are best advanced when there is mutual trust based on honest behavior. Honesty must be regarded as the cornerstone of ethics in science. Acts of deception, or other acts that deliberately compromise the advancement of science, are unacceptable. Professional integrity in formulation, conduct, and reporting of engineering and scientific activities impacts the reputation of individuals and their organizations. It is also a reflection of the image and credibility of the field of imaging as perceived by scientific colleagues, government, and the public. It is therefore important to maintain a tradition of ethical behavior and transmit it with enthusiasm to future generations. The following are the minimal standards of ethical behavior relating to scientific publishing required by imaging.org. We share an individual and a collective responsibility to ensure that there is no compromise with these guidelines.

2. CONFLICT OF INTEREST

Many professional activities of scientists and engineers have the potential for conflict of interest. When objectivity and effectiveness cannot be maintained, such activities should be avoided or discontinued. Individuals editing or reviewing Society manuscripts and/or conference submissions should provide disclosure of conflicts of interest resulting from direct competitive, collaborative, or other relationships with any of the authors. The disclosure should be provided to a member of the editorial or publications committee for the relevant journal or conference publication. An individual should avoid performing reviews or making editorial decisions in cases where such conflicts preclude an objective evaluation of the manuscript.

3. UNETHICAL AUTHOR CONDUCT

3.1 Definitions and Types

Plagiarism

The Society defines plagiarism as the reuse of someone else's prior ideas, processes, results, or words without explicit attribution to the original author and source, or falsely representing someone else's work as one's own. Unauthorized use of another researcher's unpublished data or findings without permission is considered a form of plagiarism, even if the source is attributed. The Society considers plagiarism in any form, at any level, to be unacceptable and a serious breach of professional conduct. Here are some examples of plagiarism:²

1. Uncredited verbatim or nearly verbatim copying or word-by-word translation of a full paper, or the verbatim or nearly verbatim copying or word-by-word translation of a significant portion of another paper.
2. Uncredited verbatim or nearly verbatim copying or translation of individual elements of another paper.
3. Disclosure of unpublished data or findings without permission, even if credited.
4. Uncredited paraphrasing of pages or paragraphs from another paper.
5. Credited verbatim copying or translation of a major portion of a paper without clear delineation (e.g., quotes or indents).

Authorship disputes

The Society considers it the professional responsibility of all authors to ensure that authorship of submitted papers properly reflects the contributions and consent of all authors. Proper authorship representation is generally a matter for the involved parties to resolve.

Duplicate submission

The Society does not allow or sanction duplicate or substantially identical submissions of a paper to more than one peer-reviewed conference or journal. Such a practice abuses the resources of all affected publications, including the valuable time of editors, reviewers, and staff, and is unprofessional and unacceptable. It is understood that there are instances where authors may desire to describe the same basic concept in different application contexts or perspectives, and publish such variations in multiple forums. In this case it is expected that:

- i. the authors disclose to the appropriate editorial or publications committee that similar content is being or has been submitted to multiple publication forums;
- ii. the papers are appropriately cross-referenced;
- iii. the distinctions are made clear; and

² Portions have been adapted from the IEEE plagiarism definitions found at:
http://www.ieee.org/publications_standards/publications/rights/ID_Plagiarism.html

- iv. the submissions comply with the publication guidelines established for the respective conference(s) or journal(s).

Duplicate publication

Duplicate publication in more than one journal or conference forum, which may be verbatim publication or publication of essentially the same paper, is an unacceptable breach of professional conduct with potentially severe ethical and legal consequences. Prior preliminary publication in a conference proceedings followed by a more elaborate or detailed publication in a journal is allowed by imaging.org. The journal publication must comply with the guidelines established for that journal. Furthermore, if the subsequent publication is in a Society journal, information about the prior publication must be disclosed to the journal editor, and the prior publication must be cited in the journal article.

A tutorial, review, survey, or invited article may re-use parts of previously published material provided proper credits are given; the re-used material does not constitute the majority of the new manuscript; and the manuscript complies with the imaging.org policy on plagiarism, as outlined above. If any portion of the re-used material is copyrighted by the publisher of the previous version, then it is incumbent on the author to obtain permission for re-use from the copyright holder. This same requirement applies to re-use in any non-imaging.org venue of material originally appearing in Society publications. A translation of a non-English research article into English is acceptable provided this intent is clearly conveyed in the article, and the original article is cited. It is incumbent on authors of translated articles to resolve any copyright issues which may result from publication of the translation.

Resubmission

Authors may choose to resubmit to a peer reviewed journal a manuscript that has been previously submitted for publication elsewhere and that has been rejected or withdrawn from publication in that venue. Authors should disclose this information to the editor, as this may be useful in making editorial assignments and decisions.

Fabrication, misrepresentation, or concealment

The Society considers any incidence of fabrication of data, or deliberate misrepresentation or concealment of data, results or references to be a serious breach of professional conduct, with potentially severe ethical and/or legal consequences.

3.2 Inquiry and Investigation

Discovering Possible Misconduct

There are several ways that the Society may learn about incidences of possible publishing misconduct, either before or after publication of a manuscript. These include discovery as part of

the publication review process, alerts from automated software tools, receipt of a direct communication alleging publication misconduct, discovery in the course of internal review and preparation, or self reporting by an author. Individuals who report allegations of misconduct should provide as much detail as possible, including copies of papers or documentation, known background information, etc. Anonymous allegations will not be considered.

Basic Principles

If the editor, reviewer, and/or staff member of an imaging.org publication learns that an author may have acted improperly, including, but not limited to, any of the circumstances defined in Sec. 3.1, then they have an obligation to bring it to the attention of the Executive Director and the imaging.org Publications Vice President, who shall then initiate an investigation of the alleged misconduct as defined below. All inquiries will be handled promptly and fairly. All parties connected to the allegation will be given the opportunity to respond. Appropriate confidentiality will be maintained.

Investigating/Enforcing Body

The Society Publications VP will determine the appropriate body responsible for investigating/enforcing publishing misconduct and determining corrective/disciplinary actions. The body may include the editor(s) of Society journal(s), the general, technical program, and/or publications chair(s) of the relevant conference(s), the Society Executive Director, and representative(s) from the author's sponsoring institution. Additional individuals may be invited to serve depending on the publication(s) involved and the nature of the allegation. If the publication is co-sponsored or jointly copyrighted by imaging.org and another Society, the investigating/enforcing body shall include appropriate representative(s) from the other Society.

Investigative process

The investigative process depends on the type of allegation and how it is discovered. Various information gathering and review steps may be taken, including identifying the investigating/enforcing body. It may be necessary to disclose specific details of the matter to other parties. In all cases every effort will be made to keep details of the investigation confidential and limited to those involved and/or those with a "need to know." In all cases, the concerned parties will be informed of the allegation and given an opportunity to respond within 30 days. If no response is received within that time frame, a decision on corrective action may be rendered based on known information. Additional steps may be taken at the discretion of the investigating/enforcing body.

The following sections give general guidelines related to an investigation of each type of misconduct defined above. Each case is unique and therefore may require a unique approach, as determined by the investigating/enforcing body.

Plagiarism: In cases alleging plagiarism, the investigating/ enforcing body will obtain source documents and testimony to determine the validity of the allegation and type of plagiarism (as outlined above). The corrective action will be determined by the investigating/enforcing body and will be based on the nature and degree of plagiarism.

Authorship disputes: The Society Publications VP will encourage the concerned parties to resolve the dispute themselves. If the matter is not resolved in this way, the Publications Vice President will coordinate with the investigating/enforcing body to evaluate the claim to determine whether the matter is within or outside imaging.org purview, and an appropriate course of inquiry and investigative action will be taken, as needed.

Duplicate submission: If duplicate submission to a peer-reviewed conference or journal is suspected or discovered at any time between submission and publication of a paper, the investigating/enforcing body will attempt to contact the other publication(s) to which the paper has been submitted or published to verify the occurrence of duplicate submission and to inform the editor of the other journal(s) or conference(s). If duplicate submission is confirmed, the paper will be immediately withdrawn or rejected from publication in the imaging.org forum. Additional sanctions may be imposed by the investigating/enforcing body. An attempt will be made to coordinate corrective actions with the editor(s) of the other publication(s).

Duplicate publication: If duplicate publication in a peer-reviewed conference proceedings or journal is suspected, the investigating/enforcing body will confirm by assessing the similarity and determining the paper's publication history. An attempt will be made to coordinate corrective actions with the editor(s) of the other publication(s).

Fabrication, misrepresentation, or concealment: Investigations of this type of alleged or suspected misconduct require significant expertise and due diligence; they also may have serious legal, in addition to scientific, implications. The investigation may involve the Society President and/or Executive Committee of the Board of Directors, and may result in legal action. Legal investigation and action may be deferred to the responsible author's employer or sponsoring institution.

3.3 Consequences and Corrective Actions

If a finding of misconduct is determined, the investigating/enforcing body will recommend to the Society's Executive Committee a set of corrective and/or disciplinary actions to be imposed on the named individual(s). Upon review and approval of the proposal by the Executive Committee³, , the Society Publications VP will notify the named individual(s) of the

³ The Executive Committee may elect to involve the Board of Directors in the review/approval process as per Article XV of the Society Bylaws.

recommended corrective and/or disciplinary actions. The named individual(s) shall then be given the opportunity to respond within 30 days to the recommended corrective and/or disciplinary actions. No sooner than 30 days and no later than 90 days after notifying the individual(s) named in the recommendation, Society will issue a final determination of corrective and/or disciplinary action(s) to be taken.

There are several possible corrective and/or disciplinary actions, including:

- Rejection and return of papers in review and publication queues.
- Removal of a published paper from the imaging.org publication database and online library with notice of reason.
- Notice of violation in the appropriate publication, including publication of an erratum and/or publication of an apology.
- Prohibition from publishing in the specific publication or any imaging.org publication for a period of time commensurate with the severity of misconduct and prior history of misconduct by the author(s). The prohibition period can range from one year (or the next volume of the given publication) to permanent prohibition.
- Prohibition from other forms of participation with imaging.org.
- Expulsion from the Society
- Repeat offenders are subject to increased penalty.