**Code of Research Ethics**

**Chapter 1: General Provision**

**Article 1.** The title of the committee that deals with ethical issues of research on PAAL journals shall be the PAAL Research Ethics Committee (hereinafter referred to as the Committee).

**Article 2.** The Committee shall be under the command of the Pan-Pacific Applied Linguistics Association (PAAL) according to the PAAL Regulations.

**Article 3.** Purpose
PAAL Code of Research Ethics (hereinafter referred to as the Code) define the duties of authors, editors, and reviewers to maintain high ethical standards related to the submission, review, and publication of manuscripts.

**Chapter 2: Organization**

**Article 1.** The Committee shall be comprised of approximately 20 members including Chair and Executive Manager.

**Article 2.** The editor-in-chief holds the position of the chair of the Committee.

**Article 3.** The Executive Manager and other members of the Committee shall be appointed from among the officers of the PAAL's Board of Directors and Editorial Board by the PAAL's Co-Chair.

**Chapter 3: Operation**

**Article 1.** The Committee shall investigate any reports regarding violations of ethical standards in research articles submitted to or published in PAAL journals. The violations may include but not limited to plagiarism, unethical research, repeated submission and publication, and other misconduct such as data fabrication or falsification.

**Article 2.** If any violation is found, the Committee shall suggest that appropriate punishments or disciplinary actions should be imposed on the violator(s) by the President.

**Chapter 4. Duties of Authors**

**Article 1.** Acknowledgement of Sources
Author(s) shall have to provide explicit sources for citations of themselves or other authors cited in the manuscripts. Using the ideas, terms, reasoning, data, or method of data analysis of an original article without providing the sources explicitly or copying a good number of phrases or ideas from an original article without quotation marks despite providing the sources shall be regarded as plagiarism, and this case shall be submitted to the Committee.

**Article 2.** Prohibition of Repeated Publication

Author(s) shall not be allowed to submit to or publish in the Journal of Pan-Pacific Applied Linguistics any manuscripts which have been already submitted to or published in other journals. Repeated publication of research works without the Editorial Board's permission also shall be submitted to the Committee.

**Article 3**. Authorship

Authorship shall be limited to individuals who have made a significant scholarly contribution to the research or reported study. Authors are usually listed in order of importance and relative significance of contribution. In no circumstances shall anyone be credited for authorship without any contribution to the research or the manuscript submitted. All authors shall be able to clearly justify their roles and respective contributions to the submitted manuscript. When requested by the Committee, author(s) should provide detailed author information with specific reference to their position within their affiliated institution.

**Article 4.** Article Revision

Author(s) shall have to revise their manuscript in accordance with the suggestions provided by the reviewers and/or the Editorial Board. In the event that the author(s) disagree with a requested revision, a rationale must be provided in writing by the author(s) for not making the requested change.

**Article 5.** Joint Research Ethics

If a researcher publishes a manuscript in an academic journal, he/she shall acknowledge contribution of a graduate student or post-doc, if any. Any violation of joint research ethics shall be dealt with according to a resolution of the Research Ethics Committee.

**Chapter 5. Duties of the Editorial Board**

**Article 1.** The Editorial Board shall request reviewers to review the manuscript with expertise, fairly and objectively.

**Article 2.** The Editorial Board shall keep information of the authors such as names and affiliations confidential until the final decision concerning the submitted manuscript has been made and informed to the authors.

**Article 3**. The Editorial Board shall strictly abide by the conflict of interest criteria in accordance with the Editorial Board Regulations.

**Chapter 6. Duties of Reviewers**

**Article 1.** Reviewers shall provide the chair of the Editorial Board review results after precisely reviewing the submitted manuscripts based on specific review criteria and submission guidelines of PAAL.

**Article 2.** Reviewers shall not disclose any information on the manuscript under review. In addition, citations of the manuscript before its publication are allowed only when the author agrees.

**Chapter 7. Ethics Code Enforcement**

**Article 1.** When any violations of research ethics regulations, such as plagiarism, unethical research, and repeated submission and publication, are reported, the Committee shall investigate and inform the Board of Directors of the investigation results, providing specific evidence of the breach, the defense of the author, and other relevant materials.

**Article 2.** The Committee shall provide the author with plentiful opportunities to make a defense ahead of taking punitive measures.

**Article 3.** Until verification of misconduct is complete, the Committee shall not reveal the name of the informer(s) or of the persons under investigation.

**Article 4.** When the Committee moves to take disciplinary action, the chair shall call for a board meeting. The Board will then decide upon the proper course of action based upon the findings of the Committee.

**Article 5.** If misconduct is verified or admitted, the author shall be banned from submitting other manuscripts to PAAL for three years. If the manuscript in breach of the regulations has already been published the manuscripts, it will be withdrawn from PAAL publications. Additional disciplinary actions can be proposed and passed at the board meeting such as warning, membership cancellation, and apology to the public.

**Article 6.** The violation investigation records shall be retained for five years after the inspection has been complete.

**Article 7.** The Code is amended based on the PAAL Bylaws, and PAAL Members are regarded as agreeing to new Regulations without signing procedures.

**Article 8.** Other details not specified in this code will be determined by the PAAL Board of Directors.

**Chapter 8 Research Misconduct**

**Article 1.** Research misconduct (hereinafter called the 'Misconduct') means such acts as forgery, falsification, plagiarism, and unfair indication of the author made in a proposal and performance of research development task and in a report or publication of study result.

**Article 2.** Types and definitions of research misconduct are as follows; 1. Forgery: This means an act to falsely create nonexistent data or research outcome. 2. Falsification: This means an act to distort content or outcome of a research by artificial manipulation of research material, equipment or process, or by arbitrary modification or deletion of data. 3. Plagiarism: This means an act to illegally use idea, research content or outcome of others without valid approval or quotation. 4. Unfair indication of manuscript author: This means an act not to grant qualification of manuscript author to a person who has made scientific or technical contribution to research content or outcome without a valid reason, or an act to grant qualification of manuscript author to a person who has not made scientific or technical contribution as a token of thanks or respect. 5. An act to intentionally interrupt an investigation on suspicious Misconduct of the person or others or to harm an informant. 6. Any other act to seriously go beyond the scope commonly permissible in academia.

**Chapter 9 Research Ethics on Human Being**

**Article 1.** A research on human being or a research including a research method on human being shall be the socially and ethically permissible one.

**Article 2.** A Researcher shall pay attention not to unethically perform a research during the process and outcome processing. Therefore, the Researcher shall inform participants as follows; 1. A Researcher shall explain fully to a participant about the research procedures and shall also explain specifically about experiment procedures if the research requires an experiment. 2. A Researcher shall also explain to a participant in detail about any displeasure or risk which may occur during participation in a research. 3. A Researcher shall also explain to a participant about advantages obtained from participation in a research. 4. A Researcher shall give an opportunity for a participant to make a question about the research procedures, if any. 5. A Researcher shall advise that a participant may withdraw his (her) consent of participation in a research at any time and may discontinue his (her) participation even during a research. 6. A Researcher shall avoid distorting direction and outcome of a research through money and other valuables as compensation for a participant.

**PAAL Code of Research Ethics Effective Date**

The Code shall be effective as of March 1, 2014.

The Code shall be effective as of December 31, 2018.

The Code will be effective as of March 1, 2020.