

JANNAF Ethical Standards for Publication of Propulsion and Energetics Research

PREFACE

The Joint Army-Navy-NASA-Air Force (JANNAF) Interagency Propulsion Committee (IPC) serves the engineering and scientific aerospace communities of the U.S. military services, NASA, industry, and academia in many ways, including the publication of a limited-distribution technical journal. The *JANNAF Journal of Propulsion and Energetics*, as its name implies, presents the results of scientific and engineering research, particularly as it applies to the fields of propulsion and energetics, and includes information that is export controlled. The editor-in-chief, managing editor, copy editor(s), technical advisor, Technical Executive Committee (TEC) liaison, editorial advisory board, associate editors, guest editors, and reviewers of this journal have the responsibility to maintain the JANNAF ethical standards for reviewing and accepting manuscripts submitted to the *JANNAF Journal*.¹ These ethical standards are derived from the JANNAF definition of the scope of the journal and from the aerospace community's perception of standards of quality for scientific and engineering work and its presentation. The following ethical standards reflect the conviction that the observance of high ethical standards is so vital to the whole engineering and scientific enterprise that a definition of those standards should be brought to the attention of all concerned. These ethical standards include legal liability considerations defined in "Advisory on the Dissemination or Use of Technical Data Published in the *JANNAF Journal*," which is available upon request.

ETHICAL STANDARDS

A. Obligations of Editor-in-Chief and Associate Editors

1. The editor-in-chief has complete responsibility and authority to accept a submitted paper for publication or reject it. The editor-in-chief may delegate this responsibility to associate editors, who may confer with reviewers for an evaluation to use in making this decision.
2. The editor-in-chief will give unbiased and impartial consideration to all manuscripts offered for publication, judging each on its scientific and engineering merits without regard to race, gender, religious belief, ethnic origin, or political philosophy of the author(s).
3. The editor² shall process manuscripts promptly.
4. The editor and editorial staff shall not disclose any information about a manuscript under consideration or its disposition to anyone other than those from whom professional advice is sought. The names of reviewers shall not be released without the reviewers' permission.
5. The editor shall respect the intellectual independence of authors.
6. Editorial responsibility and authority for any manuscript authored by an editor-in-chief and submitted to the *JANNAF Journal* shall be delegated to some other qualified person, such as an associate editor of the journal.

¹ Refer to "Roles and Responsibilities of *JANNAF Journal* Staff," July 2013.

² The term "editor," when used alone, applies to editor-in-chief and associate editor. When only one bears the specific responsibility, the full title is used.

When it is an associate editor participating in the debate, the editor-in-chief shall either assume the responsibility or delegate it to another associate editor. Editors shall avoid situations of real or perceived conflicts of interest. If an editor chooses to participate in an ongoing scientific debate within the journal, the editor shall arrange for some other qualified person to take editorial responsibility.

7. Unpublished information, arguments, or interpretations disclosed in a submitted manuscript shall not be used in the research of an editor or reviewer except with the consent of the author.
8. If an editor is presented with convincing evidence that the main substance and/or conclusions of a paper published in the journal are erroneous, the editor shall facilitate publication of an appropriate paper or technical comment, pointing out the error and, if possible, correcting it.
9. If an associate editor identifies classified information within a manuscript under consideration, or results that could be deemed classified, the associate editor shall notify the editor-in-chief and secure the manuscript while the editor-in-chief notifies the author and/or his chain of command. If the editor-in-chief identifies classified information within a manuscript under consideration, or results that could be deemed classified, the editor-in-chief shall secure the manuscript and notify the author and/or their chain of command.
10. All editors of the *JANNAF Journal of Propulsion and Energetics* shall be U.S. citizens who are qualified to receive unclassified limited-distribution information. In order to meet this qualification, editors shall be registered through their organization with the Defense Logistics Agency (DLA) and certified by a government official. Additional information concerning registration with DLA can be obtained by contacting DLA at 1-800-352-3572 (<https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>).

B. Obligations of Authors

1. An author's central obligation is to present a concise, accurate account of the research performed as well as an objective discussion of its significance.
2. A manuscript shall contain sufficient detail and reference to accessible sources of information such that the author's peers could repeat the work.
3. An author shall cite those publications influential in determining the nature of the reported work and that will guide the reader quickly to the earlier work essential for understanding the present investigation. An author shall ensure that the manuscript is free of plagiarism, i.e., that it does not appropriate the composition or ideas of another and claim them as original work of the present author(s). Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences. Information obtained privately, as in conversation, correspondence, or discussion with third parties, shall not be used or reported in the author's work without explicit permission from the investigator with whom the information originated. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, shall be treated similarly.
4. Fragmentation of research papers shall be avoided. A scientist who has done extensive work on a system or group of related systems shall organize publication so that each paper gives a complete account of a particular aspect of the general study.
5. It is inappropriate for an author to submit manuscripts describing essentially the same research to more than one journal of primary publication. Simultaneous submission to more than one journal may result in the suspension of publication rights for the author(s) in the *JANNAF Journal*.
6. An accurate, non-trivial criticism of the content of a published paper is justified; however, in no case is personal criticism appropriate.
7. To protect the integrity of authorship, only persons who have significantly contributed to the research and paper should be listed as authors. The corresponding author attests to the fact that any others named as authors have seen the final version of the manuscript and have agreed to its publication. Deceased persons who meet the criterion for coauthorship should be included, with a footnote reporting date of death. No fictitious name shall be listed as an author or coauthor. The author who submits a manuscript for publication accepts the responsibility of having included as coauthors all persons appropriate and none inappropriate.
8. It is inappropriate to submit manuscripts with an obvious marketing orientation.
9. It is the responsibility of the author to obtain any required government or company reviews and/or clearances of their manuscripts prior to submission, as well as any necessary reprinting permissions.

C. Obligations of Reviewers of Manuscripts

1. Inasmuch as the reviewing of manuscripts is an essential step in the publication process, every publishing engineer and scientist has an obligation to do a fair share of reviewing. On the average, an author should expect to review twice as many manuscripts as an author writes.
2. A chosen reviewer who feels inadequately qualified or lacks the time to judge the research reported in a manuscript shall return it promptly to the editor.
3. A reviewer of a manuscript shall judge the quality of the manuscript objectively and respect the intellectual independence of the authors. In no case is personal criticism appropriate.
4. A reviewer shall be sensitive even to the appearance of a conflict of interest. If in doubt, the reviewer shall return the manuscript promptly without review, advising the editor of the conflict of interest or bias.
5. A reviewer shall not evaluate a manuscript authored or coauthored by a person with whom the reviewer has a personal or professional connection if the relationship would bias judgment of the manuscript.
6. A reviewer shall treat a manuscript sent for review as a confidential document. Its contents, as well as the reviewers' recommendations, shall neither be shown to nor discussed with others except, in special cases, to persons from whom specific advice may be sought; in that event, the identities of those consulted shall be disclosed to the editor.
7. A reviewer shall explain and support judgments adequately so that editors and authors may understand the basis of the comments. Any statement that an observation, derivation, or argument had been previously reported shall be accompanied by the relevant citation.
8. A reviewer shall be alert to failure of authors to cite relevant work by other scientists. A reviewer shall call to the editor's attention any substantial similarity between the manuscript (and references) under consideration and any published paper or any manuscript submitted concurrently to another journal.
9. A reviewer shall not use or disclose unpublished information, arguments, or interpretations contained in a manuscript under consideration, except with the consent of the author.
10. If a reviewer identifies classified information within a manuscript under consideration, or results that could be deemed classified, the reviewer shall notify the associate editor and secure the manuscript while the associate editor notifies the author and/or their chain of command as well as the editor-in-chief.
11. All reviewers of the *JANNAF Journal of Propulsion and Energetics* shall be U.S. citizens who are qualified to receive unclassified limited-distribution information. In order to meet this qualification, reviewers shall be registered through their organization with the Defense Logistics Agency (DLA) and certified by a government official. Additional information concerning registration with DLA can be obtained by contacting DLA at 1-800-352-3572 (<https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>).

Acknowledgments

The ethical standards embodied in this document are endorsed by the *JANNAF Journal's* editor-in-chief and have been approved by the *JANNAF Journal's* Editorial Advisory Board and the *JANNAF* Technical Executive Committee, the governing body of *JANNAF*. These standards are adapted from those published by the American Institute of Aeronautics and Astronautics (AIAA) and the American Geophysical Union (AGU) and are used with their permission.