

# **Publication Ethics and Malpractice Statement**

## **Association for the Advancement of Artificial Intelligence**

November 2015

The Association for the Advancement of Artificial Intelligence affirms that plagiarizing another person's existing words or ideas without explicitly acknowledging the original author and source constitutes a completely unacceptable breach of academic and professional conduct. Plagiarized words and expressions also carry potentially severe ethical and legal consequences to all parties. As a consequence, AAAI will immediately remove any manuscript or publication that does not meet the standards listed in this ethics and malpractice statement.

### **Author Responsibilities**

As creators of the work, authors have a number of responsibilities when submitting their paper or manuscript to AAAI. They must warrant:

1. That the papers they submit are their own original work
2. That no portion of their paper (including, but not limited to, graphics and figures) has been previously published unless written consent from the previous publisher and AAAI have been obtained prior to submission
3. That the paper is not currently under consideration for publication elsewhere
4. That the authors listed on the paper accurately reflect those persons who actually did the work and contributed to the paper in a meaningful way
5. That they have identified and acknowledged all sources used in the creation of their paper or manuscript, including any graphics, images, tables, and figures, and also including any persons who do not meet the criteria for authorship
6. That they have notified AAAI of any conflicts of interest they might have with regard to the work
7. That all sources of financial support for the project have been disclosed, especially if it might be construed to influence the results or interpretation of their paper or manuscript

8. That any errors discovered after submission of the paper will be disclosed to AAAI.

### **Editor and Program Chair Responsibilities**

The editor and program chairs have final responsibility for determining which articles or papers will be published. They may confer with other editors, members of the editorial board or program committee, or other designated reviewers in making this decision. The decision will be constrained by legal requirements regarding libel, copyright or trademark infringement, and plagiarism, including self-plagiarism. The editor and program chairs will evaluate manuscript and paper submissions without regard to race, gender, sexual orientation, religious belief, ethnic origin, or citizenship.

The editor and program chair must maintain confidentiality of submitted materials and may not use unpublished materials in their own research without the express written consent of the author.

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Reviewers must notify AAAI of any conflicts of interest or loyalty and remove themselves from those duties or responsibilities to which the conflict relates.

Reviewers must treat the papers assigned to them, and the reviews they write, as confidential documents. Neither the papers nor the reviews may be shown to or discussed with others except as authorized by the editor or program chair, or the submitting author.

Reviewers must also keep information pertaining to the submission confidential in all respects. No information, including content deliberations, decisions on papers, or discussions with other reviewers (including their identities) may be disclosed to outside persons.

Reviewers must bring to the attention of appropriate person any information that might be reason to reject publication of the submission.

Reviewers must report any suspicion of serious misconduct to AAAI.

Reviewers must evaluate submissions only for the intellectual content. Personal criticism of the author is inappropriate. Referees should express their views clearly, and support their conclusions.

Reviewers must issue their review in a timely fashion and notify the editor or program chair if prompt review is not possible. Under such circumstances, the reviewers must excuse themselves from the review process.

## **Editorial Board / Program Committee Responsibilities**

The editorial board and program committee must keep information pertaining to submissions confidential.

A board or program committee member must disclose any conflict or duality of interest and relinquish responsibilities and duties which would otherwise arise.

The editorial board and program committee must evaluate submissions only for the intellectual content.

The editorial board or program committee bears responsibility for recommending publication decisions for submissions.