

Principles of Transparency and Best Practice

Name of the Journal: The unique title of the journal '[Journal Name]' distinguishes it from other journals, making it easy for authors, reviewers, editors, and the global audience to identify and recognize it.

Website: The website of [Journal Name] is managed using the comprehensive services of [Name of Online Submission System]. This system offers a complete range of services, including manuscript submission, peer review, content hosting, analytics, and identity management. We ensure that our website is free of misleading content that could potentially deceive authors, readers, and editors. Additionally, we strictly prohibit any attempt to imitate the website of another journal or publisher.

Publishing Schedule: [Journal Name] is an online-first journal committed to providing the latest research findings as soon as possible. Our journal publishes one volume per year, ensuring readers can access the newest developments in their field. We strive to maintain transparency and accuracy in all aspects of our publication process to promote trust and confidence in the research community.

Digital/Self-Archiving: The published content of [Journal Name] will be securely stored and protected by the [Name of Archiving Body] in the event of the journal's discontinuation. This ensures that all archived material will remain accessible through the [Name of Archiving Body] and preserved for future reference. The journal has established independent policies about [Digital](#) and [Self-archiving](#) as part of its Editorial Policies.

Copyright & Licensing: [Journal Name] is an Open-Access journal that ensures complete transparency regarding copyright and licensing information, which can be found on its website. All articles published, whether in web or PDF format, contain relevant licensing details for the convenience of the readers.

Peer Review Process: To ensure the highest level of quality, all submitted content, excluding editorial materials, undergoes a rigorous peer-review process at [Journal Name]. This process is well-defined and strictly adhered to and is publicly accessible on the journal's website under the heading of "[Peer Review Process and Policy](#)." The review process is carried out in a transparent and accountable manner, ensuring the credibility and reliability of the content published in [Journal Name].

Access: The online version of [Journal Name] is free to readers, whereas the print edition is exclusively available to subscribers.

Last Update: May 31, 2024

Ownership and Management: [Journal Name] maintains editorial independence with highly experienced and recognized experts in their respective fields serving on the Editorial Board. The journal's [editorial page](#) provides detailed information about the editorial team, including full names, affiliations, and any relevant digital identifiers.

Advisory Body / Editorial Board: The Advisory Board/Editorial Board of [Journal Name] comprises highly experienced and recognized experts in their respective research areas. The Board advises and guides the journal's policies and procedures, including the peer review process, editorial decisions, and strategic planning. The Board is composed of scholars from diverse backgrounds, reflecting the multidisciplinary nature of the journal. Members of the Advisory Board/Editorial Board are selected based on their expertise, reputation, and adherence to ethical standards. They are appointed by the Editor-in-Chief and serve a term of three years, which may be renewed upon mutual agreement.

Editorial Team/Contact Information: The website of [Journal Name] features an editorial board page that lists all [editorial board](#) members and their complete names and affiliations. Additionally, the journal offers comprehensive contact information for its editorial office, including a complete mailing address.

Author Fees: [Journal Name] does not charge any fees for manuscript submissions or the publication of declined manuscripts. Furthermore, there are no additional costs based on the size of an article, figures, or supplementary data. The publication charges for accepted manuscripts are clearly listed on the journal's [Publication Fee](#) page and are accessible to all authors, ensuring transparency in the submission process.

Waiver Policy: [Journal Name] is committed to ensuring that all researchers can publish their work in our open-access journal, regardless of their financial situation. Therefore, we offer fee waivers to authors who cannot afford the publication fees.

Authors who cannot pay the publication fee may request a waiver during the submission process. Our editorial team will review waiver requests on a case-by-case basis, considering the author's financial need, the quality of the submission, and the potential impact of the research.

Furthermore, authors from low-income countries, as defined by the [World Bank](#), are eligible for an automatic waiver. Authors who are members of an institution with a low-income economy may also be eligible for a waiver.

Last Update: **May 31, 2024**

Other Revenue Sources: [Journal Name] has declared the following additional revenue sources:

1. **Advertising:** [Journal Name] may occasionally publish paid job offers or announcements regarding conferences to generate revenue.
2. **Reprints:** [Journal Name] offers a paid reprint service to authors and organizations who wish to distribute their published articles. This service generates revenue that helps cover the journal's day-to-day expenses.
3. **Print Subscription:** [Journal Name] offers a print subscription service as a revenue stream to meet its financial requirements. We provide our subscribers a high-quality print version of the journal at a reasonable cost.

Direct Marketing: [Journal Name] uses the following methods to market the journal, disseminate information, and send calls for papers:

1. **Direct Emails:** We send personalized emails to our registered members based on their interests. **We ensure these invitations are limited to a maximum of 30 per day and provide a straightforward opt-out option through their profile page.** We never engage in sending unsolicited emails or spam.
2. **Social Media:** We use platforms like Facebook, LinkedIn, and Twitter to disseminate information about the journal and invite researchers worldwide to contribute to Trends in Environmental Sciences as authors, reviewers, and editors.

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Disclosure Statement

The Asian Council of Science Editors has developed this policy template with the assistance of industry experts to assist publishers, society journals, and both commercial and non-commercial journals in creating a standard for their guidelines aligned with international publishing standards. Publishers and individual journals can use and modify this template to suit their needs without permission.

We encourage publishers and journals to acknowledge the Asian Council of Science Editors if they utilize this template.

Suggested acknowledgment:

"This policy is adapted from a template provided by the Asian Council of Science Editors. We appreciate their guidance in creating a robust and comprehensive policy."

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