

1. Duties of Authors

- The author(s) should write original works. In case the author(s) has partly cited the work of others, the part cited should be quoted while the quoted article be included in the reference of the manuscript.
- The author(s) should not submit and try to publish a manuscript of the same work in more than one journal.
- The author(s) should not fabricate or intentionally change data and/or photos that are results of research.
- The author(s), first author, corresponding author or coauthor, should be the one who has significantly contributed to the research.
- A corresponding author is the author who is responsible for communication for the purpose of publication of the manuscript in the ACF Journal: i.e. submission of the manuscript and the responses to reviewer's comments, etc. All authors should have seen the manuscript at the time of original submission and agreed to its submission.
- In case a technical mistake or editorially misleading error is found in the published paper, the corresponding author of the specific paper should contact and notify the editor of the ACF Journal so that the editor can properly act to it: e.g. Errata.
- The author(s) should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript.

2. Duties of Reviewers

- The importance of reviewer's role is acknowledged as a reviewer assists the editor for technical evaluation and processing of the manuscript, to assist editor to make editorial decisions and may assist the author(s) to improve the manuscript.
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- While reviewing a manuscript, the reviewer should use professional knowledge objectively and provide the author(s) with opinions that are scientifically backed up. Any personal criticism of the author(s) by a reviewer should be avoided.
- A reviewer should inform editor any similarity between a manuscript and an already published paper.
- In case a reviewer feels he (or she) is unable to provide a timely review, he (or she) should notify the editor as such and decline to review that manuscript.
- A reviewer should decline to review a manuscript that can be of conflict of interest personally or professionally.

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- The editor should handle a manuscript in the order of the first submission date in general and evaluate a manuscript solely based on technical merits of the manuscript.
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