



## Research and Publication Policy

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## **1. PURPOSE AND SCOPE OF THE EDITORIAL AND PUBLISHING POLICY**

The purpose of this policy is to provide guidelines for the receive, peer-review and publication of submitted articles for the Future X journal. Future X is an academic online journal within the social sciences, publishing peer-reviewed articles. The focus of Future X is on publishing articles, reviews and opinions to promote innovation within the different social sciences disciplines.

Research outputs and publications are a strategic priority area for Regenesys in terms of:

- a. Fulfilling accreditation requirements (eg CHE, international accreditation associations);
- b. Attaining a publicly recognised level of thought leadership; and
- c. Ultimately contributing towards realising the institution's vision, which is to become a leading international business school.

This policy is based on the principle of academic freedom as guaranteed in section 16(1)(d) of the Constitution of the Republic of South Africa, 1996. Academic freedom encourages the free exchange of ideas that is a necessary prerequisite for academic excellence. This freedom is implied in all stages and aspects of research, such as theories, paradigms, publishing and association.

## **2. POLICY RATIONALE**

Given the above purpose, the essential reason for having an editorial and publishing policy in Regenesys is:

2.1 To enhance the academic stature of Regenesys by carrying out and publishing research that advances knowledge, provides solutions to complex individual and organisational challenges, entrenches democracy, enriches culture, grows wealth, and improves the quality of life for the people of South Africa as well as around the world.

2.2 To present research findings in the form of journal articles, technical reports and conference presentations.

2.3 To promote research that distinguish Regenesys in the fields of holistic development, spiritual, emotional and physical intelligence, thought leadership and future skills.

## **3. POLICY PRINCIPLES**

The strategic outcomes of Regenesys provide the broad framework of principles for the implementation and application of the policy, namely

- Become a leading and preferred higher education institution of choice for holistic development of students;
- Attain national and international accreditation status;
- Conduct research in holistic development and future skills;
- Deliver transformative education; and
- Provide a quality experience throughout the students' learning journey

These principles are nested in the context of the Regenesys Integrated Management and Leadership Model, namely a:

- Holistic focus
- Dynamic interrelationships
- Sound strategy
- Aligned delivery

## **4. POLICY PROVISIONS**

**4.1 Authorship and Contributions:** Authorship of Future X journal represents those who have contributed substantially to the development of the paper. It is expected that the corresponding author has permission from all authors to submit each version of the paper and for any change in authorship. All the authors have the responsibility for ensuring that any paper they co-author is accurate and represents a verifiable report on the research. The responsibility covers data reported in the paper, the analysis, write-up of the manuscript, and findings.

The authors of any article must indicate their specific contributions to the published work, and this will be published as a footnote in the paper. These include contributions related to:

- Designed research;
- Performed research;
- Analysed data;
- Authored the paper.

An author may list more than one contribution, and more than one author may have contributed to the same aspect of the work.

**4.2 ORCID:** Future X encourages all authors to use their ORCID identifier when submitting papers. ORCID provides a persistent digital identifier that distinguishes one researcher from all other researchers. It helps any reviewer to link the author to any other published articles by the author.

**4.3 Corresponding Author:** The corresponding author represents the single author responsible for the submission of the manuscript and all necessary manuscript information and interaction with the editorial office. The corresponding author is responsible for checking and ensuring the accuracy of the proofread and revised content after the article has been accepted for publication. This author's name should be indicated on the title page.

**4.4 Conflict of Interest:** Future X expects that authors should declare any conflict of interest at the submission of the manuscript. Noncompliance with this may result in author sanctions. Authors must disclose, at submission, any association that poses or could be reasonably perceived as posing a financial or personal competing interest in connection with the manuscript, and acknowledge all funding sources supporting the work. These disclosures must be entered directly into the submission system; providing a link to full disclosures hosted on a website is not permissible. When asked to evaluate a manuscript, members, reviewers, and editors must disclose any association that poses a conflict of interest in connection with the manuscript.

**4.5 Acknowledgment:** Individuals who participated in the development of a manuscript but do not qualify as authors should be acknowledged. These may include organisations that provided support in terms of funding and/or other resources (e.g. research assistants, the institution of the researcher, etc.).

**4.6 Author Responsibilities:** At the submission of the manuscript, the authors are required to complete the online form, disclose any conflict of interest, and acknowledge all funding sources supporting the work. The corresponding author must ensure that all authors have disclosed any conflict of interest.

**4.7 Editor and Reviewer Responsibilities:** Reviewers and editors of Future X must disclose any association with the authors that might point towards a conflict of interest in connection with the manuscript. Referees and editors are asked to recuse themselves from handling a paper if the conflict of interest makes them unable to make an impartial scientific judgment or

evaluation. A referee or editor who has a conflict of interest but believes that it does not preclude his or her making a proper judgment must disclose to the journal the nature of the interest.

4.8 Errata: Future X will correct minor typographical mistakes that are discovered after the article has been published. Such errors include the names of authors who do not affect the scientific results in the article. An application seeking such correction will be made on a prescribed form provided by Future X. If there are errors of a scientific nature that do not alter the overall results or conclusions of a published article, Future X will publish independent and citable corrections. The authors will send the request for such corrections to the journal editor, who will review the application and determine the authenticity of the request.

4.9 Human and Animal Participants: Studies involving human and animal participants must have been approved by the author's institutional review board. Authors must include the methodology applied in the selection and cite the institutional review committee/board that approved the study. For all studies involving human participants, authors must also include a statement confirming that informed consent was obtained from all participants, or provide a statement explaining why this was not necessary.

4.10 Name Changes: In the event that an author changes his or her name, a formal application should be sent to Future X. Future X will work on each request to ensure that the change is made quickly, accurately, and confidentially. The names and initials will be updated in all versions of the article (HTML and PDF).

4.11 Open Access: Open access is a publication model that enables the dissemination of research articles to the global community without restriction through the internet. Future X will maintain the open-access model for all articles, without cost to the reader. Open access articles are published under a nonexclusive license to publish and distributed under a Creative Commons Attribution-Non-Commercial-No Derivatives (CC BY-NC-ND) license or a Creative Commons Attribution (CC BY) license for authors.

4.12 Previous Publication: Authors must ensure that submitted manuscripts have not been published previously or concurrently submitted for publication elsewhere. What constitutes prior publication must take into account many criteria, including the extent of review, and will be determined on a case-by-case basis. Related manuscripts that are in press or submitted elsewhere must be included with a Future X submission.

4.13 Research Misconduct: There should be no fabrication, falsification, or plagiarism, of data or content. If cases of suspected or alleged misconduct are observed in the manuscripts submitted, Future X will follow the recommended procedures from the Committee on Publication Ethics (COPE), who deal with such cases. Future X may evaluate issues with text, data, or figures that are brought to our direct attention and may request from the authors the source of data, descriptions of how the results were obtained, or how figures were prepared.

4.14 Statistical Analysis: The use of statistical analyses covers all forms of data, primary or secondary. The author(s) should indicate:

- the source and versions of all software used, and
- full information on the statistical methods and measures used for each table and figure, such as a statistical test, estimates of parameters, exact sample sizes, and measures of evidence strength (if applicable).

4.15 Confidentiality: Future X will treat all submitted manuscripts as confidential material and will not disclose submitted manuscripts to anyone except individuals who partake in the processing and preparation of the manuscript for publication (if accepted). These individuals include editorial staff, corresponding authors, potential reviewers, actual reviewers and editors.

However, if there are suspected cases of misconduct, a manuscript may be revealed to members of the Future X ethics committee and Regenesys for the resolution of the misconduct. Future X will follow the appropriate COPE procedures wherever necessary.

4.16 Copyright of Published Articles: Future X owns the copyright of the published article. No articles may be republished without at least a 60% rework of the article.

4.17 Article Publishing Charges: Authors are required to pay an article publishing fee of \$250 for any article published in Future X. Payment is due on receiving confirmation from the editor that the article has been accepted for publication in a particular issue of the journal. An article will be published only once payment has been received. Payment should be made directly to the Future X Administration, and proof of payment must also be submitted to the editor by the submitting author to avoid any possible delay in the publication of the article.

4.18 Reprints: Reprints of articles can be obtained from the Editor on the payment of a prescribed fee.

4.19 Absolvment of Future X: Opinions expressed in the Future X journal are those of the individual authors, and are not necessarily subscribed to by the editor, editorial committee, or the editorial board.

## **5. POLICY CONTROL**

It is the responsibility of the team leaders to control the policies related to quality of service delivery. Policy control covers the entire process from policy generation to policy approval and includes the below:

- Policy generation (in the case where no policy exists and practices require as such)
- Policy approval (applicable to new policies, policy renewal and amendments),
- Policy renewal (which is an institutional cyclic process driven by our DHET registration cycle)
- Policy monitoring and evaluation
- Policy amendment (as part in cycle continual policy improvements).

5.1 Policy generation refers to the creation of a policy where a policy did not exist and practices lead to situations that in the absence of policy is a risk to the institution.

5.2 Policy renewal refers to the cyclic process of policy reform that is aligned to the DHET registration cycle of Regenesys. This is an institutional process driven by the Quality Office and Committee and forms part of the centralised approach to quality management.

5.3 Policy amendment refers to in-cycle amendments to policies as the need arises. The amendments will be indicated by sub version numbers.

5.4 Policy approval is the process through which policies are approved at committee level and recommended for ratification to Senate.

The following policy custodians are part of the process in Regenesys:

- The policy originator (the departmental line manager),
- The policy owner (the department),
- The policy custodian (the relevant committee).
- Senate which is the policy governance structure

## **6. MONITORING AND REPORTING**

The policy makes provision for regular monitoring and reporting on the achievement of quality standards by the higher degree research committee.

## **7. COMPLIANCE ASSURANCE**

The Quality Committee assures compliance with the policy.

## **8. POLICIES RELATED TO THE POLICY**

- 8.1 Regenesys Service Delivery Quality Policy
- 8.2 Council on Higher Education Audit Framework
- 8.3 Council on Higher Education Quality Assurance Framework

## **9. DISRUPTION MANAGEMENT POLICY RESPONSE**

The Covid-19 pandemic led to unprecedented disruption in all spheres of civilization and impacted severely on the processes of institutions of higher learning. Regenesys Management did not escape these disruptions and had to in a short space of time design, develop and implement systems and processes alternative to the way in which teaching and learning took place in the past. In terms of a policy response to the pandemic and other occurrences that may disrupt current practices, an approach to disruption management became a standard practice of all academic services teams to ensure continuity in the provision of services to students.

In the Research and Innovation Department, the HOD and Research Manager will be responsible for the cyclic monitoring and review that will inform policy renewal.