

CIM Journal Ethics Policy

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Topic editors (peer review society chairs) must comply with the following policies:

- Reviews must be completed within two months of the date a paper is assigned to their society for review.
- At least two reviewers must be assigned to each paper within one week of the date a paper is assigned to their society for review.
- The chair may serve as a reviewer if they feel qualified to conduct the review.
- When reviewer recommendations differ, a third person is required to review the paper if the chair does not feel qualified to make his final decision based on the first two reviews.

Peer reviewers must comply with the following policies:

- Reviewers must notify the chair if they have any reason to believe they have a conflict of interest in reviewing a paper.
- Reviewers must complete the review within two months of the paper being assigned to them.
- Reviewers must respond to inquiries from the chair within one week.
- The review must comprise criticism of the scientific and technical content and suggestions for improvements.

Authors of papers published in *CIM Journal* must sign a statement confirming that the contents of this paper have not been copyrighted, published, or submitted for publication elsewhere. Authors must transfer the copyright of their paper to CIM when the paper is accepted for publication.

Please note: these policies are subject to change based upon periodic review