



## Allegations of Misconduct

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ACTA Press recognizes the importance of transparency, fairness, and procedural integrity across all stages of the publishing process. We provide a formal process for authors, reviewers, editors, or third parties, to raise concerns regarding misconduct, conflicts of interest, ethical violations, or procedural irregularities.

### 1. Scope of Complaints

Complaints may pertain to:

- Allegations of unethical research or publication practices
- Undisclosed conflicts of interest
- Reviewer or editor misconduct or bias
- Breaches of confidentiality
- Unreasonable editorial delays or decisions
- Retaliation or coercion during review or revision

ACTA Press handles all complaints impartially, confidentially, and in accordance with COPE guidelines.

### 2. Filing a Complaint

All complaints must be submitted in writing and include (as per the ACTA Press complaints page)

- Full name and contact information of the complainant.
- Description of the issue, including dates, persons involved, and evidence (if available).
- Journal name and manuscript ID (if applicable).

Complaints can be submitted by e-mail to: [journals@actapress.com](mailto:journals@actapress.com).

### 3. Investigation Procedure

The following internal policy applies to all collected and investigated complaints:

- ACTA Press will confirm receipt within 3 business days.
- A senior editorial officer will review the nature of the complaint in accordance with our publication team.
- A written resolution or formal finding will be provided within 15 business days.

While serious in nature, investigations are handled discreetly and in good faith. The identity of the complainant will be protected to the extent legally permissible.

### 4. Outcomes and Actions

Depending on the findings, ACTA Press may take actions including:

- Request for revision or clarification
- Recusal or replacement of reviewers/editors
- Referral to institutional or funding bodies
- Indefinite ban on future submissions or editorial involvement
- Issuance of a correction, expression of concern, or retraction of manuscript

### 5. Recordkeeping

All complaints and outcomes are archived for *no fewer than 5 years* in secure internal records.

#### 6. Complainant Protection

Complainants who raise concerns in good faith will not be penalized or disadvantaged, conversely, will be lauded. Retaliatory conduct will itself be treated as misconduct.

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ACTA Press is your sincere friend and publishing colleague. For further information, questions, or concerns, please don't hesitate to contact: [journals@actapress.com](mailto:journals@actapress.com).

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