CALM
CIPTA AKSARA LITERASI MEDIA

Publishing Policies

Version 1.3 · November 2026

One set of editorial policies for every Cipta Aksara Literasi Media journal, book and proceedings volume

This document collects the publisher-wide policies of Cipta Aksara Literasi Media: the overview, followed by the full text of each policy. They apply to every title we publish, with no exceptions by title.

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The latest version of every policy is online at calmpublika.id/policy. Questions: hello@calmpublika.id.

PUBLISHING POLICIES

One set of editorial policies, every Cipta Aksara Literasi Media journal, book and proceedings volume.

These policies apply publisher-wide — every journal, book and proceedings volume we publish carries the same commitments, whatever format it takes. No exceptions by title.

01

Aim & Scope

Cipta Aksara Literasi Media doesn't publish under one subject-matter scope — each journal defines and holds its own aims, scope and disciplinary focus, set by its own editorial board. What's shared across every title is the editorial process below, not the subject matter.

The same applies to each book — scope is set by its editorial context, not a fixed publisher-wide subject area. Proceedings volumes don't have a fixed scope at all — each one follows the scope of the conference it comes from, agreed with the organizer on a case-by-case basis.

Looking for a specific title's scope? Visit the journal directory or the book directory for aims, scope and disciplinary focus.

02

Publication Ethics

Read the full policy → · Complaints and appeals →

Every Cipta Aksara Literasi Media journal, book and proceedings volume follows the Committee on Publication Ethics (COPE) Core Practices. We expect honesty, fairness, transparency and accountability from everyone involved in the publication process — authors, reviewers and editors alike.

Misconduct we act on includes data fabrication or falsification, plagiarism, undisclosed conflicts of interest, simultaneous submission to more than one journal, image or citation manipulation, and attempts to manipulate the peer-review process. Suspected misconduct is

evaluated fairly, confidentially and in line with COPE's guidance — responses range from requesting clarification to correction, expression of concern or retraction.

Editors evaluate manuscripts on their merits regardless of the authors' race, gender, nationality or institutional affiliation, protect the confidentiality of submissions under review, and disclose their own conflicts of interest.

Authors submit original work, represent their findings honestly, properly cite and acknowledge the work of others, disclose funding and conflicts of interest, and cooperate with the editorial process — including providing underlying data if requested during review.

Reviewers evaluate manuscripts objectively within their area of expertise, keep the content of submissions confidential, decline to review where a conflict of interest exists, and flag concerns about originality or ethics to the editor.

Complaints about an editorial decision, the review process, or the conduct of an editor or reviewer can be raised through our **contact page** — every complaint is handled confidentially and in writing.

03

Peer Review Process

Read the full policy, with the workflow diagram →

Review looks different depending on what we're publishing — pick the type below.

Journal

Every submission to every Cipta Aksara Literasi Media journal goes through **double-blind peer review** — reviewer and author identities are withheld from each other in both directions, so the argument is judged on its own merits.

- **Initial screening.** Incoming manuscripts are checked against the journal's scope, formatting requirements and originality before being sent to reviewers.
- **Review.** At least two independent reviewers, chosen for relevant expertise, evaluate each manuscript.
- **Decision.** The handling editor weighs reviewer recommendations and issues one of: accept, minor revisions, major revisions, or decline.
- **Revision.** Authors respond with a point-by-point account of how each comment was addressed.

Timelines are communicated up front when a submission enters review, with reminders along the way — not open-ended waiting.

Book

Book proposals are currently reviewed directly by Cipta Aksara Literasi Media's own editorial team, rather than through a formal double-blind reviewer pipeline — our book program is newer and lower-volume than our journals, so this is handled case by case for now. Every proposal is still checked for originality and evaluated on its merits before acceptance.

As the number of titles grows, we expect to formalize this into the same kind of structured, multi-reviewer process our journals already use.

Proceedings

Proceedings papers are reviewed by the originating conference's own program committee or organizer, before we're involved — that review is what determines which papers were accepted for presentation in the first place.

Cipta Aksara Literasi Media's role is to verify that a genuine, independent review process took place before agreeing to publish the accepted papers as a permanent, citable volume — we don't re-run double-blind review ourselves for proceedings.

04

Open Access Policy

Read the full policy →

Every article, book and proceedings paper we publish is free to read immediately on publication — no subscription, registration or paywall, for anyone, anywhere. There is no embargo period.

All of it is published under a **Creative Commons Attribution 4.0 International (CC BY 4.0)** license. Readers may copy, redistribute, remix, transform and build on the material for any purpose, including commercially, provided appropriate credit is given to the original author(s) and source.

05

Originality & Plagiarism Screening

Read the full policy →

Every submission is screened for originality before it reaches reviewers, not after. Plagiarism — presenting another author's language, data or ideas as one's own without proper attribution — is not tolerated at any level, including self-plagiarism of an author's own previously published work.

Screening uses similarity-checking software, and the editor judges what the overlap consists of: we do not apply a single percentage as an automatic pass or fail. Every manuscript is also read with originality in mind during review. The full policy explains what counts as a breach and what we do when we find one.

06

Generative AI Policy

Read the full policy →

Generative AI tools cannot be listed as an author or co-author on any Cipta Aksara Literasi Media publication, and cannot be held accountable for a submission's content — that responsibility always rests with the named human authors.

For authors: AI-assisted tools may be used for language editing or improving readability. Using generative AI to create or alter research data, figures or images intended for publication is not permitted without full disclosure in the manuscript. Authors remain fully responsible for the accuracy of anything an AI tool contributed to.

For reviewers and editors: uploading a manuscript under review into a generative AI system is a breach of confidentiality and is not permitted. Editorial decisions and review recommendations must reflect independent human judgment.

07

Retraction, Withdrawal & Correction

Read the full policy →

Retraction. An article may be retracted for major scientific error that invalidates its findings, redundant publication, or serious ethical breaches such as plagiarism or fabricated data. Retractions follow COPE's retraction guidelines: the editor reviews the case, the author is given the opportunity to respond, and — if retraction proceeds — a public retraction notice is linked to the original article, which remains accessible and marked as retracted. In rare

cases, such as content that is clearly defamatory, infringes legal rights, or is subject to a court order or a serious safety risk, an article may be removed; a notice then records that it was removed and why.

Correction. Minor errors that don't affect a paper's validity or conclusions can be corrected through a published erratum (publisher's error) or corrigendum (author's error), linked to the original article.

Withdrawal. Authors who wish to withdraw a submission still under review should contact the editorial team as early as possible — through the journal's own submission system, the book platform, or directly via our **contact page** for proceedings. Requests are evaluated case by case.

Post-publication discussion. Readers can comment on or question a published article by writing to the journal's editorial office. Accepted comments, together with the authors' reply, are published and linked to the article; concerns about the integrity of an article are handled separately under the Publication Ethics procedure. The **full policy** sets out who can comment, what is published and the time limits.

08

Copyright & License

Read the full policy →

Authors retain copyright to their own work. By publishing with Cipta Aksara Literasi Media — journal, book or proceedings volume — authors grant us a non-exclusive license to publish, distribute and preserve the article — they don't sign copyright away.

Published articles carry a **CC BY 4.0** license (see Open Access Policy above). Authors are free to reuse, archive and redistribute their own published work — in an institutional repository, on a personal site, or in a future publication — with attribution to the original title.

09

Privacy Statement

Read the full policy →

Names and email addresses entered into any Cipta Aksara Literasi Media journal's submission system, our book platform, or our contact and application forms are used exclusively for that title's stated editorial purposes — communicating about a submission,

review, or publication. They are never sold or used for advertising. They are shared only with the editors and reviewers involved in the process, with service providers who handle them on our behalf (hosting, email delivery, form handling), and where the law requires it. The full policy lists what we collect and how to exercise your rights.

10

Business Model

Cipta Aksara Literasi Media does not charge readers anything, ever — every publication is free to read from the moment it's released. How production is funded differs by type — pick the one below.

Journal

Publishing in a Cipta Aksara Literasi Media journal is currently free for authors. No Article Processing Charge (APC) is charged, and nothing is charged to submit or to have a manuscript reviewed.

JOURNAL	APC	SUBMISSION FEE	REVIEW FEE
Consumer and Contract Today	Rp 0	None	None
Law in Governance and Human Rights Today	Rp 0	None	None
Copyright Today	Rp 0	None	None
Technology in Comparative Law Today	Rp 0	None	None
Philanthropy and Society Today	Rp 0	None	None

If an APC is ever introduced, it will be announced here, and on each journal's own site, before it takes effect. It would be paid only once a manuscript is accepted — never at submission, and never as a condition of peer review.

Book

The funding model for books is still being worked out — whether that's an author-side processing charge, institutional support, or another arrangement. Nothing will be charged to a prospective author before this is finalized and published here.

Proceedings

Proceedings costs are agreed directly with each conference organizer as part of the "by invitation" conversation — there's no fixed public price list, since the arrangement depends on the size and needs of each conference.

11

Advertising Policy

Cipta Aksara Literasi Media does not currently carry third-party advertising on any journal, book or proceedings site. Editorial decisions are made independently of any commercial relationship, and no advertising placement will ever influence what gets published or how it's presented.

12

Archiving

Published articles are intended to remain accessible independently of any single journal's continued operation.

Journals. Our journals run on Open Journal Systems and are preserved through the **PKP Preservation Network (PKP PN)**, a distributed LOCKSS network that keeps copies of each journal's content at independent institutions, so it stays available even if the journal's own site goes offline. A journal joins the network as soon as it meets its requirements: an ISSN and at least one published article.

Once a journal is registered with Crossref, each of its published articles carries a persistent **DOI (Digital Object Identifier)**, so citations keep resolving to the article even if its web address changes.

Books and proceedings. PKP PN covers journals only. Long-term preservation for books and proceedings volumes is still being worked out; this section will be updated with the specific arrangement once it is in place.

This policy applies across every Cipta Aksara Literasi Media journal, book and proceedings volume, including

Consumer and Contract Today →

Law in Governance and Human Rights Today →

- Copyright Today →
- Technology in Comparative Law Today →
- Philanthropy and Society Today →
- Cipta Aksara Literasi Media Books →
- Proceedings (by invitation) →

QUESTIONS ABOUT A POLICY?

Ask us directly, or see how each journal applies these in practice.

Contact us | View all journals

PUBLISHING POLICIES · FULL POLICY

Peer Review Process

Every manuscript in a Cipta Aksara Literasi Media journal is judged by independent experts who do not know who wrote it, and the author does not know who they are. This page explains each step, who decides what, and how long it should take.

Version 1.3 · November 2026 · This is the full text. The **summary** on the policies page applies to every journal, book and proceedings volume.

01

The review model

All Cipta Aksara Literasi Media journals use **double-blind peer review**. Reviewers do not see the authors' names, affiliations or acknowledgements, and authors are never told who reviewed their work. The aim is that an argument is judged on its merits rather than on the reputation, institution, gender or nationality of the person making it.

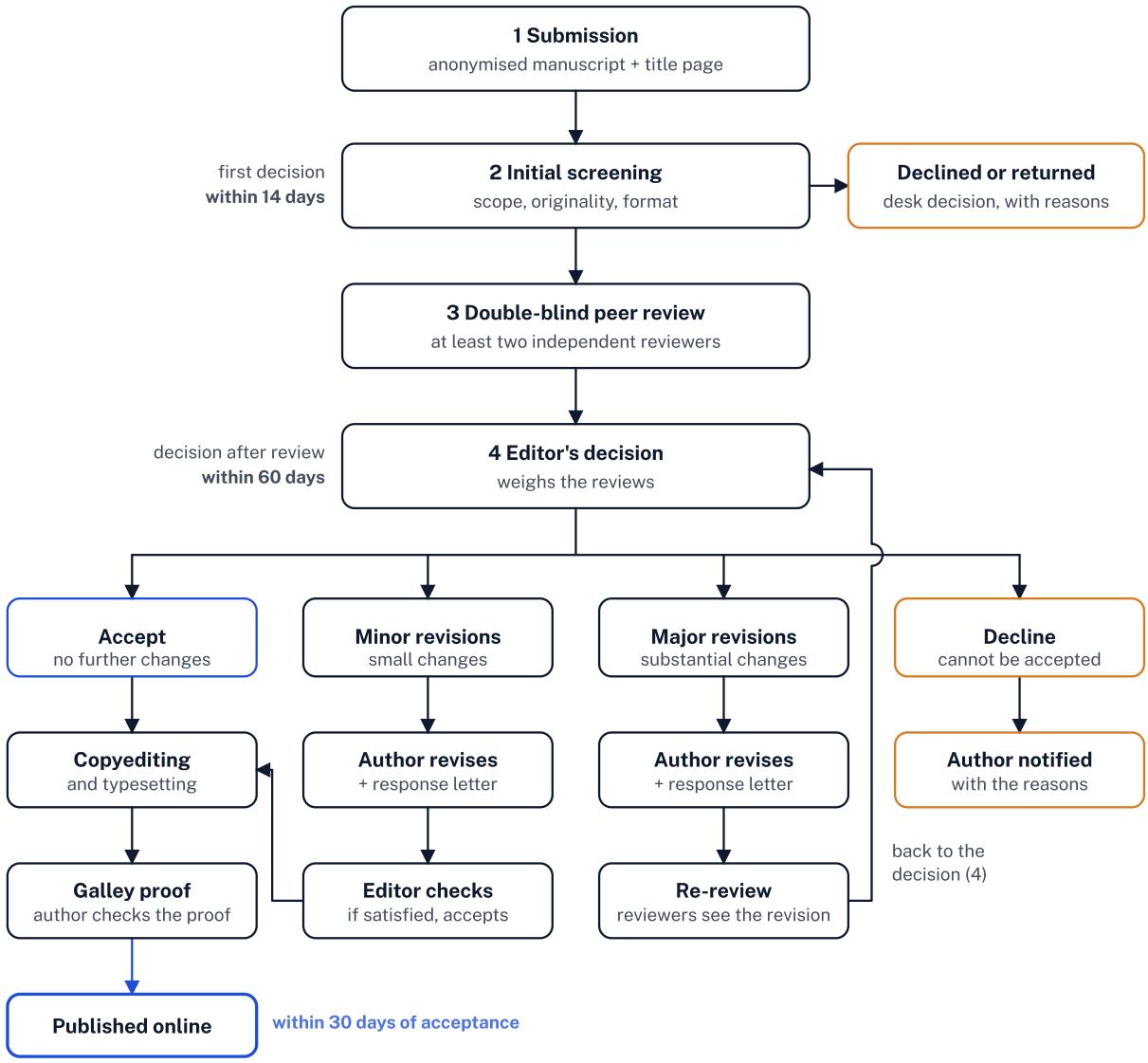
Anonymity depends on both sides. Authors prepare an anonymised manuscript and a separate title page (see each journal's Author Guidelines). Editors check the anonymised file before it is sent out, and reviewers must not try to find out who the authors are. If a reviewer believes they have recognised the author, they tell the editor and the editor decides whether the review can stand.

Reviews are confidential. They are not published or posted with the article, and reviewers are never named to authors or readers. Every manuscript type listed in a journal's Article Types goes through this process; if a journal publishes an item that has not been peer reviewed, for example an editorial, the item says so.

Books and proceedings follow their own arrangements, described in the summary policy. This page is about journal articles.

02

The workflow at a glance



Each manuscript moves down the page one step at a time. After the editor's decision it takes one of four paths; the two revision paths return to the decision. Orange marks the paths that end a manuscript's journey with this journal, blue the path that leads to publication.

1. **Submission.** The author sends an anonymised manuscript and a separate title page.
2. **Initial screening** by the handling editor (first decision within 14 days): the manuscript is sent to review, returned to be corrected, or declined with reasons.
3. **Double-blind peer review** by at least two independent reviewers.
4. **The editor's decision** (within 60 days of submission for papers that are reviewed): accept, minor revisions, major revisions or decline.

5. **After acceptance:** copyediting, galley proof checked by the author, then online publication (within 30 days of acceptance).
6. **Revisions:** after minor revisions the editor checks the revision and accepts it if satisfied; after major revisions the revision goes back to reviewers and to a new decision (step 4).

03

Step 2: initial screening

Within a short time of submission, the handling editor checks whether the manuscript can go to review at all. This is not a verdict on quality. It is a check of five things:

1. **Scope.** Does it fit the journal's aims and scope, and does it have a substantial focus on the journal's field?
2. **Originality.** Has it been screened with similarity-checking software and, where the result raises a question, has the editor looked at the overlap? See the Originality policy.
3. **Contribution.** Does it make an identifiable contribution, rather than only describing legislation, cases or events?
4. **Method and presentation.** Is the method stated, is the language clear enough to review, and does the manuscript follow the Author Guidelines, including anonymisation?
5. **Ethics.** Does it comply with the rules on authorship, conflicts of interest and the use of artificial intelligence?

The editor then does one of three things: sends the manuscript to review, returns it to the author to fix a correctable problem (for example a file that still shows the author's name), or declines it without review and gives reasons. The target for this first decision is **14 days**.

04

Step 3: reviewers

How reviewers are chosen

Each manuscript goes to **at least two independent reviewers**. The handling editor chooses them for subject expertise and, where the manuscript depends on it, for knowledge of the jurisdiction, method or legal tradition. Reviewers must have no conflict of interest with the authors: no shared institution in recent years, no recent collaboration or co-authorship, no

close personal or financial relationship, and no stake in the outcome. Authors may suggest reviewers, but the editor is not bound by the suggestions and does not use reviewers an author suggests exclusively.

What a reviewer is asked to do

- Accept an invitation only if they have the expertise and the time, and decline promptly otherwise, ideally with the names of possible alternatives.
- Assess the originality, argument, method, use of sources and presentation, and give reasons the author can act on. A recommendation is not enough on its own.
- Be courteous and specific, criticise the work rather than the person, and separate points the author must address from points that are optional.
- Return the review within the period stated in the invitation, and tell the editor early if they need more time.
- Declare any conflict of interest, and withdraw if one appears during the review.

Confidentiality and conduct

A manuscript under review is confidential. Reviewers do not share it, discuss it with colleagues, use its ideas for their own work, or contact the authors. **Reviewers must not upload a manuscript, or any part of it, to a generative AI tool**, because that discloses confidential material to a third party; the review must reflect the reviewer's own judgement. A reviewer who wants to ask a colleague for help must first ask the editor. See the Generative AI policy.

Reviewers who miss deadlines repeatedly, write reviews that are abusive or unsupported, or breach confidentiality are not invited again, and serious breaches are handled under the Publication Ethics policy.

Supplementary material. Appendices, data files, questionnaires and other supplementary material submitted with a manuscript are sent to the reviewers with it, and reviewers may comment on them.

05

Step 4: the editor decides

Reviewers advise; **the handling editor decides**. The editor reads the reviews and the manuscript, weighs the recommendations, and is not required to follow a majority. Where the reviews disagree sharply, or a review is thin or unreliable, the editor may seek an additional reviewer before deciding. The decision letter states the decision, gives the reviewers' comments (anonymously), and, where the editor departs from the reviewers' advice, explains why.

Editors and conflicts

An editor does not handle a manuscript if they are an author of it, work at the same institution as an author, have collaborated closely with an author, or have any other conflict. A manuscript submitted by an editor, an editorial board member or a member of the publisher's staff is handled by an independent editor, who has access to the review, and the conflicted person has no access to it. Editorial decisions are never influenced by whether an author can or cannot pay, or by commercial considerations.

06

The four decisions

Accept

The manuscript is accepted as it stands, or with editorial corrections that do not need further review. It moves to copyediting and production.

Minor revisions

The manuscript is acceptable in principle, and the changes asked for are small. The author revises and sends a response letter. The handling editor checks the revision and normally decides without sending it back to the reviewers.

Major revisions

The manuscript has promise, but substantial changes are needed to the argument, the method or the use of sources. The author revises and sends a response letter. The revision normally goes back to the original reviewers, and a new decision follows. Acceptance is not guaranteed.

Decline

The manuscript cannot be accepted, and the reasons are given. A declined manuscript may be submitted again only as a substantially new piece of work, and the editor will say whether that would be welcome.

07

Revising a manuscript

When revisions are requested, the decision letter gives a deadline. An author who needs more time should ask before the deadline, and the editor will normally agree where the reason is genuine.

The author uploads the revised manuscript together with a **response letter** that answers every comment, point by point, stating what was changed and where (page or paragraph), or why the author respectfully disagrees. Changes should be easy to find, for example highlighted in the revised file. Authors may not add substantial new material or change the authorship list without telling the editor first.

Revised manuscripts remain anonymised. A manuscript that goes through major revisions can go through more than one round; the editor will tell the author if a further round is needed.

08

After acceptance

An accepted manuscript is copyedited for language and consistency, typeset, and sent to the corresponding author as a **galley proof**. At proof stage authors should correct only errors introduced in production, such as typesetting or formatting mistakes; substantive changes are not allowed after acceptance unless the editor agrees and the change is recorded as a correction. The article is then published online, open access, and receives its permanent identifier (DOI) once the journal's DOI registration is in place.

09

Timelines

The journals aim to meet the following targets. They are targets, not guarantees, because review depends on busy volunteers, but authors are told when a manuscript enters review and are kept informed if the schedule slips.

STAGE	TARGET
Submission to first decision (desk decision, or sent to review)	14 days
Submission to decision after review	60 days
Submission to acceptance	90 days
Acceptance to online publication	30 days

Each journal's homepage shows these figures and replaces them with measured medians once enough submissions have been processed.

10

Following your submission

Authors can follow a submission in the journal's submission dashboard, and also in **CALM Hub**, where they sign in with the email address of their journal account. Decisions and requests for revision always reach authors by email and in the dashboard as well.

An author who disagrees with a decision can ask for it to be looked at again. The grounds and the process are in the **Complaints and Appeals policy**.

PUBLISHING POLICIES · FULL POLICY

Publication Ethics and Malpractice

What we expect of authors, reviewers and editors, how we respond when something goes wrong, and the standards we follow while doing it.

Version 1.3 · November 2026 · This is the full text. The summary on the policies page applies to every journal, book and proceedings volume.

01

Standards we follow

Every Cipta Aksara Literasi Media journal follows the Core Practices of the **Committee on Publication Ethics (COPE)** and, for questions about misconduct, COPE's flowcharts. We expect honesty, fairness, transparency and accountability from everyone involved in publishing: authors, reviewers, editors, the editorial office and the publisher itself.

These rules apply to the conduct of research and writing as well as to the manuscript itself. Where a study involves people, animals or sensitive data, authors must follow the law and ethical rules that apply where the work was done.

02

What we expect of authors

- **Honest, original work.** The manuscript reports work the authors did, is not published or under review elsewhere, and credits other people's ideas, words and data properly. See the Originality policy.
- **Accurate reporting.** Sources are cited accurately, quotations are exact, translations are marked as the author's own where they are, and data, if any, are not fabricated, falsified or selectively presented.
- **Authorship that reflects contribution.** Everyone listed as an author made a substantial contribution to the work, approved the final version and accepts responsibility for it; nobody who qualifies is left out. Honorary, gift and ghost authorship are not acceptable.

Changes to the author list after submission need the written agreement of every author, and the editor must approve them.

- **Disclosure.** Authors declare funding, any financial or personal relationship that could reasonably be seen to affect the work, and any connection with the parties in a case or a policy they discuss. If no funding was received, the manuscript says so (for example, "No funding was received for this study").
- **Ethical conduct of research.** Where the work involves interviews, surveys, personal data or other human participants, the manuscript states the approval or exemption obtained and how consent was handled.
- **Consent for publication.** Where an article could identify a person, for example through a name, an image, case details or a quotation from an interview, the author has the person's consent to publish it, and the manuscript says so. Otherwise the material is anonymised so that the person cannot be identified.
- **Data and materials.** Authors are encouraged to make the data, code and other materials behind their findings available, in a repository or in the manuscript, where that is possible and lawful, and are asked to add a short statement saying where they can be found or why they cannot be shared (for example confidentiality, personal data or legal restrictions). Where the work rests on court records, documents, interviews or surveys, the manuscript says what the material is and where it came from.
- **Responsible use of AI tools.** As set out in the Generative AI policy.
- **Prompt correction.** An author who finds a significant error in their published work tells the journal at once, so that a correction or, if needed, a retraction can follow.
- **No parallel or fragmented submission, and no citation manipulation.** Authors do not submit the same work to several journals at once, split one study into several thin papers, or add citations to improve someone's metrics rather than to support the argument.

03

What we expect of reviewers

Reviewers keep manuscripts confidential, review objectively and on time, declare conflicts of interest, and do not use material from a manuscript for their own benefit. The detail is in the Peer Review policy. Reviewers who suspect misconduct in a manuscript tell the editor and do not investigate on their own.

04

What we expect of editors

- Decide on a manuscript's academic merit, free of bias based on the authors' identity, nationality, gender, religion, politics or institution, and free of commercial influence.
- Keep manuscripts and reviews confidential, and use unpublished material only with the author's consent.
- Step aside from any manuscript where they have a conflict, and make sure it is handled by someone independent.
- Make decisions in a reasonable time, explain them, and treat authors and reviewers with respect.
- Act on credible reports of misconduct and follow COPE guidance, even if it concerns a manuscript the journal has already published.
- Do not use a journal's own pages to inflate citations to the journal or to any person's work.
- Keep the journal's editorial board genuine. Each journal lists the full names and affiliations of its editors and board members on its website; people are listed only with their agreement, and the list is reviewed periodically, at least once a year, so that members who are no longer active, or no longer suit the journal's scope, are removed.

05

Research integrity

Misconduct includes plagiarism, fabrication, falsification, undisclosed duplicate publication, authorship abuse, breach of confidentiality, manipulation of the review process, citation manipulation, and misconduct in the conduct of the research itself. The journals treat as especially serious any attempt to manipulate peer review, for example by creating false reviewer identities or reviewing one's own paper, and respond as set out below.

For legal scholarship, integrity covers accurate use of authorities: citing cases, statutes and treaties as they actually say, and not relying on a source the author has not read.

06

How we handle concerns

1. **Report.** Anyone can raise a concern with the journal's editorial office or the publisher, through the contact form or by email. Anonymous concerns are considered if they contain enough detail to look into.

2. **Assess.** The editor-in-chief, or the publisher if the editor-in-chief is involved, first decides whether the concern is plausible and what evidence is needed. The people concerned are not told more than they need to know at this stage.
3. **Investigate.** The authors (or reviewers, or editors) concerned are told what is alleged and given a fair chance to answer in writing. The editor may consult the reviewers, outside experts, or the authors' institution.
4. **Decide and act.** Depending on what is found, the response can be a clarification, a correction, an expression of concern, a retraction, a ban on future submissions for a set period, or a report to the authors' institution, employer or funder. How published articles are changed is described in the Corrections and Retractions policy.
5. **Record.** The journal keeps a confidential record of the case and the reasons for the outcome.

A concern that is about a decision, not about misconduct, is a complaint or appeal.

A reader who wants to comment on or question a published article, rather than report a breach of publication ethics, can use the route described under Post-publication discussion.

07

Our commitment as publisher

The publisher protects the editors' independence, supports them in applying these rules, provides legal and ethical advice when needed, and makes sure that no commercial interest, including advertising or the ability to pay a fee, affects what is published. Cipta Aksara Literasi Media journals currently charge authors no fee.

PUBLISHING POLICIES · FULL POLICY

Originality and Plagiarism

A journal is only worth citing if its articles are original and honestly sourced. This policy says what counts as a breach, how we check, and what we do when we find one.

Version 1.3 · November 2026 · This is the full text. The summary on the policies page applies to every journal, book and proceedings volume.

01

What we mean by originality

A manuscript is original when it presents the authors' own work, has not been published before in any form that is accessible to the public, and is not under consideration anywhere else. Where it builds on other work, it says so clearly and gives credit. Originality is a minimum, not a measure of merit: a manuscript can be original and still not meet the journal's standard.

02

Plagiarism

Plagiarism is presenting someone else's words, ideas, data or structure as one's own without proper acknowledgement. It can be deliberate or careless; either way the journals take it seriously, and a careless breach is not excused by lack of intent, although intent is taken into account when deciding what to do.

- **Copying text.** Using sentences or passages from another source without quotation marks and a citation.
- **Paraphrase that stays too close.** Changing a few words in someone else's sentence is still copying. A paraphrase restates the idea in the author's own words and structure and cites the source.
- **Using ideas without credit.** Presenting another person's argument, framework or finding as the author's own, including from unpublished work the author saw as a reviewer or colleague.

- **Translation plagiarism.** Translating another author's work and presenting it as new.
- **Self-plagiarism.** Reusing one's own earlier published text or data without saying so (see below).

The right way to use another's words: put short quotations in quotation marks and cite them; set longer quotations apart as block quotes with the source; and for paraphrase, restate the idea in your own words and still cite. Use the journal's citation style (OSCOLA) for all of it.

03

Duplicate and redundant publication

Authors must not publish the same work twice, split one study into several overlapping papers to increase their number of publications, or submit a manuscript that substantially overlaps with their own earlier work without saying so. Where earlier material is reused (for example a thesis chapter, a conference paper or a preprint), the author discloses it in the cover letter and in the manuscript, cites it, and makes clear what is new. A thesis, a preprint on a recognised server, or a talk is not prior publication, but it must be disclosed.

Text recycling in the methods or background section of related work is judged by the editor in context, with a view to whether the reader would be misled about what is new.

04

How we check

Every submission is screened for originality **before** it is sent to reviewers, using similarity-checking software run on the anonymised manuscript. Reviewers and editors also read with originality in mind, and any reader who suspects a problem in a published article can report it.

A similarity report is a tool, not a verdict. We do not apply a single percentage as an automatic pass or fail. The editor looks at the report and judges what the overlap consists of: quotations that are properly marked and cited, standard phrases, references and the author's own earlier disclosed work are treated differently from unmarked passages copied from other sources. Overlap concentrated in one source, or in the argument or the analysis rather than in the background, counts for more than a scattering of short matches.

05

What happens when a problem is found

FINDING	TYPICAL RESPONSE
Minor and clearly careless: missing quotation marks or citations, close paraphrase of a few passages	The manuscript is returned for correction and a revised similarity check before review continues.
Substantial overlap with other work, or undisclosed reuse of the author's own work	The manuscript is declined. The author is told why and may be asked for an explanation.
Serious or deliberate plagiarism, fabrication or falsification	The manuscript is declined, the matter is handled under the Publication Ethics procedure, and the journal may report it to the author's institution or funder and refuse later submissions for a set period.
Found after publication	The article is corrected or retracted as described in the Corrections and Retractions policy.

Authors are always given a fair chance to respond before a final decision on a case of suspected misconduct.

06

Images, data and quotations

Images, tables and long quotations from other works need permission or an appropriate licence, which the author supplies with the submission. Data, where the work relies on any, must be reported honestly and be available to the editor on request. Images or data that have been created or altered with generative AI are covered by the Generative AI policy.

07

Preprints and earlier versions

Posting a preprint, thesis or working paper does not stop an author from submitting the work. The author should say so in the cover letter, give the link, and keep the preprint's wording consistent with the submitted version. Because review is double-blind, authors should remember that a public preprint can reveal their identity; this is the author's choice and does not by itself prevent review.

PUBLISHING POLICIES · FULL POLICY

Generative AI Policy

Generative AI tools can help with language, but they cannot take responsibility for scholarship. This policy sets out what authors, reviewers and editors may and may not do with them, and how to disclose use.

Version 1.3 · November 2026 · This is the full text. The **summary** on the policies page applies to every journal, book and proceedings volume.

01

Principles

- **People remain responsible.** The named authors are accountable for everything in their manuscript, including any text, citation or analysis produced with the help of a tool. Reviewers and editors are accountable for their reports and decisions.
- **AI is not an author.** A tool cannot be listed as an author or co-author, because it cannot give consent, hold copyright, take responsibility, or answer questions about the work.
- **Confidentiality comes first.** Unpublished manuscripts, reviews and decision letters are confidential and must not be given to tools that store or learn from what they receive.
- **Be open about use.** Use that goes beyond basic language help is disclosed, so that readers and editors can judge the work knowing how it was made.

02

Authors

What is allowed

- Using a tool to improve the language, grammar, clarity or readability of text the author wrote. This does not need disclosure, although authors may disclose it, and they remain responsible for the result.
- Using tools for purposes such as spell-checking, reference formatting or translation of the author's own text, again with responsibility remaining with the author.

What is allowed only with disclosure

- Using a generative AI tool to help with literature searching, outlining, summarising sources or drafting passages, or to analyse data. Authors must check that every statement, citation and quotation is real and correct against the original source, and must disclose the use as set out below. A tool's output must never be cited as a source of authority, and authors must not cite sources they have not read.

What is not allowed

- Listing a tool as an author, or giving a tool credit as a contributor.
- Creating or altering research data, results, figures or images with a generative tool without full disclosure in the manuscript. Where such use is disclosed, the editor decides whether it is acceptable, and may refuse work whose data or figures were generated by a tool.
- Presenting AI-generated text, analysis or citations that the author has not verified.
- Using a tool to disguise copied material or to generate a response to peer review that the author has not read and approved.

How to disclose

Add a short statement in the declarations (after the conclusion) that names the tool and version, says what it was used for, and confirms that the authors reviewed and take responsibility for the content. For example:

> During the preparation of this work the authors used [tool name, version] to [purpose, for example "check the grammar of the introduction" or "suggest an outline for section 3"]. The authors reviewed and edited the output and take full responsibility for the content of the publication.

03

Reviewers

- A reviewer must not upload a manuscript, any part of it, or their review comments about it to a generative AI tool, because that would disclose confidential material.
- A reviewer must not ask a tool to assess the manuscript or write the review. The evaluation must be the reviewer's own.

- A reviewer may use a tool to improve the language of a review they have written themselves, as long as no part of the manuscript is entered into the tool.
- If a reviewer believes that the manuscript they are reviewing has been written or altered by a generative tool without disclosure, they tell the editor and give their reasons.

04

Editors

- Editors must not upload a submitted manuscript, a review, or a decision letter that discusses a manuscript to a generative AI tool.
- Editorial decisions and correspondence must reflect the editor's own judgement. A tool must not be used to make or draft a decision.
- Editors who use a tool for language only, on text of their own that has no confidential content, remain responsible for what they send.
- Editors may use tools for administrative checks that do not involve confidential content.

05

Detection and sanctions

The journals do not rely on AI-detection software as proof, because such tools are unreliable and can wrongly flag the work of authors who write in a second language. A concern about undisclosed use is raised on the basis of evidence, such as citations that do not exist, statements that the author cannot support, or the manuscript's own text, and the author is asked to explain.

Undisclosed or prohibited use is handled under the Publication Ethics procedure. In a published article, undisclosed use that affects the work can lead to a correction or a retraction as described in the Corrections and Retractions policy.

06

Keeping this policy up to date

Tools and practice are changing quickly. We review this policy regularly in light of guidance from COPE and the scholarly community, and each journal's Author Guidelines point to the current version.

PUBLISHING POLICIES · FULL POLICY

Corrections, Retractions and Withdrawals

Published scholarship sometimes needs to be corrected or taken back. This policy says what each action means, when we use it, and how readers can tell what happened.

Version 1.3 · November 2026 · This is the full text. The **summary** on the policies page applies to every journal, book and proceedings volume.

01

Principles

A published article is part of the scholarly record. We do not quietly change or delete it. When something has to change, the change is made openly, is linked to the original, and says what was changed and why. We follow COPE's retraction guidelines.

02

The actions we use

Correction

Used when a published article contains an error that does not invalidate its findings, for example a wrong citation, a missing author, an incorrect figure caption, or a typographical error that affects meaning. It is called an *erratum* when the error was the publisher's and a *corrigendum* when it was the author's. A correction notice is published and linked to the article, and, if the error is in the production process and the change is minor, the article itself may be updated with a note recording the change.

Expression of concern

Used when a serious concern has been raised about an article, the investigation is not finished, and readers should be told in the meantime. The notice is linked to the article and replaced by a correction or retraction, or withdrawn, once the matter is settled.

Retraction

Used when an article cannot be relied on: for example, major error that invalidates the findings, fabricated or falsified data or sources, plagiarism, redundant publication without disclosure, unethical research, undeclared conflicts that change how the work should be read, or authorship misconduct. A retraction notice is published and linked, the article remains available and is marked as retracted, and the reasons are stated.

Withdrawal of a submission

An author who wishes to withdraw a manuscript that is still under review should contact the editorial team as early as possible, through the journal's submission system. Requests are evaluated case by case. A manuscript cannot be withdrawn while a misconduct investigation about it is open.

Withdrawal of a published article

Used for an article that has been accepted or published online as a "forthcoming" or provisional version but not yet issued, when it contains an error, or has been duplicated, or has been published by mistake. A withdrawn article is replaced by a notice that gives the reason.

Removal

An exceptional action, used only when an article is clearly defamatory, infringes someone's legal rights, is the subject of a court order, or poses a serious risk to health or safety, or contains information that must not be published. A notice records that the content was removed and why. Metadata stays on record.

Replacement

Used when an article is replaced by a corrected version because the correction is too extensive to describe in a notice. The earlier version is retained and linked, and the change is explained.

03

How a decision is made

1. **A concern is raised** by a reader, author, reviewer, editor or institution. See the Publication Ethics procedure.
2. **The editor-in-chief assesses it** with the publisher and, where needed, outside experts, and the authors are given the opportunity to respond.

3. **A decision is made** on the evidence. Where the authors acted in good faith and the error is honest, a correction is preferred to a retraction. Authors who discover an honest error in their own work and report it promptly will not be penalised for doing so.
4. **The notice is published** and linked to the article, with a DOI of its own once the journal registers DOIs, and the metadata sent to indexing services is updated.

Authors of a retracted article are told in writing before the notice is published, and may submit a written response, which may be published with the notice if the editor judges it appropriate.

04

What a notice contains

- The title, authors and publication details of the article it concerns, linked to it.
- Who is acting (the editor, the publisher, the authors or their institution) and the date.
- The reason, stated plainly and without defamatory language.
- For a retraction, whether the findings are considered unreliable, and, where it is relevant and has been established, whether the cause was an honest error or misconduct.

05

Availability and indexing

Retracted articles are not deleted. The article stays on the journal's website, marked clearly as retracted on every version, so that the record of the retraction travels with it and so that those who have cited it can see what happened. Where the publisher deposits metadata with indexing services or archives, it tells them about the change.

06

Post-publication discussion

Published articles can be discussed, questioned and challenged. Careful comment on published work is part of how research is checked and improved, and we welcome it, as long as it is made through a route that keeps the discussion attached to the article and open to a reply.

How to take part. Send a comment or letter to the editor to the journal's editorial office, using the contact details on the journal's Contact page, with the subject line "Comment on [article title]". Include your name, your affiliation (if any), the article it concerns, and what you

want to raise: a question, a disagreement with the methods or conclusions, an alternative reading of the data, or additional evidence. Concerns about the integrity of an article (for example suspected fabrication, plagiarism, undeclared conflicts, or errors that may change the findings) are not treated as comments. They follow the Publication Ethics procedure and the actions described in sections 02 and 03 above.

What we publish. A comment is considered for publication when it is relevant to the article, specific, supported by argument or evidence, and written in a professional tone. We do not publish personal attacks, defamatory statements, unsupported accusations, advertising, or comments on matters unrelated to the article. The editor-in-chief decides, or another editor who was not involved with the original article if the editor-in-chief handled it. Comments that raise technical points may be sent to an independent reviewer. The decision rests on the quality and relevance of the comment, not on whether it agrees with the article.

Reply by the authors. The corresponding author of the original article is sent the comment and invited to reply, normally within 30 days. A reply is considered under the same standards. If the authors decline or do not reply, the comment may still be published, with a note saying so.

How it appears. A published comment and any reply are linked to the original article, labelled clearly as a comment or reply, given their own citation details (and a DOI once the journal registers DOIs), and published under the journal's licence. The original article stays unchanged unless the discussion leads to a correction, an expression of concern or a retraction.

Conditions. Comments on an article are normally accepted for 12 months after its publication; later comments are considered when they raise a significant new point. We do not publish anonymous comments: your name and affiliation appear with your comment. If you fear retaliation, tell the editorial office, and raise an integrity concern in confidence under the Publication Ethics procedure. A person who comments declares any competing interest relating to the article or its authors, as authors and reviewers do.

Outside the journal. Readers may also discuss articles elsewhere, for example on social media or on post-publication review platforms. We do not monitor those spaces, but a serious concern that reaches us from there is handled under the Publication Ethics procedure.

Where discussion leads. If a comment shows an error, we proceed as described under "How a decision is made", and the outcome (correction, expression of concern, retraction, or no action) is communicated to the person who raised it where that is appropriate.

07

Author requests

An author may ask for a correction or withdrawal. A request to remove an article from the record because the author has changed their mind, or for reasons of career or reputation, is normally refused, because the record must be kept. Requests based on safety, privacy or legal grounds are considered individually, and the publisher will consult the editor-in-chief.

Name changes: an author who has changed their name (for example after a change in gender identity or religion) can ask for their name to be updated on published articles and metadata, without a notice, and in confidence.

PUBLISHING POLICIES · FULL POLICY

Copyright, License and Open Access

Authors keep their copyright. Every article is free to read from the day it is published and can be reused, with credit, under a Creative Commons licence.

Version 1.3 · November 2026 · This is the full text. The summary on the policies page applies to every journal, book and proceedings volume.

01

Open access

Every article, book and proceedings paper that Cipta Aksara Literasi Media publishes is free to read immediately on publication, with no subscription, registration or paywall, and no embargo period. Readers pay nothing, and Cipta Aksara Literasi Media journals currently charge authors nothing to submit, to have a manuscript reviewed, or to publish. The funding model is described in the Business Model policy.

02

Who owns the copyright

Authors retain copyright in their work. By publishing with Cipta Aksara Literasi Media, authors do not transfer copyright. They grant the journal a **non-exclusive licence** to publish, distribute, archive and preserve the article, and to make it available through indexing services, repositories and archives. If an author's employer or funder holds rights in the work, the author is responsible for having the right to grant this licence.

03

The licence readers receive

Articles are published under the **Creative Commons Attribution 4.0 International (CC BY 4.0)** licence. Anyone may copy, redistribute, remix, transform and build on the material for any purpose, including commercial purposes, provided they give appropriate credit to the author(s) and the source, link to the licence, and say if changes were made. The credit should name the author(s), the article title, the journal and the DOI or web address.

The full licence text is at creativecommons.org/licenses/by/4.0. The licence applies to the article as published; it does not extend to third-party material (such as images) that the article reproduces under its own licence or by permission, which is marked where it appears.

04

What authors may do

- Reuse, adapt and republish their own article, in whole or in part, in their own later work, a book, a thesis, teaching materials or a presentation, with credit to the original publication.
- Post any version of the article, including the published version, on a personal or institutional website, in a repository, or on a preprint server, with a link to the published article.
- Share it with colleagues and on social media.

Authors keep these rights without needing to ask.

05

What authors confirm when they submit

- The work is the author's own and original, and does not infringe anyone's copyright or other rights.
- Where the work includes third-party material (figures, tables, long quotations), the author has the permission needed to publish it under the article's licence, or says clearly that it is excluded from the licence.
- All the authors agree to publication under these terms.

06

What readers may do

Readers may read, download, print, copy and share articles freely, and may reuse them under the licence above. Text and data mining are permitted. No permission is needed, but credit is required.

07

Disclaimer

The views expressed in an article are those of its authors and not of the journal, the editors or the publisher. Nothing in a legal article is legal advice. Cipta Aksara Literasi Media and the editors accept no liability for the use of the information published.

08

Preservation and indexing

Metadata and full texts are preserved and made available through archives and indexing services, as described in the Archiving policy, so that the licence continues to apply for as long as the article is available.

PUBLISHING POLICIES · FULL POLICY

Complaints and Appeals

If you believe a journal has treated you or your work unfairly, or you disagree with an editorial decision, this is how to raise it and what you can expect.

Version 1.3 · November 2026 · This is the full text. The **summary** on the policies page applies to every journal, book and proceedings volume.

01

What this policy covers

This policy covers (1) **complaints** about how a journal or the publisher has acted, for example delays, poor communication, a breach of confidentiality, or alleged bias, and (2) **appeals** against an editorial decision to decline a manuscript. Concerns about research or publication misconduct, such as plagiarism or fabricated data, follow the Publication Ethics procedure instead.

02

Making a complaint

1. **Write to the journal's editorial office first** through the contact page of the journal, setting out what happened, when, and what outcome you ask for. Please include the manuscript number if one applies.
2. **The editorial office acknowledges** the complaint within **5 working days** and passes it to someone who was not involved in the matter.
3. **A substantive reply** is sent within **30 days**. If the matter needs longer, you are told why and when to expect an answer.
4. **If you are not satisfied**, you may ask the publisher to review how your complaint was handled, through the publisher's contact page. The publisher looks at the process and the reasoning, and replies within 30 days.

Complaints about an editor-in-chief go straight to the publisher.

03

Appealing a decision

Editorial decisions rest on the editor's judgement and are not reopened lightly. Disagreement with the reviewers' view of the merits is not, on its own, grounds for appeal. An appeal can be made if:

- the decision rested on a **factual or procedural error**, for example a misreading of the manuscript, a review that is clearly mistaken or unprofessional, or a failure to follow the journal's own process;
- there was a **conflict of interest** or evidence of bias affecting the editor or a reviewer; or
- there is **new evidence** bearing on the decision which could not have been provided earlier.

How to appeal

1. Write to the journal within **30 days** of the decision, stating the grounds and attaching any supporting information, together with a point-by-point response to the reasons given for declining.
2. The editor-in-chief, or, if the editor-in-chief made the decision, another senior editor who was not involved, reviews the appeal. They may ask for further comment from the original editor, seek an additional independent review, or decide on the papers.
3. The author is told the outcome and the reasons in writing within **30 days** of the appeal being received. The outcomes are: the decision stands; the manuscript is sent for further review; or the decision is reversed and the manuscript is reconsidered.
4. The decision on an appeal is **final**. A manuscript is appealed once only.

Authors should not submit the same manuscript elsewhere while an appeal is under way.

04

Fair handling

- Complaints and appeals are treated confidentially and shared only with those who need to know to resolve them.
- Nobody is penalised for making a complaint in good faith. We do not treat an author who appeals any differently in later submissions.
- Abusive, threatening or repeated complaints that raise nothing new may be closed with a final reply.

- The journal keeps a record of the complaint and its outcome, and uses the pattern of complaints to improve its process.

05

Outside our process

If a complaint is about the publisher's conduct and has been through the publisher's review, COPE publishes a process for complaints about its members, and you may contact COPE after you have used the journal's and the publisher's own procedures first.

PUBLISHING POLICIES · FULL POLICY

Privacy Statement

What personal data Cipta Aksara Literasi Media collects when you use a journal, the Hub or our contact form, what we use it for, who else sees it, and the choices you have.

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01

Who we are

Cipta Aksara Literasi Media (Perseroan Perorangan) is a publisher domiciled in Kabupaten Magelang, Indonesia. We are the controller of the personal data described here. To contact us about your data, use the contact page.

02

What we collect

WHEN	DATA
You register a journal account	Name, email address, affiliation, country, username and password (stored hashed); optional ORCID iD, biography, areas of expertise.
You submit a manuscript	The manuscript and supporting files, metadata (title, abstract, keywords), details of each author including email and affiliation, funding and conflict declarations, and your correspondence with the editors.
You review a manuscript	Your review, recommendation, comments to the editor and author, and the dates of invitation, acceptance and delivery.
You edit or manage a journal	Records of your editorial decisions and actions in the system.
You use the Hub	The email address you sign in with, a sign-in record, and the information the Hub reads from the journal system about your own submissions and reviews. The Hub does not create journal accounts.
You use the contact form	The details you type in, your message, and the information the anti-spam check needs.
You apply to join an editorial team	Your name, email address, institution, country, the role and journals you choose, your areas of expertise, a link to your ORCID iD or academic profile, and any note you add. It reaches us through the Call for Editors page.
You visit our sites	Technical data such as IP address, browser type, the pages requested and the time, kept in server logs, and a session cookie that keeps you signed in.

03

What we use it for

- **Running the editorial process:** receiving, reviewing, deciding on, editing and publishing manuscripts, and communicating with authors, reviewers and editors.
- **Running accounts and sign-in**, including the Hub.
- **Sending service email** about your submissions and reviews, such as acknowledgements, review invitations and decisions.
- **Answering your messages** through the contact form.
- **Assessing applications** to join a journal's editorial team, and replying to the applicant.
- **Keeping the service secure,** preventing abuse and fixing faults.
- **Meeting legal and ethical duties,** including investigating misconduct and keeping the scholarly record.
- **Preserving published articles** and indexing them so that they can be found and cited.

We use your data only for the purposes above, which are the stated editorial purposes of the journal, book or proceedings volume concerned. We do not sell personal data, and we do not use it for advertising.

04

On what basis

We process personal data where it is needed to provide the service you asked for (for example, to handle your manuscript), where you have given consent (for example, if you add optional details to your profile or ask us to contact you, or apply to join an editorial team), where the law requires it, or where it is necessary for the legitimate interest of running a trustworthy publication, such as security and the integrity of the scholarly record.

05

What becomes public

Publication is public by nature. If your article is published, your name, affiliation, ORCID iD (if you provided it), and the article's metadata and full text are published openly and sent to archives and indexing services. Because the scholarly record has to be stable, that

information is not removed on request, except in the narrow circumstances described in the Corrections policy. Submissions that are declined, the reviews, and the reviewers' identities are not published.

The journals use double-blind review, so reviewers do not see author identities and authors do not see reviewer identities.

06

Who else sees your data

- **Editors and editorial staff** of the journal concerned, who see what they need to run the process.
- **Editors who manage the journals you apply to**, and the administrators of our Hub, who read applications there. An application is never shown on a journal's site, and your name is listed only if you are appointed and have agreed in writing.
- **Reviewers**, who see the anonymised manuscript and not the author's identity.
- **Service providers** who process data on our behalf: our hosting provider, an email delivery service that sends service messages, and a form-handling service with an anti-spam check that processes contact-form messages and, as a backup copy, applications to join an editorial team. They may use the data only to provide their service to us.
- **Google,** if you choose to sign in to the Hub with a Google account, which tells us your verified email address and name.
- **Authorities and institutions** where the law requires it, or in a misconduct case, where we may inform your institution, employer or funder, as described in the Publication Ethics procedure.
- **Preservation and indexing services**, for published articles only.

Your data is stored on our servers in Indonesia and with the providers above, which may process it elsewhere. We use contractual and technical safeguards that are appropriate for the data.

07

How long we keep it

- **Published articles and their metadata:** permanently, as part of the scholarly record.

- **Manuscripts that are not published, and the reviews of them:** for as long as needed to deal with appeals, complaints and misconduct questions, and for the journal's records, and then deleted or anonymised.
- **Accounts:** until you ask us to close them. Closing an account removes the profile; it does not remove your role in articles you have authored.
- **Applications to join an editorial team:** up to 12 months from the date you apply, then deleted automatically, unless you are appointed, in which case we keep the application with your editorial records. We also delete the notification emails about it within the same period. You can ask us to delete your application at any time.
- **Contact-form messages and server logs:** kept for a limited period needed for answering and security.

08

Your rights

Under Indonesia's Personal Data Protection Law (Law No. 27 of 2022), you may ask us for access to the personal data we hold about you, to correct it, to delete it, to restrict or object to its use, to withdraw consent you gave, and to receive a copy of your data. We will reply to a request within a reasonable time, and tell you if we cannot comply, and why (for example where data is part of the published record or must be kept by law).

To use these rights, write to us through the contact page. You may also complain to the data protection authority in Indonesia.

09

Cookies

The journals use a session cookie that keeps you signed in; it is needed for the service to work. The contact form uses an anti-spam check that may set its own cookies. We do not use advertising cookies.

10

Security

We protect data with measures such as encrypted connections (HTTPS), hashed passwords, access limited to people who need it, and regular backups. No system is completely secure; if a breach affects your personal data, we will tell you and the authorities as the law requires.

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Changes to this statement

We may update this statement. The date at the top shows which version applies, and significant changes will be announced on the site.

Version 1.1, 8 October 2026: added applications to join an editorial team (what we collect, why, who sees them and how long we keep them). No other policy changed in this version.