**Plagiarism Policy for Manuscript Submission and Publication**

The purpose of this policy is to ensure academic integrity and maintain the quality of work published by DIT.ADS International Multidisciplinary Research Journal. Plagiarism is strictly prohibited and will not be tolerated. This policy outlines the procedures for checking manuscripts for plagiarism and the consequences for any violations.

**Definition of Plagiarism**  
Plagiarism refers to the practice of using someone else's work, ideas, or intellectual property without proper acknowledgment or permission. This includes, but is not limited to, copying text, ideas, or data without citation, paraphrasing others’ work without appropriate attribution, and submitting someone else’s work as one’s own.

**Manuscript Submission and Checking Process**

1. **Initial Submission:** Authors submitting manuscripts must ensure that the content is original and properly cited. Any text, data, or ideas that are borrowed from other sources should be clearly referenced according to the publication's citation guidelines.
2. **Plagiarism Screening:**
   * Upon receipt of a manuscript, it will undergo a plagiarism check using a reputable plagiarism detection tool (e.g., Turnitin, iThenticate).
   * The manuscript will be assessed for similarity against published sources and other submitted papers within the database.
3. **Evaluation of Results:**
   * If the plagiarism check reveals a similarity index above 20%, the manuscript will be reviewed further by the editorial team to determine the extent and context of the matches.
   * The editorial team will consider whether the similarities are properly cited, if they constitute an infringement on academic integrity, or if the work includes content that is excessively similar to other sources without sufficient originality or citation.

**Consequences of Plagiarism**

1. **Minor Infractions:**
   * If the plagiarism is found to be unintentional or minor (e.g., improper citation or a small degree of overlap), the authors will be notified and given an opportunity to correct the manuscript by providing proper citations or making revisions.
   * The manuscript may be sent back for revision and resubmission.
2. **Major Violations:**
   * If the plagiarism is substantial or deliberate, the manuscript will be rejected, and the authors will be informed that their submission has been disqualified due to plagiarism.
   * Authors found to have committed serious plagiarism may be banned from submitting future manuscripts to DIT.ADS IMRJ.
3. **Retraction of Published Articles:**
   * If plagiarism is detected after the manuscript has been published, the article will be retracted, and a notice of retraction will be published in the journal.
   * The author(s) will be informed of the decision, and further action may be taken depending on the severity of the plagiarism.

**Prevention and Education**

* Authors will be encouraged to familiarize themselves with proper citation practices and plagiarism prevention techniques.
* The journal will provide resources on how to properly cite sources, paraphrase appropriately, and avoid unintentional plagiarism.

**Conclusion**  
This policy aims to uphold the highest standards of academic integrity. We are committed to providing a fair and transparent process for manuscript evaluation while ensuring that the work published is of the highest ethical quality.

**Instructions for Authors: Submission to Publication Process**

Thank you for choosing DIT.ADS IMRJ for your manuscript submission. Below are the detailed instructions regarding the process from submission to publication. Please read carefully to ensure your manuscript meets our requirements and to understand the timeline for review and publication.

**1. Manuscript Submission**

* All manuscripts must be submitted electronically via email or online submission at <https://ditadsresearchcenter.com>
* Authors should ensure that their manuscript is fully formatted according to our submission guidelines. Please refer to the "About the Journal" section on our website for detailed instructions on formatting, referencing, and length.
* Include a cover letter with your manuscript submission. The cover letter should briefly explain the significance of your work and its relevance to DIT.ADS IMRJ's scope.
* Upon submission, you will receive a confirmation email acknowledging the receipt of your manuscript.

**2. Initial Evaluation and Screening (Week 1-2)**

* Upon submission, our editorial team will conduct an initial review of the manuscript to assess its relevance to the journal's scope and quality.
* During this phase, the manuscript will undergo a plagiarism check using reputable plagiarism detection software.
* If the manuscript passes the initial review, it will be assigned to appropriate reviewers for peer review. If it does not meet our standards, it may be rejected at this stage.

**3. Peer Review Process (Week 3-8)**

* Once your manuscript is assigned to reviewers, the peer review process will begin. The peer reviewers are experts in the field who will evaluate the quality, originality, and relevance of your research.
* This stage typically takes between 4 to 6 weeks. However, it may take longer depending on reviewer availability or the complexity of the manuscript.
* After the review, you will receive feedback from the reviewers, which may include suggestions for revisions or requests for additional data or analysis.
* If revisions are required, you will have a specified period (usually 2-4 weeks) to address the reviewers’ comments and resubmit your manuscript.

**4. Final Decision and Editing (Week 9-13)**

* Following the submission of your revised manuscript, the editor will make a final decision based on the reviewer feedback and your revisions.
* If your manuscript is accepted, it will proceed to the final editing stage. Our editorial team will ensure that your manuscript adheres to the journal’s formatting and style guidelines.
* Please note that, in rare cases, further rounds of revision may be requested during this stage if additional adjustments are necessary.

**5. Publication (Week 14-30)**

* Once the final manuscript is approved, it will be queued for publication. Please note that publication can take anywhere from 13 weeks to a maximum of 30 weeks from the date of submission, depending on various factors such as journal issue schedules, content flow, and formatting needs.
* You will be notified once your article has been scheduled for publication. If there are any delays or issues, you will be informed promptly.

**6. Post-Publication**

* After publication, your article will be made available online and included in the next available print issue. You will receive a link to your article along with a DOI for citation purposes.
* If you wish to make any post-publication corrections or address any concerns, please contact our editorial team.

**Additional Notes:**

* Please ensure that all co-authors are in agreement with the submission and that any necessary ethical approvals (e.g., IRB, ethics committee) are obtained before submitting.
* Authors are encouraged to follow up with the editorial team if they have not received an update within the outlined timeline.

Thank you for submitting your manuscript to DIT.ADS IMRJ. We appreciate your patience and cooperation throughout the review and publication process. If you have any questions, feel free to reach out to our editorial office at R188 Metro Square, Zone 2, Iponan, Cagayan de Oro City, or email us at [ditadsimrj@ditadsinternationalmultidisciplinaryresearchjournal.net](mailto:ditadsimrj@ditadsinternationalmultidisciplinaryresearchjournal.net).

**Article Processing Charges (APC)**

At DIT.ADS IMRJ, we strive to provide a transparent and straightforward publication process. To cover the costs associated with peer review, editing, and publication, we charge an Article Processing Charge (APC) for accepted articles.

The APC for each article is **$130 USD (or 7,000 PHP)**. This fee covers all publication-related expenses, and there are **no additional hidden fees** associated with the submission, review, or publication process.

The fee is applicable upon acceptance of your article for publication. Payment instructions will be provided once your article has passed the peer review process and is ready for publication.

We are committed to providing a smooth and clear process, and we appreciate your support in helping us maintain high standards of academic publishing. If you have any questions regarding the APC or the payment process, please feel free to contact us at [ditadsimrj@ditadsinternationalmultidisciplinaryresearchjournal.net](mailto:ditadsimrj@ditadsinternationalmultidisciplinaryresearchjournal.net).

**Article Processing Charges (APC) Waiver/Discount Policy**

The purpose of this policy is to support students and early-career researchers by offering a waiver or discount on the Article Processing Charges (APC) for accepted manuscripts submitted to DIT.ADS IMRJ. We recognize that financial constraints can sometimes pose a barrier to publication, and we are committed to fostering inclusivity and accessibility in academic publishing.

**Eligibility for Waiver/Discount:**  
The APC waiver or discount is available to **students** (undergraduate) who are the first author of the manuscript and are currently enrolled in a recognized academic institution. Early-career researchers who are in the early stages of their academic careers and who meet certain criteria may also be considered for a discount or waiver.

**Types of Waivers/Discounts:**

1. **Full Waiver:**
   * A full waiver of the APC may be granted to students who are the first author and can demonstrate financial hardship or lack of funding opportunities for publication.
   * To apply for a full waiver, students must submit documentation (e.g., proof of enrollment, financial hardship statement) along with their manuscript submission.
2. **Discounted APC:**
   * Students may be eligible for a **50% discount** on the APC if they are the first author and their institution or research program does not provide funding for publication costs.
   * The discount will be applied to the standard APC fee of **$130 USD (or 7,000 PHP)**, bringing the cost down to **$65 USD (or 3,500 PHP)** for eligible students.
   * Documentation confirming the student's status and lack of funding must be submitted for consideration.

**Application Process:**

1. **Eligibility Confirmation:**
   * When submitting your manuscript, please indicate your student status and request the waiver or discount in your cover letter or submission form.
   * You will be asked to provide supporting documentation, such as a student ID, enrollment confirmation, or a letter explaining your financial need.
2. **Review and Approval:**
   * Each waiver or discount request will be reviewed by the editorial team, who will assess the eligibility based on the provided documentation.
   * You will be notified of the decision along with the outcome of the peer review process.
3. **Payment:**
   * Once your article is accepted, and the waiver/discount has been approved, the adjusted APC amount will be communicated. The payment instructions will be sent to you once the final version of your manuscript is accepted for publication.

**Conditions:**

* Waivers and discounts are subject to approval and based on the availability of funds.
* The waiver/discount applies only to the Article Processing Charges (APC) and does not cover any additional costs, such as those for supplementary materials or special publication formats.
* The waiver/discount is non-transferable and can only be applied to the manuscript for which it was requested.
* Students who have received a waiver or discount may not be eligible for further reductions for future submissions to the journal.

**Conclusion:**  
We are committed to ensuring that financial barriers do not hinder the ability of students and early-career researchers to publish their work. This waiver/discount policy aims to make the publication process more accessible and inclusive, fostering a diverse range of voices in the academic community.

For any questions or further information about the waiver/discount policy, please contact us at [ditadsimrj@ditadsinternationalmultidisciplinaryresearchjournal.net](mailto:ditadsimrj@ditadsinternationalmultidisciplinaryresearchjournal.net).

**Copyright Policy for Authors**

The purpose of this policy is to establish clear guidelines regarding the copyright of manuscripts submitted to DIT.ADS IMRJ once the authors have agreed to publish their research work. This policy ensures that both the authors’ rights and the journal’s rights are respected and upheld throughout the publication process.

**Copyright Transfer Agreement:**  
Upon the acceptance of a manuscript for publication, the corresponding author will be required to sign a **Copyright Transfer Agreement** (CTA). By signing this agreement, the author(s) agree to transfer the copyright of the accepted work to DIT.ADS IMRJ. This transfer will allow the journal to legally publish, distribute, and manage the content.

**To download the Copyright Transfer Agreement form, please visit the "Download" tab on our website.**

**Scope of Copyright Transfer:**

1. **Ownership:**
   * Upon publication, DIT.ADS IMRJ will hold the copyright for the article. The copyright will be in effect for the duration of the article's existence as part of the journal’s publication.
   * Authors retain the right to use their article for personal, academic, or non-commercial purposes, including the ability to distribute the work in other forms (e.g., presentations, academic repositories), but not for commercial exploitation.
2. **License for Usage:**
   * Authors are granted a **non-exclusive license** to reuse and share their article, with proper attribution, in accordance with the licensing terms of the journal. This includes posting the article on personal or institutional websites, using it in presentations, and sharing it with colleagues.
   * Authors may also post a preprint version of their article before publication or in accordance with the journal’s policy on preprints.
3. **Commercial Use and Reprints:**
   * Authors may not exploit the article commercially or allow third parties to do so without prior written permission from the journal.
   * Authors may request reprints of their article, and the pricing for reprints will be provided upon request.

**Exceptions:**

1. **Third-Party Content:**
   * If the article contains third-party content (e.g., figures, tables, or excerpts from other works), the author is responsible for obtaining the necessary permissions for its use. The journal does not take responsibility for any copyright issues related to third-party content included in the work.
2. **Institutional and Repository Deposits:**
   * Authors are permitted to deposit a version of their manuscript in institutional or public repositories after the article is published in the journal, subject to the licensing terms agreed upon with the journal.

**Moral Rights:**

* Authors retain their moral rights to the work, including the right to be identified as the author of the work and to object to any distortion, mutilation, or modification of their work that could harm their reputation.

**Copyright Infringement and Responsibility:**

* Authors are responsible for ensuring that their work does not infringe on the copyright of others. If an article is found to violate copyright law, the author will be held responsible for any legal consequences, including financial penalties.

**Conclusion:**  
This copyright policy is designed to protect both the authors' rights and the journal’s interests while promoting the ethical and responsible sharing of academic work. It ensures that authors retain control over their intellectual property while also providing DIT.ADS IMRJ with the necessary rights to publish and distribute the article.

For any further questions or clarification about this policy, please contact us at [ditadsimrj@ditadsinternationalmultidisciplinaryresearchjournal.net](mailto:ditadsimrj@ditadsinternationalmultidisciplinaryresearchjournal.net).