

Journal of the International Ombudsman Association (JIOA)

IOA Ethical Expectations for Authors

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The [IOA Code of Ethics](#)¹ states that, in addition to the foundational principles of confidentiality, neutrality, informality, and independence, the IOA is dedicated to the pursuit of excellence and has a “commitment to promote ethical conduct.” It goes on to state that ombudsmen are expected to “be truthful and act with integrity.” The [IOA Standards of Practice](#)² conclude with “The Ombudsman endeavors to be worthy of the trust placed in the Ombudsman Office” (Section 4.8). The *JIOA* embraces these ethical principles and holds authors of manuscripts to these same standards.

All manuscripts submitted for publication to the *JIOA* will be assessed for adherence to ethical principles, including but not limited to:

1. **Originality.** Neither the manuscript nor its essential content has been published or is under consideration for publication elsewhere. Copies of papers submitted to other journals by any of the authors that address the same subject matter as the paper submitted to *JIOA* must be included with the submission. Failure to disclose related papers may lead to immediate rejection of the manuscript. Distribution on the Internet may be considered prior publication and may compromise the originality of the paper as a submission. In addition, all ideas or text drawn from other works must be appropriately cited.
2. **Authorship.** All persons designated as authors must qualify for authorship and must have contributed significantly to the concept and design of the work and the writing of the manuscript. All authors must have agreed to be listed as authors and must have seen and approved the manuscript’s content, the completed manuscript, and the manuscript’s submission to *JIOA*. Submission of a paper that has not been approved by all authors may result in immediate rejection without appeal. Any changes in authorship must be approved in writing by all the original authors. Names of those who contributed general support or technical help may be listed in an acknowledgment. *JIOA* will send an email questionnaire to each author to confirm receipt of each manuscript, to explain his/her contribution to the manuscript, and to get agreement to the conditions of publication such as the availability of data and materials. Authors also must disclose any conflicts of interest including all affiliations, funding sources, and financial or management relationships that could be perceived as potential sources of bias.
3. **Data and Materials Availability.** For papers that present empirical findings, it is expected that authors will meet all reasonable requests by any reader of *JIOA* for data and materials necessary to understand, assess, and extend the conclusions of the manuscript.

¹ <http://www.ombudsassociation.org/About-Us/IOA-Standards-of-Practice-IOA-Best-Practices/Code-of-Ethics.aspx>

² <http://www.ombudsassociation.org/About-Us/IOA-Standards-of-Practice-IOA-Best-Practices.aspx>

4. **Organizational Requirements.** The authors must have followed all relevant organizational guidelines, such as obtaining permission from their institutions to submit and publish the manuscript.

Authors must meet all ethical expectations before manuscripts are reviewed.