

Microsphere Code of Conduct for Editorial Board Members

By becoming a member of Microsphere's Editorial Board, you agree to:

1. **Research Ethics & Integrity** | uphold the highest ethical and integrity standards set by the scientific community, and demonstrate them in your work for the journal. If you have any work under investigation at an institution or another journal, you must notify Microsphere.
2. **Selfless Editing & Peer Review** | As an editor, you are expected to conduct peer review impartially, without any self-interest:
 - i. This means you should not use your knowledge of potentially competing work, either in progress or submitted elsewhere, to influence your timing and editorial judgment of manuscripts.
 - ii. Additionally, you should only make citation requests that are relevant to the submission, and avoid requesting or alluding to the citation of your own, your collaborators', or the reviewers' work during peer review. If reviewers make excessive or irrelevant citation requests related to their own or your work, you should alert the journal office via Email.
 - iii. If you have an actual, potential, or perceived conflict of interest with a manuscript, you must recuse yourself, unless approved by the journal office, and follow guidelines regarding competing interests.
3. **Ethical Peer Review** | As a peer reviewer, it's important to understand and follow ethical principles and practices, and to inform the journal of any possible unethical peer review behaviour.
4. **Confidentiality** | Before publication, avoid discussing the research with individuals outside of the review process. Notify the journal of any potential confidentiality violations
5. **Editorial Judgment & Quality** | It's important to prioritize high-quality and timely peer review and devote time to actively editing manuscripts.
 - i. It's important to promptly respond to invitations, reminders, and any inquiries from the journal staff. You should also inform them of any dates when you are unavailable.
 - ii. If your availability to edit manuscripts changes after you've been assigned, it's essential to notify the journal office promptly.
 - iii. When making editorial decisions and suggesting reviewers, you should utilize best practices. Your decisions and recommendations should be

based on clear and sound reasoning, and you should provide constructive and useful feedback.

6. **Diversity, Equity, & Inclusion** | It's crucial to recognize and acknowledge any personal biases, including unconscious biases, and how they could affect your work. You should be inclusive and encourage others to do the same, taking action to prevent bias against any individual, group, or region.
7. **Values in Action** | All individuals should be treated with kindness and respect. Any potential discrimination or harassment should be reported promptly. You should also be aware of how your editorial decisions may affect the careers and lives of authors and reviewers.
8. **Affiliation** | It's essential to disclose all institutional and commercial affiliations when you become a member of the Editorial Board, and to inform the journal staff of any significant changes

If an editor is found to be in violation of the Code of Conduct, Microsphere will discuss the matter with them, and their eligibility for Editorial Board membership may be affected. If you have any concerns that you would like to discuss with the journal staff, please contact the journal office via email.