



退稿與撤稿規範

Rules of Rejection and Retraction or Withdrawal

為維護《澳門科技大學學報》(人文社會科學版)之學術素質，防止出現學術不端行為(Ethical Misconduct)，編輯委員會下轄編輯部按「國際出版倫理委員會」(Committee on Publication Ethics)之規範，特訂定「退稿」與「撤稿」處理辦法，俾讓投稿者清晰明確其流程與規範。詳如下述：

In order to uphold the academic integrity of the *Journal of Macau University of Science and Technology* (Humanities and Social Sciences Edition) and prevent academic misconduct, the Editorial Board, under the jurisdiction of the Editorial Department, has established procedures for rejection and withdrawal in accordance with the guidelines of the Committee on Publication Ethics. These procedures aim to provide clarity and transparency to authors regarding the process and standards involved. The details are as follows:

一、〈退稿規定〉 *the Rules of Rejection of Manuscripts*

如稿件遇以下情況，編輯部將一律退稿，或永不錄用：

1. 稿件查重率超過百分之十或以上，當中包括抄襲、自我抄襲或未有妥當引註等狀況。
2. 稿件內容與《科大學報》(人文社科版)性質不符者。
3. 經編輯委員會討論，認為稿件無法通過初審者。
4. 違反《科大學報》(人文社科版)投稿體例或格式，拒絕修改者。
5. 發現一稿多投者，即便進入複審，逕予退稿。

If a manuscript falls into any of the following situations, the Editorial Department will reject it or permanently refuse its publication:

1. The similarity index of the manuscript exceeds 10%, including cases of plagiarism, self-plagiarism, or improper referencing.
2. The content of the manuscript does not align with the nature of the MUST Journal (Hum & Soc. Sci.).
3. After discussion by the Editorial Board, it is determined that the manuscript cannot

pass the initial review.

4. The manuscript violates the submission guidelines or format of the MUST Journal (Hum & Soc. Sci.) and the author refuses to make the necessary revisions.
5. If it is discovered that the manuscript has been submitted to multiple journals simultaneously, even if it has entered the peer review process, it will be rejected outright.

二、〈撤稿規定〉 *the Rules of Withdrawal or Retraction*

按現行國際出版撤稿方式主要分為兩種：

一、由編輯部主動撤稿；

二、由作者自行撤稿。以下為兩種撤稿方式之依據：

According to the current international publication withdrawal practices, there are mainly two ways to withdraw a manuscript:

(一)、由編輯部撤稿

1. 有明確證據證明文章所引用之研究成果不實，或有重大謬誤引致無效，或發現偽造數據，以求獲得相對成果者。
2. 與同行評審造假者。
3. 未有得到第三方同意而侵犯其所有權，及導致第三方名譽損失者。
4. 構成明顯抄襲。
5. 一稿多投；或沒有適當引用曾經發表過之文章，意圖重複發表者。
6. 內容包含未經授權所使用的數據或材料。
7. 侵犯他者著作權或其他版權，或存在嚴重之法律問題者（如：誹謗或侵犯隱私）。
8. 內容含有不道德之研究。
9. 未有告知其內容所帶來之利益衝突，並因此影響文章可信度者。
10. 編輯部認為文章內容不適合刊登者。

Withdrawal by the Editorial Department

1. There is clear evidence that the cited research findings in the article are untrue, contain significant errors rendering them invalid, or involve data fabrication to obtain relative results.
2. Collusion with peer reviewers.
3. Infringement of the intellectual property rights of a third party without their consent, resulting in reputational damage to the third party.
4. Clear cases of plagiarism.
5. Submitting the same manuscript to multiple journals or attempting duplicate

publication without proper citation of previously published articles.

6. Inclusion of unauthorized data or materials.
7. Infringement of copyright or other serious legal issues (e.g., defamation or invasion of privacy).
8. Conducting unethical research.
9. Failure to disclose conflicts of interest associated with the content, thereby affecting the credibility of the article.
10. Manuscripts deemed by the Editorial department to be unsuitable for publication due to their content.

(二)、由作者自行撤稿

1. 作者必須在文章刊登或發表前，填妥「撤稿申請表」，告知詳細原因，並親簽後傳至本刊電子郵箱。有關申請會送經編輯委員會討論，方才決定是否同意讓作者撤稿。
2. 如文章已於期刊上發表或在排版印刷中，除極具急切或有不可抗力之因由，不接受作者自行撤稿。
3. 如因刊登之文章造成一稿多投之責任，概由作者自行承擔。

Withdrawal by the author

1. Before the article is published or released, the author must complete a Withdrawal Application Form, provide detailed reasons, and sign it before submitting it to the journal's email. The application will be discussed by the Editorial Board, which will then decide whether to approve the author's request for withdrawal.
2. If the article has already been published or is in the process of typesetting and printing, withdrawal by the author will only be accepted in cases of extreme urgency or force majeure.
3. If the publication of the article results in responsibility for multiple submissions, the author will bear the responsibility themselves.

《澳門科技大學學報》(人文社會科學版)編輯委員會擁有最終解釋權。

The Editorial Board of the *Journal of Macau University of Science and Technology* (Humanities and Social Sciences) holds the ultimate authority for interpretation.