

## CODE OF CONDUCT AND ETHICS

### Introduction

Our Editorial Code of Conduct and Ethics is a statement of SHARIAsource's practices, how we operate, and what members of our community can expect from each other. It reflects – and implements – our commitment to a culture of academic inquiry, honesty, integrity, and accountability. This Code of Conduct and Ethics offers editors guidance and outlines what is expected of them while affiliated with SHARIAsource. Because no code or policy can anticipate every situation that may arise, personal judgment must be relied upon to determine the appropriate actions required to adhere to the spirit of this document.

### Scope

This Code of Conduct applies to all editors of SHARIAsource. In addition, individuals that represent SHARIAsource to the public are expected to adhere to this Code of Conduct and Ethics and any applicable contractual provisions when working on behalf of SHARIAsource.

All who represent SHARIAsource are expected to act in a manner that will enhance SHARIAsource's reputation for honesty, integrity and reliability.

### What We Aim For

We co-create an academically rigorous and healthy environment that is conducive to productive discussion and allows us all to exercise self-expression, innovative thinking, and full participation in community dialogue, guided by the following principles. SHARIAsource and its editors are guided by the following principles:

#### *Freedom of Academic Expression*

Editors are encouraged to write, edit, innovate, act, and lead with passion, energy, intelligence and respect for others.

#### *Respect for Varying Opinions*

We recognize the dignity of all individuals and respect and trust that we will have different opinions on important subjects.



## *Productive and Respectful Discourse*

We work to provide a discursive environment in which all are free to participate without fear of hostility, discrimination, intimidation, or harassment. SHARIASource will not tolerate discrimination, including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status.

## **Fundamental Guidelines of Ethical Behavior**

### *Integrity and Responsibility*

SHARIASource's reputation of credibility, integrity and trust has been built on a foundation of strong academic values, high ethical standards, and lawful conduct. Editors should uphold high academic standards and comply with applicable laws, rules and regulations.

### *Compliance with Law*

Editors are required to comply with all applicable laws, rules, regulations, this Code of Conduct and Ethics and SHARIASource policies. Editors have a duty to inform themselves of any laws relevant to their particular activities. If any uncertainty arises as to whether a course of action is within the letter and spirit of the law, editors should seek advice from SHARIASource staff.

### *Confidential Information*

Editors must comply with relevant SHARIASource policy regarding confidential information. Confidential information includes all non-public information—written, verbal or electronic—that might be of use to competitors or might be harmful to SHARIASource, its contributors or its community if disclosed. Editors who leave SHARIASource have an ongoing obligation to keep such information confidential.

### Guidelines for Public Interfacing

*Media Statements:* Do not make statements on behalf of SHARIASource to the media, whether oral or in writing, unless you have been authorized to do so in accordance with the Social Media Policy or as otherwise approved by SHARIASource staff.

*Speaking Engagements:* Do not accept an engagement to speak publicly as a representative of SHARIASource, or on SHARIASource's behalf, without first obtaining written authorization from SHARIASource staff. However, when you are speaking in an individual capacity, you are free to mention your affiliation with SHARIASource.



*Affiliate Disclaimer:* When listing an affiliation with SHARIASource on any social media or blogging account, editors should be sure to make clear that the views expressed are theirs alone and do not represent the views of SHARIASource, its contributors, or its affiliates.

### *Social Media Policy*

The purpose of SHARIASource's [Social Media Policy](#) is to establish prudent and acceptable practices regarding the use of social media sites and to educate individuals who use social media sites of the responsibilities associated with such use.

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Any questions regarding the use of social media should be directed to SHARIASource staff. All editors are required to read, understand and adhere to the Social Media Policy.

### **Enforcement Procedures**

Ethical principles are often easy to state but difficult to apply. Nonetheless, living up to this Code of Conduct and Ethics must be integral to your work with SHARIASource. Integrity is not an occasional requirement. It erodes when it is not reinforced by practice and weakens if it is not continually and consistently applied to all situations. SHARIASource will consider taking action for violations of this Code on a case-by-case basis, up to and including termination of affiliation.

SHARIASource expects you to be guided by this Code, by SHARIASource policies and procedures, by your personal sense of right and wrong, and by asking follow-up questions. What is my responsibility? In most situations, there is a shared responsibility. Are your colleagues informed? It may help to get others involved and discuss the situation.

### **References and Links to Other Policies**

- *Social Media Policy*
- *Plagiarism Policy*
- [Code of Conduct and Best Practice Guidelines for Journal Editors](#)
- [Harvard University Guidelines for Using Social Media](#)

## **SOCIAL MEDIA POLICY**

### **Introduction**

Social media, including networking sites and blogs, are increasing in popularity and activity. Social media accounts and content often blur the line between personal and professional, potentially in ways that can interfere with our community principles of productive and respectful discourse. In order to help you navigate this space, we include the following recommendations on how best to utilize social media. Your social media accounts and activities are your domain. The recommendations in this policy are meant to protect the principles of SHARIAsource that allow our community to exist.

These recommendations are by no means exhaustive. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. It is important to remember that what is posted is traceable and often permanent. We expect all those who participate in social media communities to follow these recommendations and to exercise their best judgment on the content they post.

### **Scope**

This Social Media Policy applies to all editors of SHARIAsource. In addition, individuals that represent SHARIAsource to the public are expected to adhere to this Social Media Policy and any applicable provisions when working on behalf of SHARIAsource.

When editors create their own blogs, comment on a blog, create a LinkedIn profile, work on the SHARIAsource's web pages, Twitter, use Facebook and/or contribute to or through any of the other online media, they may both impact their personal image and potentially impact SHARIAsource. If your social media profile states that you work for SHARIAsource, SHARIAsource then considers your activity on that social media as associated with the SHARIAsource. Therefore, we are asking all editors to follow the recommendations below regarding social media responsibility.

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## **Recommendations**

The same principles found in the Code of Conduct and Ethics apply to your activities on social media. And, ultimately, you are solely responsible for what you post on Social Media.

*Assume goodwill.* Assume that people have goodwill toward you, and if you see something contrary to that, question it, but do not assume that the person is attacking you. If you continue to have a problem with another member of our community, contact SHARIASource staff for help in resolving the issue.

*Maintain confidentiality.* Never divulge proprietary or confidential information concerning SHARIASource, our projects, our staff, or our affiliates.

*Be accurate.* When posting content, your overall goal should be providing value through accurate information. You should not knowingly post anything that is false.

*Be respectful.* Respect the opinions of others. You may have disagreements, but please make your opinions respectfully. We do not tolerate intimidating or threatening comments.

*Be fair and courteous.* Issues within the community are more likely to be resolved in person than by posting complaints on social media. And, even if you do post regarding SHARIASource-related issues, avoid anything that could be construed as malicious, obscene, threatening or intimidating, that disparages colleagues, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile community on the basis of race, gender, disability, religion, or any other status protected by law or SHARIASource policy.



*What you publish on social media should never be attributed to SHARIASource.* Please make it clear that you are speaking for yourself. Furthermore, even if you do not mention SHARIASource, your affiliation with SHARIASource may be readily ascertainable. Please use common sense when making online comments, even if you intend for them only to be personal in nature. If you choose to use your work affiliation on any social media (such as LinkedIn), then you should regard any communication on that network as you would in a professional network.

When listing an affiliation with SHARIASource on any social media or blogging account, Editors should be sure to make clear that the views expressed are theirs alone and do not represent the views of SHARIASource, its contributors, or its affiliates.

*Be aware of your association with SHARIASource in social media.* If you identify yourself as a SHARIASource editor, ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and our community.

*Because social media is in the public domain, SHARIASource reserves the right to monitor public social media accounts.*