

IBPSA-USA Publishing Ethics Guideline

Publishing Ethics for Authors

Reporting standards

Authors should present an accurate, complete account of their research and provide an objective discussion of its significance. All underlying data, method, and results should be represented accurately in the paper. Manuscripts should contain sufficient detail, documentation, and references to enable independent replication of the work. Falsification or misrepresentation of data or findings constitute unethical behavior and is unacceptable.

Data access and retention

Authors may be asked to provide the research data supporting their paper for editorial review and/or to comply with the open data requirements. Authors should provide public access to such data, if practicable, and general repositories—for all types of research data—such as Figshare and Dryad may be used. Datasets that are assigned digital object identifiers (DOIs) by a data repository should be cited in the reference list.

Originality and acknowledgement of sources

The authors should ensure that their work is entirely original. If the authors have used the work and/or words of others, authors should provide appropriately citations, quotations, and obtain necessary permissions. Authors should cite publications that have influenced their research or provide essential context within the scholarly record. Plagiarism—including presenting another's paper as one's own, copying or paraphrasing without attribution, or claiming others' research—constitutes unethical behavior and is unacceptable.

Citations

Authors must cite relevant, timely, and credible literature to support the claims made in their article. Citations should primarily be from peer-reviewed sources. During peer review, editors and reviewers may recommend additional sources for legitimate scientific reasons. However, suggestions to cite an editor's, reviewer's, or their associates' work must be based solely on genuine relevance to the research, not to inflate citation metrics or enhance personal visibility. If an author suspects citations have been suggested against this guideline, then they should immediately notify the editor.

Authorship of the paper

Authorship should be limited to individuals who have made significant contributions to the conception, design, execution, or interpretation of the reported study and who can ensure the accuracy or integrity of the work. All individuals making substantial contributions should be listed as co-authors. AI tools should not be designated as an author or co-author, as authorship entails responsibilities and accountability-. The corresponding author is responsible for confirming that all appropriate co-authors are included, and that all co-authors have reviewed and approved the final manuscript and agreed to its submission for publication.

Confidentiality

Information obtained through confidential services, such as reviewing manuscripts or grant applications, must not be used without the explicit written permission of the author whose work is under review.

Multiple, redundant, or concurrent publication

Authors should not publish manuscripts describing essentially the same research in more than one journal or primary publication venue. Concurrent submission of the same manuscript to multiple journals or conferences constitutes unethical behaviour and is unacceptable. When building upon their own previously published work, authors must ensure that at least 30% of the manuscript contains unique content, including new data, analysis, interpretations, or substantial methodological developments not present in prior publications. Authors should clearly describe how the current work extends beyond previous publications and cite their prior related work appropriately.

The use of AI Tools in Writing

Please review our [Use of Artificial Intelligence Guideline](#).

Human or animal subjects and hazards

Work with human subjects includes surveys as well as experiments with individuals who are not authors of a paper. If any such work is part of the research described in the manuscript, the authors shall ensure that it was performed following applicable laws and institutional guidelines, and with approval from appropriate committees, such as an Institutional Review Board (IRB) if this is required by their institution. Authors should state briefly which processes were followed. They should further protect the privacy of human subjects (e.g. by anonymizing responses).

Similarly, work involving animal subjects must follow institutional guidelines and legal requirements as they apply at the author's institution.

If the work involves hazards, authors should describe these hazards and how they were addressed in their work.

Declaration of competing interests

Authors must disclose any competing interests that could influence their work or its review at the earliest possible stage. This includes financial interests, institutional affiliations, recent coauthorship, employment, funding, commercial interest, and personal relationships. All funding sources and research support must be disclosed in an acknowledgement section. Authors should also identify any individuals or institutions that may have a conflict of interest in reviewing their manuscript, enabling editors to select appropriate reviewers.

Notification of fundamental errors

Authors who discover significant errors or inaccuracies in their published work must notify the editor immediately. The editor will determine appropriate corrective action (e.g. correction, addendum, or retraction) based on the error's severity. Authors should provide any requested materials to support this process. If a third party reports an error, the editors will contact the corresponding author to verify the concern and follow the same procedures.

Image integrity

Image integrity must be preserved when manipulating images. Adjustments to improve clarity are acceptable provided they do not change the interpretation or misrepresent the underlying data. Modifications that change, enhance, obscure, move, or remove specific features constitute scientific misconduct and are unacceptable. When including copyrighted images including their own previously published images, they should obtain appropriate permissions from the copyright holder, provide proper attribution, and comply with any licensing requirements specified by the rights holder.

The use of AI tools to create or change images is subject to the Use of AI Guideline for Authors section of the [Use of Artificial Intelligence Guideline](#).

Publishing Ethics for Reviewers

Contribution to editorial decisions

Peer reviews are responsible for providing constructive feedback to help authors improve their manuscripts and assist editors in making publication decisions by evaluating research quality, methodological rigor, and presentation quality. Reviewers must alert editors to ethical concerns,

including significant overlap with published work, inadequate citations, plagiarism, or data integrity issues. If reviewers lack sufficient expertise to assess specific manuscript aspects, they should notify editors promptly or indicate their confidence level on the review form. Reviewers should familiarize themselves with author ethics standards outlined in the Publishing Ethics for Authors section. For guidance on how to provide feedback to authors, please refer to the [Guide for Reviewers](#).

Standards of objectivity and competing interests

All reviews should be objective and focused solely on the manuscript's scientific contribution and content quality. Reviewers must avoid conflicts of interest due to potential bias and disclose any conflicts immediately upon awareness. Some conflicts of interest such as shared affiliations are automatically entered by the conference management system, but reviewers must promptly alert editors to other conflicts, including recent collaborations or shared funding with authors within the last three years, or close personal connections.

Citations

Reviewers should recommend citations only when scientifically necessary to strengthen the manuscript. Citation suggestions to the reviewer's own work or that of their associates are prohibited unless directly relevant to the manuscript. Reviewers should not use the review process to increase citation counts or promote publications. Editors may remove inappropriate citation recommendations from reviewer comments.

Confidentiality

All submitted materials received for review must be kept strictly confidential. Reviewers may not share manuscripts, reviews, or content with others without written permission from editors, nor use them in their own work without express permission from the authors. This confidentiality agreement extends to use of AI tools to perform reviews.

The use of AI Tools in Reviewing

Please review the Use of AI Guideline for Reviewers section of our [Use of Artificial Intelligence Guideline](#).

Publishing Ethics for Editors

For the purpose of this guideline, editors include the SimBuild Scientific Committee and any other SimBuild committee members or staff involved in the publication of SimBuild proceedings.

Editorial Independence

IBPSA-USA shall ensure that the editing team for SimBuild consists of a sufficiently broad group of scholars that no submission should cause conflicts of interest with the entire team. If such a submission occurs despite all efforts, the editing team shall consult with the Steering Committee to determine the best path forward.

Each editor shall disclose any conflicts of interest that could affect (or have the appearance of affecting) their judgement. They shall excuse themselves from any decisions related to submissions with such a conflict of interest.

The editing team shall furthermore follow IBPSA-USA's [Commercialism Policy](#).

Confidentiality

The editors must maintain confidentiality of all materials submitted for review (unless otherwise stated or agreed upon in advance), as well as all communications with authors and reviewers. In cases of egregious research misconduct, exceptions may be made to facilitate investigation and decisions. These communications shall ensure that confidentiality will be maintained by non-editor individuals and entities.

Peer Review

Peer reviews should be fair, unbiased, and timely. The editors should ensure that all papers are reviewed in an anonymous review process, aiming for at least three independent reviewers with suitable expertise. The reviewers should be selected such that any disclosed and otherwise suspected conflicts of interest are avoided.

The editors shall establish clear expectations for authors and reviewers, and encourage complete and unbiased reviews.

The use of AI Tools in Editing

Please review our Use of AI Guideline for Editors.

Citations and Other Metrics

The editors should ensure that the review process does not require that authors add excessive self-citations from reviewer or editor suggestions for publications which are not of direct relevance to the submitted manuscript.

Non-Discrimination

All editing decisions shall be made purely based on their intellectual merit and regardless of the authors' race, religion, sex, gender identity, ethnicity, nationality, socioeconomic status, gender identity, sexual orientation or political views.

Final Decisions

The editors shall ensure that all decisions to accept or reject a paper for publication in the SimBuild proceedings or other IBPSA-USA publications are unbiased. Editors with a conflict of interest shall disclose this conflict of interest and delegate any final decisions to another editor.

Publication decisions shall be made in accordance with legal requirements such as copyright law, as well as IBPSA-USA's stated policies and guidelines, including the [Commercialism Policy](#), [Use of Artificial Intelligence Guideline](#), [Guide for Authors](#) and [Guide for Reviewers](#), and the [Publishing Ethics Guideline](#).

Appeals

Upon notification of review and editorial decisions, authors may appeal the decision. They shall provide appropriate documentation to support their arguments. The editors should review the submission, reviews, and submitted evidence. They should decide on an appropriate course of action and provide a written response to the authors. Any editors with a conflict of interest may review the materials shall excuse themselves from final decisions.

Publishing Ethics for Publishers

IBPSA-USA SimBuild publications are published by IBPSA on <https://publications.ibpsa.org>.

Responsibilities

IBPSA hosts SimBuild proceedings and supports IBPSA-USA with organizational matters such as updates to records. IBPSA is *not* responsible for any decisions about acceptance status, and as an organization, it is not involved in the review and editing process.

Any requests for changes shall be directed to IBPSA-USA, e.g., updating an author's name (after a name change), or providing amendments or updates in case of fundamental errors in the original publication.

IBPSA-USA editors shall take responsibility for any other duties typically expected from publishers.