

Table of contents

A Discourse Analysis of the Concept of Love in Iranian Popular Songs Seyed Aliasghar Soltani, Zahra Karami	9
Geographical Distribution of Vowel Variations of Sistani Dialect in Shahraki-Naroui and Miyankangi Regions Abbasali Ahangar, Pakzad Yousefian, Hasanali Kadkhoda	21
Arrānaji or Qarqahdili Argot in Tāti-Speaking Regions of Khalkhāl Jahandoost Sabzalipour, Raheleh Delgarm	37
Metaphor and Metonymy in the Economic Media language variety: A Corpus-based Approach Parsa Bamshadi, Zeynab Mohammad Ebrahimi, Shadi Ansarian	49
The Tense-aspect-mood system in Howrami Dialect of Paveh Bistoon Abbasi, Arezoo Najafian	58
The Effect of Sociolinguistic Variables on Using Linguistic Taboos in Ārān and Bidgol Dialect Mahnaz Talebi Dastnabi, Abolfazl Khoshbakht Arani	75
Gender Effects on the Recognition of Emotional Prosody: Evidence from Persian Language Niloofer Keshtiari	87

- Trying to report “research and publication misconduct” and submitting the related documents to editor-in-chief.

5. Editorial Board Responsibilities

- Journal maintenance and quality improvement are the main aims of editorial board.
- Editorial board should introduce the journal to universities and international communities and publish the articles of other universities and international societies on their priority.
- Editorial board must not have quota and excess of their personal article publishing.
- Editorial board is responsible for selecting the reviewers as well as accepting or rejecting on article after reviewers' comments.
- Editorial board should be well-known experts with several publications. They ought to be responsible, accountable, truth, adhere to professional ethics and contribute to improve journal aims.
- Editorial board is expected to have a database of suitable reviewers for journal and to update the information regularly.
- Editorial board should try to aggregate qualified moral, experienced and well-known reviewers
- Editorial board should welcome deep and reasonable reviews, and prevent superficial and poor reviews, and deal with one-sided and contemptuous reviews.
- Editorial board should record and archive the whole review's documents as scientific documents and to keep confidentially the reviewers' name.
- Editorial board must inform the final result of review to corresponding author immediately.
- Editorial board should keep the article's contents confidentially and do not disclose its information to others.
- Editorial board ought to prevent any conflict of interests due to any personal, commercial, academic and financial relations which may impact on accepting and publishing the presented articles.
- Editor-in-chief should check each type of research and publication misconduct which reviewers report seriously.
- If a research and publication misconduct occurs in an article, editor-in-chief should omit it immediately and inform indexing databases or audiences.
- In the case of being a research and publication misconduct, editorial board is responsible to represent a corrigendum to audiences rapidly.
- Editorial board must benefit of audiences' new ideas in order to improve publication policies, structure and content quality of articles.

References

1. “Standard Ethics”, approved by Vice-Presidency for Research & Technology, the Ministry of Science, Research and Technology
2. Committee on Publication Ethics, COPE Code of Conduct, www.publicationethics.org

3. Research and Publication Misconduct

Author(s) should avoid the research and publication misconduct. If some cases of research and publication misconduct occur within each steps of submission, review, edition or publication, journals have the right to legal action. The cases are listed as below:

- **Fabrication:** Fabrication is the practice of inventing data or results and reporting them in the research. Both of these misconducts are fraudulent and seriously alter the integrity of research. Therefore, articles must be written based on original data and use of falsified or fabricated data is strongly prohibited.
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- **False Attribution:** It represents that a person is the author of a work but she/ he was not involved in the research.

4. Reviewers' Responsibility

Reviewers must consider the followings:

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- Reviewer shouldn't contact with the author(s). Any contact with the authors should be made through the editorial office.

Payame Noor University Research Journals' Publication Ethics

This publication ethics is a commitment which draws up some moral limitations and responsibilities of research journals. The text is adapted according to the “Standard Ethics”, approved by the Ministry of Science, Research and Technology, and the publication principles of Committee on Publication Ethics (COPE).

1. Introduction

Authors, Reviewers, editorial boards and editor-in-chiefs ought to know and commit all principles of research ethics and related responsibilities. Article submission, review of reviewers and editor-in-chief's acceptance or rejection, are considered as journals law compliance otherwise the journals have all the rights.

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- Authors should ensure that they have written their original works/researches. Their works/researches should also provide accurate data, underlying other's references.
- Authors are responsible for their works' accuracy.
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Note 1: Publishing an article is not known as acceptance of its contents by journal.

- Duplicate submission is not accepted. In other words, none of the article's' parts, should not carry on reviewing or publishing elsewhere.
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