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LETTER OF AGREEMENT

(1) APPOINTMENT AS EDITORIAL BOARD MEMBER. The following confirms the conditions of your appointment as Editor of Journal of International Scientific Publications: Agriculture and Food (ISSN 1314-8591) (the Journal).

(2) TERM. Your official term as editor is for three calendar years, from 01 November 2019 through 01 November 2023. This Agreement may be renewed by mutual agreement.

(3) DUTIES AND RESPONSIBILITIES. The duties and responsibilities shall be conducted in accordance with the Publisher's policies, procedures, and rules as established by management.

(3.1) ***General responsibilities include, but are not limited to, the following:***

1. Editors are responsible for ensuring the quality of their journals and that what is reported is ethical, accurate and relevant to their readership.
2. Peer-review should involve assessment by external reviewers.
3. The submission of a manuscript and all the details associated with it must be kept confidential by the editorial office and all the people involved in the peer-review process.
4. The identity of the reviewers must be kept confidential.
5. Reviewers advise and make recommendations; editors make the decisions.
6. Reviewers must assess manuscripts objectively and review the work, not the authors.
7. Editorial decisions must be based on the merits of the work submitted and its suitability for the journal; they should not be dictated by commercial reasons, be influenced by the origins of a manuscript, or be determined by the policies of outside agencies.
8. Everyone involved in the peer-review process must always act according to the highest ethical standards.
9. Information received during the submission and peer-review process must not be used by anyone involved for their own or others' advantage or to disadvantage or discredit others.
10. All the parties in the peer-review process must declare any potential conflicts of interest and excuse themselves from involvement with any manuscript they feel they would not be able to handle or review objectively or fairly.
11. No conflict of interest or prejudice must be allowed to influence the submission of a manuscript, its review, or the decision on whether it should be published.
12. Suspected or alleged misconduct must not be ignored.
13. Editors and journals have a duty to keep the scholarly record sound and free from fraudulent or incorrect data.

(3.2) ***Editors behavior***

1. Editors should ensure their behaviour is transparent and beyond reproach.
2. Editors should ensure manuscripts comply with recognized ethical guidelines and that all procedures at their journals are ethical and in accordance with recommended best practice.
3. Editors should keep manuscript submissions confidential.
4. Editors should ensure that everyone involved in the handling and review of manuscripts understands that they are dealing with privileged information that must not be used for private benefit or gain.
5. Editors should disqualify themselves from handling manuscripts for which a conflict of any kind exists.
6. Editors should ensure the efficient, fair and thorough review of all manuscripts submitted to them.
7. Editors should request more data or clarification from authors if they come across anything that is unclear or suspicious.
8. Editors should ensure decision making is fair and consistent in their journals.
9. Editors should ensure compliance by authors with their journals' policies, both on submission and after publication; pursue non-compliance and implement appropriate sanctions if it persists.
10. Editors should ensure that any sponsorship of articles is made clear.
11. Editors should NOT abuse the trust of the parties involved in the peer-review process.
12. Editors should NOT personally handle manuscripts from their own institutions or their own research groups.
13. Editors should NOT deliberately choose reviewers who will provide either a favourable or an unfavourable review, or who will hold up the review of a manuscript because they are known to be slow.
14. Editors should NOT use privileged information for personal gain or to disadvantage or discredit others.

(3.3) ***Reviewer behavior***

1. Reviewers should provide timely reviews that are both relevant and constructive.
2. Reviewers should declare any conflicts of interest, either real or potential.
3. Reviewers should disqualify themselves from review if they feel unable, for any reason, to provide an honest and unbiased assessment.
4. Reviewers should notify journals of any limitations to their ability to review a manuscript.
5. Reviewers should declare if they have reviewed a manuscript previously for another journal; if both the editor and reviewer agree that the reviewer can be involved in a second review, he or she should review the manuscript afresh and submit a review based on that assessment.
6. Reviewers should declare a conflict if asked to review a manuscript that is very similar to one they have submitted elsewhere or have in preparation.

7. Reviewers should keep confidential the submission and contents of manuscripts sent to them for review.
8. Reviewers should alert the editor or journal if any circumstances arise that will delay their review.
9. Reviewers should provide comments that can be forwarded to the author separately from any confidential comments for the editor.
10. Reviewers should report to journals any suspicions of misconduct and ask for advice on how to proceed.
11. Reviewers should NOT agree to review a manuscript just to gain sight of it for personal benefit with no intention of providing a genuine review.
12. Reviewers should NOT contact anyone else about reviewing a manuscript without the knowledge and permission of the journal from which it was received.
13. Reviewers should NOT use information in manuscripts they review for their own or others' benefit or gain, or plagiarize any of the material within those manuscripts.
14. Reviewers should NOT intentionally delay return of their reports.
15. Reviewers should NOT make personal or derogatory comments about authors in their reviews.
16. Reviewers should NOT contact the authors directly about any manuscript they review.

(4) COMPENSATION AND BENEFITS. It is mutually and expressly understood that your services shall be donated, and that You are not entitled to, nor expect any present or future salary, wages, or other benefits for these services. For your own submitted papers to the Journal (those papers You are the corresponding author) You do not need to pay publication fee.

(5) TERMINATION. This agreement may be terminated early as follows:
1. by either party, in its sole discretion, with or without cause, effective 3 months after written notice of termination to the other party;
2. by the Publisher immediately and automatically without notice of any kind, if you breach this Agreement in any way.

(6) OWNERSHIP. Ownership of the Journal, its goodwill and trademark, shall remain with the Publisher. Therefore, you may not enter into any agreement with respect to material in the Journal. You acknowledge and agree that all ideas, improvements, creations and other works created, developed or conceived by you in performance of your service as editor, are property of the Publisher free of any claim whatsoever from you.

(7) NO JOINT VENTURE, PARTNERSHIP OR WARRANTIES. This Agreement shall not create a joint venture, partnership, principal-agent, employer employee, or similar relationship between the parties. You will not represent yourself as an agent, employee, consultant, contractor or legal representative of the Publisher or any subsidiary thereof, based upon this Agreement. In no event shall You have any right to make any representation, warranty, or promise on behalf of the Publisher.

(8) DISCLAIMER, LIMITATION OF LIABILITY. The Publisher makes, and You receive, no warranties or conditions of any kind, express, implied or statutory, related to or arising in any way out of this Agreement. Even if advised of the possibility of such damages, in no event shall the Publisher be liable for (a) personal injury or property damages or (b) lost profits, work stoppage, lost data, or any other special, indirect, or consequential damages of any kind.

(9) MISCELLANEOUS.
1. This agreement is binding in honour only, and is NOT intended to be a legally binding contract between You and the Publisher. Neither party intends any employment relationship to be created.
2. In case of a disagreement You and the Publisher will attempt to settle any disputes in good faith.
3. You may NOT assign your rights or delegate your duties under this Agreement.
4. This Agreement may be modified only by subsequent written agreement signed by both parties.
5. You and the Publisher have both signed this Agreement, and each have their own copy of the signed Agreement for future reference. This Agreement starts on the latest date that You or the Publisher signs.

Name and title:
Ivan Genov
Director
International Scientific Publications, Bulgaria

Signature:

Date:
11 September 2019

Name and title:
Nazibrola Beglarashvili
PhD, Senior Scientist
Section of Natural Environment and Pollution Monitoring,
Institute of Hydrometeorology of Georgian Technical University;
Invited Doctor of Department of engineering, agricultural and natural science, Samtskhe-Javakheti State University, Georgia

Signature:

Date:
11 September 2019