

## Publishing ethics

The publication of articles plays a fundamental role in the development of a coherent network of knowledge. For this reason it is essential that all publishers, editors, authors, and reviewers, in the process of publishing in a peer-reviewed journal conduct themselves according to the highest level of professional ethics and standards.

### Ethical Guidelines for Authors

- *Originality*: authors must guarantee that their article is their own original work, which cannot be considered as plagiarizing any other published article, including their own previously published work; if authors use content from other articles this should be appropriately cited or quoted.

- *Authorship*: all authors who have made significant contributions to the work reported must be named as co-authors. The author should ensure that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

- *Concurrent Publication*: submitting the same manuscript to more than one journal at the same time constitutes unethical publishing behavior and is unacceptable.

- *Data Access and Retention*: authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should be prepared to retain such data for a reasonable time after publication.

- *Fundamental errors in published works*: when discovered a significant error or inaccuracy in a published work, it is the author's obligation to promptly notify the journal editor and cooperate with the editor to retract or correct the paper.

- *Disclosure and Conflict of Interest*: Authors must declare any potential conflict of interest – be it professional or financial – which could be held to arise with respect to the article. Authors also must disclose all sources of funding for the research reported in the paper.

- Authors must avoid making defamatory statements in submitted articles which could be construed as impugning any person's reputation.

- *Acknowledgement of Sources*: Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature or content of the reported work.

### **Ethical guidelines for peer reviewers**

- *Standards of Objectivity*: Reviewers must give unbiased consideration to each manuscript submitted for consideration of publication, and should judge each on its merits. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.

- *Conflict of Interest*: Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

- *Confidentiality*: Reviewers must keep the peer review process confidential; information or correspondence about a manuscript should not be shared with anyone outside of the peer review process.

- *Promptness*: Any reviewer who feels unqualified to review the research reported in a manuscript should notify the editor and excuse himself from the review process.

- *Contribution to Editorial Decisions*: Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper. Reviewers should provide a constructive, comprehensive, evidenced, and appropriately substantial peer review report.

- *Acknowledgement of Sources*: Reviewers should call the journal editor's attention to any significant similarity between the manuscript under consideration and any published paper or submitted manuscripts of which they are aware. Reviewers should also identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation.

### **Ethical Guidelines for Editors**

- *Confidentiality*: The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential

reviewers, other editorial advisers, and the publisher, as appropriate. Information or correspondence about a manuscript should not be shared with anyone outside of the peer review process.

- *Fair play*: An editor should at all times evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors. Journal editors may reject a submitted manuscript without resort to formal peer review if they consider the manuscript to be inappropriate for the journal or outside its scope.

- *Disclosure and conflicts of interest*: Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

- *Publication decisions*: The editor of the journal is responsible for deciding which of the articles submitted to the journal should be published. The editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editor may confer with other editors or reviewers in making this decision. Journal editors should make all reasonable effort to process submitted manuscripts in an efficient and timely manner.