

Annales UMCS sec. B publication ethics*

The publication of an article in *Annales UMCS sec. B* needs setting high academic ethical standards. All parties involved in the process of publishing should follow the rules that enable publication of high quality texts.

Duties of the Publisher

- set the guidelines of ethical publication
- adopt policies and procedures to support editors, reviewers and authors in performing their ethical duties under these guidelines
- cooperate with other publishers to set standards for best practices on ethical matters
- ensure that editorial decisions are independent of any external or internal forces
- provide editors with technical and legal support
- educate researchers on publishing ethics

Duties of Editors

- provide authors and reviewers with clearly formulated information regarding what is expected of them
- undertake transparent and justified publication decisions and take responsibility for these decisions
- cooperate with other editors and reviewers in making publication decisions
- identify and eliminate all cases of abuse of ethical guidelines, like plagiarism, libel or copyright infringement
- create conditions under which the peer review process is fair, unbiased and timely
- provide at least two external and independent reviewers of suitable expertise in the relevant field to each paper
- review all disclosures of potential conflicts of interest and suggestions for self-citation made by reviewers
- evaluate papers for their intellectual content without regard to any individual features of the authors, like race, gender, ethnicity, citizenship, religion, sexual orientation or political attitude
- restrain from inciting authors to include references to the editor's own articles
- protect the confidentiality of all material submitted to the journal unless otherwise agreed with the relevant authors and reviewers
- protect reviewers' identities
- declare to the publisher any potential editorial conflicts of interest
- restrain from being involved in the process of editorial decisions about papers which s/he has written him/herself or have been written by relatives or colleagues

Duties of Reviewers

- conduct reviews objectively
- assists the editor in making editorial decisions

- be alert to potential ethical issues in the paper and report to the editor any cases of suspected violations of these issues in a reviewed manuscript
- assist the authors in improving the paper
- keep in mind that any personal criticism of the author is inappropriate
- restrain from inciting authors to include references to the reviewer's own articles
- decline to participate in the review process of manuscripts covering issues for which a reviewer feels unqualified
- keep full confidentiality of any received manuscripts, refrain from sharing the review or information about the paper with anyone or contact the authors directly without permission from the editor
- refrain from using submitted manuscript in a reviewer's own research

Duties of Authors

- present entirely original research
- represent underlying data in the paper accurately
- when applicable, use trials randomized properly
- provide additional information regarding research data supporting their paper when asked by the editor or reviewer
- acknowledge all sources appropriately; cite where applicable, refer to sources that have influenced their work
- refrain from any form of plagiarism, from copying other author's work, through copying or paraphrasing substantial parts of another's paper, to claiming results from research conducted by others
- publish results of particular research in one primary publication, avoid self-copying texts or ideas in multiple publications
- do not submit for consideration in another journal a paper that has been published previously
- declare authorship of the paper of all those and only those who have made a significant contribution to the paper
- take responsibility for the declared work
- keep secret of any personal information collected and used in the paper
- disclose in their manuscript any relationships with other subjects that could inappropriately influence their work
- disclose all sources of financial support for the conduct of the research

* Derived and significantly abbreviated from: <https://www.elsevier.com/about/our-business/policies/publishing-ethics>