

Professional and Ethical Rules for Publishing

The ethics statements for bulletin *Studia Rudolphina* are based on the *Best Practice Guidelines for Journal Editors* of the Committee on Publication Ethics (COPE), available at www.publicationethics.org. All the parties involved in the act of publishing (the journal editors, the authors, the peer reviewers and the publisher) are expected to become familiar with the following ethical principles:

Editorial obligations:

- 1) The editor-in-chief (editor) of a peer-reviewed journal is responsible for deciding which articles submitted to the journal should be published, and, moreover, is accountable for everything published in the journal. In making these decisions, the editor may be guided by the policies of the journal's editorial board as well as by legal requirements regarding libel, copyright infringement and plagiarism. The editor may confer with other editors or reviewers when making publication decisions. The editor should maintain the integrity of the academic standards, preclude business needs from compromising intellectual and ethical standards, and always be willing to publish corrections, clarifications, retractions and apologies when needed.
- 2) The editor evaluates manuscripts for intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the author(s). The editor will not disclose any information about a manuscript under consideration to anyone other than the author(s), reviewers and potential reviewers, and in some instances the editorial board members, as appropriate.
- 3) 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.
- 4) The editor seeks to ensure a fair and appropriate peer review process. Editors should refrain (i.e. should ask a co-editor, associate editor or other member of the editorial board instead to review and consider) from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern.

Authors' obligations:

- 1) Authorship credit should be based on: substantial contributions to conception or analysis and interpretation of data; drafting the manuscript or revising it critically for important

intellectual content; and final approval of the version to be published. In case of a discovered misconduct on the author's part, such as plagiarism, falsifying data or double publication, the journal Editorial Team will call for explanation. This may eventually include notification of authorities at the author's institution, withdrawal of the article in question and exclusion of any further submissions by the same author from being processed by the journal.

2) The “ghostwriting” and “guest authorship” following authorship problems should be prevented before submitting a paper.

3) In accordance with the COPE guidelines, any changes in authorship require written consent of all authors sent individually via direct email to the Editor-in-Chief. Each of them must issue a statement on the acceptance of the proposed changes in the authorship of submitted manuscripts or published articles. The corresponding author takes responsibility for providing clear reason for the change(s) and should coordinate interaction between the authors and the Editor-in-Chief. If no satisfactory agreement can be reached among the authors, they must contact their parent institution(s) for a final decision; the editors take no responsibility to resolve such disagreements. If a change in authorship pertains to an already published paper, it will be executed by publishing a correction article.

Reviewers' obligations:

1) Peer review assists the editor in making editorial decisions and, through the editorial communication with the author, may also assist the author in improving the manuscript.

2) Reviews should be conducted objectively. Personal criticism of the author is unacceptable. Reviewers should express their views clearly with appropriate supporting arguments.

3) Any invited reviewer who feels unqualified to review an article, or cannot do on time should immediately notify the editor so that alternative reviewers can be contacted.

4) Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except if authorized by the editor.