

# ACTA FACULTATIS XYLOLOGIAE ZVOLEN

## PUBLICATION ETHICS AND MALPRACTICE STATEMENT

It is necessary to agree upon standards of expected ethical behaviour for all parties involved in the act of publishing: the author, the scientific editor, the peer reviewer and the publisher. Our ethic statements are based on COPE's Best Practice Guidelines for Journal Editors ([http://publicationethics.org/files/u2/Best\\_Practice.pdf](http://publicationethics.org/files/u2/Best_Practice.pdf))

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#### **Improving publication ethics**

The editor will actively seek the opinions of authors, readers, reviewers, and editorial board members on ways to improve the journal. The editor will support initiatives to reduce academic misconduct and to educate researchers about publication ethics. Journal policies will be revised as necessary, considering new findings in journal editing and publishing and the impact of journal policies on the behaviour of authors and reviewers.

#### **Publication decisions**

The editor is responsible for deciding which papers submitted to the journal should be published. Decisions are driven by the quality and importance of the papers to researchers and readers. When deciding, the editor may consult with reviewers and the Editorial Board.

#### **Fair play**

The editor evaluates manuscripts for their intellectual content without regard to the author's race, gender, sexual orientation, religious beliefs, ethnic origin, citizenship, or political philosophy. Submissions to the journal authored by the editor, the publisher's employees, or the members of the Editorial Board, will be handled in such a way as to ensure an unbiased review.

#### **Confidentiality**

The editor and editorial staff must not disclose any information about the submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisors, and the publisher.

#### **Disclosure and conflicts of interest**

- a) Unpublished materials disclosed in the submitted manuscript may not be used in the editor's research without the express written consent of the author.
- b) Privileged information or ideas obtained through peer review must be confidential and not used for personal advantage.
- c) The editor should refrain from considering manuscripts in which he has conflicts of interest arising from competitive, collaborative, or other relationships or affiliations with any of the authors, companies, or institutions associated with the submissions.
- d) The editor should require all contributors to disclose relevant competing interests, a step that fosters a culture of responsibility and accountability. If competing interests are discovered after publication, contributors are expected to post corrections, further reinforcing their accountability. If necessary, other appropriate measures should be taken, such as the publication of retraction or expression of concern.

### **Participation and cooperation in investigations**

If ethical complaints have been made regarding a submitted manuscript or published paper, the editor should take appropriate action in cooperation with the publisher. Such action will generally include contacting the authors of the manuscript or published paper and considering the relevant complaints or claims made. However, it may also include further communication with appropriate institutions and research bodies and, if the complaint is upheld, publishing a correction, retraction, expression of concern, or other notice that may be relevant. Any reported unethical publishing behaviour must be investigated, even if discovered years after publication.

### **Open access**

The journal Acta Facultatis Xylogologiae Zvolen allows readers to read, download, copy, distribute, print, search, or link to the full texts of its papers. It will enable readers to use them for any other lawful purpose.

The journal uses a funding model that does not charge readers or institutions access fees.

### **Originality**

The editor should ensure that the manuscripts submitted to Acta Facultatis Xylogologiae Zvolen editorial office are written as original works. The submitted scientific work is verified through the <https://www.plag.sk/> anti-plagiarism program. After the evaluation, the editor takes a position on the verified work.

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## **The Editorial Board and the scientific advisory board members**

The publisher will establish a suitably qualified editorial board and scientific advisory board whose members can actively contribute to the development and good management of the journal. The functions and duties of the members of the editorial board are supporting and promoting the journal, pre-reviewing and reviewing submissions to the journal, searching for the best authors and the best works and actively encouraging the submission, accepting commissions to write reviews and commentaries in their field of expertise, participating and contributing to the editorial board meetings (meeting attendance is not required from members of the scientific advisory board). The editor is obliged to consult with the editorial board and scientific advisory board members at least once a year to evaluate their opinions on the journal's running, inform them of any changes in the journal's policy, and identify future challenges.

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Authors of original research reports should provide an accurate description of the work performed and an objective discussion of its significance. The primary data should be accurately stated in the document. The paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Papers in reviews and peer-reviewed publications should also be accurate and objective, and editorial opinions should be clearly identified as such.

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Authors may be asked to provide 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 in any event be prepared to retain such data for a reasonable time after publication.

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Authors should not submit manuscripts describing essentially the same research in more than one journal or primary publication for publication. Submitting the same manuscript to multiple journals simultaneously constitutes unacceptable publishing behaviour. An author should not submit a paper previously published in another journal for review.

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Authorship should be limited to those who contributed significantly to the conception, design, execution, or interpretation of the reported study. All those who contributed significantly should be listed as co-authors. If others participated in certain essential aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are listed in the and that all co-authors have seen and approved the final version of the paper and agreed to submit it for publication.

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All manuscripts received for review must be treated as confidential documents. They may not be shown or discussed except with permission from the editor.

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

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Reviewers should identify relevant published work not cited by the authors. Any statement that an observation, inference, or argument has been previously reported should be accompanied by the relevant citation. Reviewers should also call the editor of any substantial similarity or overlap between the manuscript under consideration and any other published paper they know personally.

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## **Ensuring the integrity of the academic record**

The publisher will ensure secure archiving of published materials.

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## **Archiving**

### **Archiving policy**

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## **Personal Data Protection GDPR**

### **GDPR personal data protection notes**

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