

Clepsydra's publication ethics

The following set of rules has been based on COPE's (Committee of Publication Ethics) recommendations, which were listed in the *Core Practices* document.

Rules concerning authors

The rule of academic thoroughness: Authors of works submitted for publication are obliged to meticulously describe their research and analysis process and objectively interpret its results. Their works should include sufficient information to enable identification of sources as well as repetition of the research. Interpretation and presentation of data or research that is inaccurate or against the publication ethics is strictly forbidden and may result in a text's withdrawal from publication.

The rule of originality of a publication: Authors may submit only their own, original works for publication. Where they are referring to others' research or direct words, they must use appropriate markings that indicate citation. Plagiarism and fabrication of data is strictly forbidden. Authors should not publish texts that present conclusions of the same research in more than one magazine. Submitting the same article to more than one magazine is deemed unethical.

The rule of sharing data: Authors may be asked to present raw data that they used for their research, hence they should be prepared to share such information and make it widely accessible, even some time after the publication process has been finalized.

The rule of preventing conflicts of interest: A conflict of interest occurs when an authors maintains a commercial or personal relationship with a third party or business which may affect the objectivity of submitted research results. Authors are obliged to declare any such relationship and disclose any information that could help the editors prevent any conflict of interest.

The rule of authorship: All persons credited in the finished work as authors and co-authors should have factual, significant input in the process of creation of a text (its conception, design, planning, execution, analysis and interpretation of results). Also, all persons that influenced the work in its final shape should be credited as co-authors. The duty of ensuring that all the contributors fully accept and endorse the final form of the article belongs to the author that is submitting it for a publication.

The rule of thoroughness of sources: Authors who submit their works are invariably obliged to indicate publications which were used to construct their article. All sources must be disclosed.

The rules regarding mistakes in a published work: In cases when author(s) discover significant errors or inconsistencies in their texts, they are obliged to promptly inform the editors in order to withdraw them and/or correct the mistakes.

Duties of editors

Responsibility: The editorial board decides which of the submitted texts shall be published and takes responsibility for the entire content of the magazine. The editorial board ensures that the distributed contents are coherent, precludes any scientific or ethical compromises and is always inclined to publish corrections, *erratas*, and amendments when needed.

The rule of *fair play*: Submitted texts are assessed solely on their factual value. Factors such as age, gender, race, sexual orientation, faith, nationality, ethnicity and political beliefs by no means affect the evaluation.

The rule of confidentiality: Editors treat all papers as confidential, therefore they cannot pass on any information concerning their contents to unauthorized persons. The only persons who are authorized to possess such information are: the authors, selected reviewers, authorized editors, members of the editorial board and the publisher.

Complaints and appeals: Anyone with the slightest suspicion of an abuse of ethical rules in a published text (e.g. manipulation and fabrication of sources, plagiarism, duplicate publication, inaccurate research) are asked to appropriately inform the editors of the magazine of such suspicion. A report regarding the aforementioned transgressions should contain details of the object and subject of the transgression.

Verification of already published materials and preventing conflicts of interest: Editorial board, in accordance with COPE's guidelines, may withdraw an article from publication, express concerns regarding its content or induce corrections to the already published materials. Unpublished articles cannot be used by members of the editorial board or any other persons involved in the publication procedures without the written permission of their authors.

Decisions regarding publication: Editorial board is responsible for deciding to accept or reject texts that have been submitted for publication. When making such decisions, the following factors are deemed the most crucial: the academic significance of the work, originality of the assumed take, clarity, and compliance with the magazine's profile. Team of editors always undertakes internal formal and preliminary content-related verification of submitted texts, after which they determine whether to forward the articles for an external review.

The rule of academic thoroughness: Members of the editorial team are obliged to keep the integrity of submitted materials in terms of their academic thoroughness. With that in mind, they may make appropriate corrections, and, in cases of suspecting dishonest practices (plagiarism, falsification of results), decide to withdraw a text from publication.

Editors, when necessary, are always inclined to publish appropriate modifications, explanations, and apologies.

Rejecting a text: Submitted work can only be rejected as a result of a negative internal and/or external review which clearly states the reason behind preventing publication. Editorial board

always allows authors to modify and correct texts that were sent back and is ready to help their authors in improving them.

Withdrawal of a text: Team of editors may, even after the formal reviewing process, consider withdrawing a text from publication (at any stage of the publishing process) in the following cases:

- the existence of significant evidence that questions validity of the conclusions of a research, suggests fabrication of sources, or indicates unintentional mistakes (e.g. errors in calculations and methodology)
- conclusions of research have already been published elsewhere
- an article bears marks of plagiarism or breaches ethical rules

Announcement of withdrawal of a text is to be treated as a definite withdrawal of a text from publication. Such announcement must contain information about the author(s) (the headline should list at least the title(s) and full name(s) of the author(s)), and reasons (in order to distinguish unintentional errors from deliberate abuse) behind the decision to withdraw a text. Withdrawn texts shall not be removed from a published version of a magazine's issue, but the fact of the withdrawal shall be distinctly emphasized. Editors encourage everyone to send their opinions and remarks regarding the published material.

Members of the editorial team who submit their own texts for publication are subjected to the same internal and external reviewing process as any other author.

Rules concerning reviewers

Cooperation with the editorial board: Reviewers participate in the works of the editorial team and have influence on editors' decisions. The team makes assessments regarding the content-related value of submitted texts, and hence select them, based on opinions of the reviewers.

The rule of punctuality: Reviewers are obliged to deliver reviews in due time. If for some reasons (content-related, lack of time) they are unable to meet the deadline or complete a review, they must promptly inform the editorial board of the fact.

The rule of confidentiality: All reviewed works are confidential, meaning that sharing them with unauthorised third parties is strictly forbidden.

The rule of a double-blind review process: Reviewer is not familiar with the identity of the author of the text they are reviewing, and vice versa. This rule aims to prevent any factors that could potentially affect the objectivity of judgement and relations within the academic milieu.

The rule of maintaining standards of objectivity: Reviewers should be kept impartial. Criticism aimed directly and personally towards authors is deemed inappropriate. Every observation made by the reviewer should be sufficiently justified.

The rule of thoroughness of sources: Reviewers, when necessary, should point at suitable works that have not been cited by an author. Any significant similarities to other articles and works should be reported and detailed to members of the editorial board.

The rule of preventing conflicts of interests amongst reviewers: Reviewers cannot use works they have been reviewing for their own personal gain. They also should not review texts which may provoke a conflict between them and the author(s). Editors are responsible for verifying the relationship between the author and the reviewer.

Duties of the publisher

The publisher is bound to forward any content- and merits-related information about the periodical, its editors and the publisher themselves to the editorial board. The publisher must also inform COPE about any cases of misconduct and breaches of publication ethics. Furthermore, the publisher is obliged to consult the editorial board in relation to the following issues:

- language-related proofs that go beyond graphical errors and/or spelling mistakes
- the graphic design and formatting of an issue
- promotional and advertising campaigns
- the means of selling and distribution of an issue