

Publication Ethics and Publication Malpractice Statement of *European Journal of Transformation Studies*

EJTS is a social sciences and humanities journal. High quality of the published articles as well as high ethical standards are priorities of our staff. The scientific quality of the published materials is ensured by the Editorial policy and review procedure. Concern for ethical standards is the responsibility resting with all persons involved in the creation of the journal, i.e. publishers and co-publishers, editors, members of the Editorial Advisory Board, reviewers and authors. They are expected to fully adhere to our policy regarding publication ethics and malpractice and to respect the following statements:

PUBLISHER and CO-PUBLISHERS

Publisher and co-publishers support the efforts of editors and reviewers associated with the publication of subsequent issues of the journal. They provide necessary measures for the functioning of the journal.

EDITORS

Editors are responsible for running current activities, in particular they handle correspondence with authors, informing them about the status of their texts, decide on the acceptance or rejection of the text based on the criteria of adequacy of the submitted article to the nature of the journal, its scientific quality, language and originality and on the basis of reviews received by the article, they appoint reviewers whose task is to evaluate the submitted articles with the use of a standard review template, the so-called evaluation table. Editors are obliged to maintain confidentiality with respect to the submitted materials until they are published. After the article is approved, the editors, in cooperation with the author, are responsible for its preparation to publication, including proofreading and typesetting. Editors, especially the executive editor, need to make sure that the journal is issued on a regular basis. In the event of

a refusal to publish an article, the editors are obliged to provide the author with a short explanation on the reasons for the refusal.

Editors must refuse to publish an article when:

- the article or its fragment is plagiarism;¹
- the text is not original, it has been already published in another periodical or collective work under the same or changed title (autoplagerism). It is permitted, however, if absolutely necessary, to use the paraphrased fragments of one's own earlier work, primarily data and information contained therein;
- it has been proven that the article was created with the use of the so-called *ghostwriting*² or *guest authorship*³;
- the article has received two negative reviews with the recommendation to reject it.

In the case of plagiarism, the editors should inform about the situation the institution indicated by the author as his or her affiliation.

REVIEWERS

The duty of reviewers, especially those who cooperate with *EJTS* on a regular basis and whose names appear on the journal's website, is to care for the high scientific level of articles published in the journal. In the preparation of reviews, they should be guided by preciseness, acumen, objectivity, impartiality and unbiasedness. They also ought to inform the editors of suspected ill practices, which the author/authors could have been involved in, especially in regard to suspicion of plagiarism. The reviewers are obliged to maintain confidentiality. They are not allowed to pass information about the reviewed articles to third parties, as well as to use in their works the data and information contained in the reviewed articles. In the event of a conflict of interest, they should inform editors about the impossibility to undertake the review responsibilities on a fair basis.

¹ Plagiarism is understood as citing somebody's else words or thoughts without the relevant bibliographic notes.

² *Ghostwriting* occurs when a person has contributed significantly to the publication but he or she has not been named as one of the authors or his or her role has not been mentioned in the publication acknowledgements.

³ *Guest authorship (honorary authorship)* occurs when the author's contribution has been marginal or non-existent and despite this fact he or she has been specified as the author/co-author of the publication.

AUTHORS

Authors are obliged to respect the anti-plagiarism procedures related to quoting someone's works as well as data and information contained therein. The authors must confirm the originality of the submitted works and the fact that the article has not been sent to another journal, where it would simultaneously undergo the procedure of evaluation and presumptive preparation to publication. Authors also consent to have their articles published in EJTS. Authors are obliged to cooperate with editors and reviewers in order to obtain the highest scientific and publishing level of the article, primarily to signal to the editors any errors observed also after the publication of the work. Authors are obliged to disclose the contribution of each person in the creation of the submitted article. They should also disclose the sources of the article research funding.