PUBLICATION ETHICS

Version 1.1 (January 2019 - May 2022) | Retrieved: 10.06.2022

The journal aims to follow the <u>Committee on Publication Ethics</u> (COPE)'s <u>Code of Conduct</u>. 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 and then undertake appropriate steps by following the <u>COPE flowcharts</u>. 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.

Authorship

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.

If the submitted text is fully or partly financed by an external institution or part of an academic / research project, the author is obliged to publish a statement containing the sponsoring institution / project details on the manuscript's first page (e.g. in a footnote or under the manuscript title).

"Ghostwriting" and "guest authorship"

The following authorship problems should be prevented before submitting a paper: *ghostwriting* and *guest authorship*. *Ghostwriting* refers to a case when a person who made substantial contributions to a publication is not credited as an author or, in the case of purely technical support insufficient for authorship, the person is not acknowledged in a publication. *Guest authorship* is the opposite situation, when a person appears in the publication as an author despite insignificant contribution or even absence from the scientific process.

Contributorship

In case of more than one author contributing to the research, individual contributions (substantial, not percentage) of each author must be specified in the manuscript (e.g. Particular authors' contribution: AB is responsible for the ideas in the research; CD collected the examples. Both authors participated in drafting the manuscript; or: The following declarations about the particular authors' contributions to the research have been made: concept of the study:

first author; data analyses: second author; writing the manuscript: first and second author). This information will be published in the article.

Changes in authorship

In accordance with the <u>COPE guidelines</u>, 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.

Competing Interests

A conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence his or her actions. Such relationships are also known as dual commitments, competing interests, or competing loyalties. These range from those with negligible potential to those with great potential to influence scientific judgment. Competing interests may exist regardless of whether an individual is aware of it. Financial relationships, such as employment, consultancies, honoraria, paid expert opinions are the most easily identifiable conflicts of interest and ones most likely to undermine the credibility of the journal, the authors, and science itself. However, conflicts may occur for other reasons, such as personal relationships, academic competition, and political and intellectual passion.

If any conflict of interest exists, it is obligatory that each author and reviewer declare it.

Confidentiality

Reviewers and editors are requested to treat submissions in strict confidence.

Author Self-Archiving

Authors are permitted to post the publisher's version of their work online (e.g. in institutional repositories or on their website) after its initial publication in *Cyrillo-Methodian Papers*.

Archiving

The copies of published articles are deposited to the <u>UMCS Digital Library</u>, the website of the <u>UMCS Faculty of Humanities</u>, <u>CEJSH</u> and the <u>Slavic Humanities Index</u>