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## **PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT FOR JOURNAL ARHIVI, THE REVIEW OF THE ARCHIVAL ASSOCIATION AND ARCHIVES OF SLOVENIA**

Guidelines on ethics of publishing and abuse in publishing in the journal *Arhivi, The Review of the Archival Association and Archives of Slovenia* are based on existing *Elsevier* policies and *COPE's Best Practice Guidelines for Journal Editors*. The following instructions represent standards of expected ethical behavior for all parties involved in publishing in the journal *Arhivi* - authors, editor and editorial board, peer reviewers and publisher.

### **Duties of the editor and editorial board**

#### **Decision to publish the contribution:**

- The editor of the journal *Arhivi* shall be responsible for deciding which of the papers submitted should be published. He shall follow the guidelines of the review's editorial policy and may consult with the editorial board or reviewers in this decision.
- The editor shall submit each paper for evaluation to, as a rule, two reviewers with expertise in the relevant field (*peer review*).

#### **Principle of Fairness (fair play):**

- The editor shall evaluate manuscripts for their intellectual content regardless to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

#### **Principle of Confidentiality:**

- 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.

### **The peer-review process and reviewers duties**

- The peer review process is anonymous; reviewers' names are not released to authors, and vice versa.
- Reviewers are to treat all manuscripts that they will be reviewing as confidential and the submissions must not be used for reviewers' own benefit.
- Reviewers who do not feel that they have the expertise required to carry out an assessment, or believe that they are unable to review a manuscript within the agreed time frame, must inform the editor and withdraw from the review.

#### **Goals of review process:**

- The basic goal of the review is to submit to the Editorial Board all data they need to decide whether to publish an article or not. It shall prevent any publication of plagiarism and articles (e.g. research) with incorrect results. Another equally important goal of reviews is to allow the author to learn about the weaknesses or even errors of their work and correct or improve the quality of the submitted article.

#### **Confidentiality:**

- Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others.

### **Standards of Objectivity:**

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

### **Acknowledgment of sources:**

- Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation.
- A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other paper of which they have personal knowledge.

### **Disclosure and Conflict of Interest:**

- Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.
- Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

### **Duties of Authors:**

- Authors must comply with *Instructions for Authors* which are published in each issue of *Arhivi* and on the website of *Archival Association of Slovenia*.
- Authors guarantee that their submissions represent original research papers and findings, the data provided are accurate, and that works by other authors are properly listed or cited.
- Authors guarantee that manuscripts submitted to *Arhivi* have not been published or are not in the process of being published in any other publication. Translations of manuscripts are excluded.
- Authors must acknowledge work by others who contributed to the submitted manuscript. Any information obtained privately by the author may be used solely with the source's prior written permission.

### **Reporting standards:**

- Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance.
- Underlying data should be represented accurately in the paper. A 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.

### **Originality and Plagiarism:**

- The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

- Plagiarism takes many forms, from ‘passing off’ another’s paper as the author’s own paper, to copying or paraphrasing substantial parts of another’s paper (without attribution), to claiming results from research conducted by others.
- Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

### **Multiple, Redundant or Concurrent Publication:**

- An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.
- In general, an author should not submit for consideration in another journal a previously published paper. Publication of some kinds of articles (e.g. translations) in more than one journal is sometimes justifiable, provided certain conditions are met.
- The authors and editors of the journal must agree to the secondary publication, which must reflect the same data and interpretation as the primary document. The primary reference must be cited in the secondary publication.

### **Acknowledgement of Sources:**

- Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

### **Authorship of the Paper:**

- Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors.
- Where there are others who have participated in certain substantive 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 included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

### **Disclosure and Conflicts of Interest:**

- All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.
- When an author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.