

## **PUBLISHING ETHICAL STANDARDS**

It is of great importance to both Editorial and Advisory Boards of EFAJ to keep high ethical standards during the whole publication process. All parties involved in publication process are expected to keep professional and ethical behaviour mainly with respect to:

### **1. Editors/Publisher**

- Confidentiality during whole decision process
- Avoiding conflict of interest in reviewing process
- Objectivity in final publication decision
- Detection of plagiarism

Publisher and editors strictly observed privacy throughout the review and editing process, i.e. the anonymity of the authors. Publisher should do their best to constantly improve the quality of the journal and support the freedom of expression. During the review process it is emphasized that the reviewers are not in conflict of interest and that their report was objective. The whole review process is carried out in accordance with predetermined rules (see <http://www.vse.cz/efaj/EFAJ-process.pdf>) and is based on an objective assessment of the quality of the article. Editors, when assessing the article, also examines its originality and tries to detect potential plagiarism or other misconduct. If there is a suspected issue it is first communicated with authors and then proceed in accordance with COPE flowchart, where applicable. In case of an error detection and misleading statement, editors promptly discuss remedies for all the corrections and publish them in the earliest time possible.

Both publisher and editors should follow the integrity of academic record (concept of honesty and originality) and ensure that it will be possible after approval by Board of editors to publish corrections, clarifications, retractions and apologies if needed. Articles are selected on the basis of the focus of the journal, its importance and originality. In case of the change of editors the findings of previous processes will be respected. Editors give sufficient space to relevant criticisms of published articles and also space for respond by original authors.

If the author disagrees with the decision of the Board of Editors, they may ask the editor of chief or the Chairman of the Advisory Board for assessment of their objections. Editors are prepared to deal with suggestions for improvement and complaints promptly. Authors or other stakeholders can also send their suggestions for improvement or complaints to the Chairman of the Advisory Board.

Currently, the journal does not offer any special space for advertising and commercial statements.

## 2. Reviewers

- Confidentiality during whole review process
- High standards for assessing the article
- Objectivity in review decision

Reviewers beyond observing privacy objectively evaluate the quality of the articles, their contribution to the scientific community as well as for the publication focus of the journal. Reviewers are selected and approved by editor in chief respectively by Board of Editors regarding their specialization in order to ensure high quality of the whole process and its objectivity. Each article is assessed at least by two reviewers and editor in chief and has to be approved by the Board of Editors.

Editors and reviewers are independent while evaluating their articles and by no means influenced by the publisher. The procedure and criteria for evaluation of articles are given by the format of the report and the following standards.

"Articles submitted for review are confidential. Reviewers may not quote from or distribute copies of the article under the review."

## 3. Authors

- High quality in methodology and reporting standards
- Responsibility for originality of the article
- Reproducible research

Every article under consideration in the journal, with respect to the research subject, is required to clearly describe the state of the art in the field of research, methodology and data used, the results and related comments. Each article is required to contain a precise and correct work with literature and data, so the process and results could be verified if necessary (reproducibility of research). By the Copyright Transfer Agreement author declares the originality of the article and agrees with free on-line access to the article on the website of the journal ([www.efaj.eu](http://www.efaj.eu)).

The articles are organized into sections according to their standards and aims (e.g. research articles, discussion, review articles, reviews).

Unpublished conference papers can be submitted for the review process. Papers published in proceedings from the conference can be submitted only after significant changes of the content (at least 1/3 of the content). From the text of the paper, it has to be clear that the paper follows up the conference contribution.

Articles, when applicable, will always provide the source of funding the research which they have been based on (while maintaining anonymity in the review process). If it is relevant, special confidentiality attention will be given to the individual information (data).

These standards shall be understood and interpreted in the meaning of current COPE Code of Conduct.

*Editorial and Advisory Boards*

*1/1/2014*