

## **PUBLICATION ETHICS**

### **Faculty of Humanities, Shumen University**

In its publication policy the Faculty of Humanities at Shumen University observes the accepted international standards of publication ethics. The editorial boards regard it as their inherent obligation to follow the rules defined in:

COPE): <http://publicationethics.org/resources/guidelines>

Elsevier: [Publishing Ethics Resource Kit \(PERK\)](#)

Elsevier. Ethical Guidelines for Journal Publication

([www.elsevier.com/publishingethics](http://www.elsevier.com/publishingethics); [www.elsevier.com/ethicalguidelines](http://www.elsevier.com/ethicalguidelines)).

The rules of ethics apply to all participants in the publication process: authors and reviewers, editors and publishers.

### **Authors' rights and obligations**

- Authors of a publication are considered people who have contributed considerably to writing the article. Everyone who has a substantial contribution should be identified as a co-author. The abuse of copyright is ethically unacceptable.
- The authors should keep the primary data related to the article for editorial review if requested and long enough after the publication of the article.
- Any form of plagiarism is strictly prohibited. The submitted materials must be original. If the authors use parts of their own or other people's work, they should be cited correctly.
- It is considered unethical to present the same article simultaneously to more than one publisher. The authors do not have to offer to publish materials with identical studies already offered to other publishers. The authors declare that the scientific materials have not been published before in written or electronic form.
- The authors should report the conflict of interest that could affect the final results of the empirical data. The publication or use of the material without prior consent of the other co-authors is unacceptable.
- Upon detection of significant errors in already published articles the authors are required to notify immediately the editorial board and cooperate to withdraw or correct the issue.

### **Reviewers' rights and obligations**

- Reviewers' work is particularly important for improving the quality of the materials proposed for publication. Reviews play a crucial role in the decisions of the editorial board to publish a particular article.
- The reviewers must notify the editor when they consider themselves not qualified enough to review a particular scientific material, or when they are unable to examine immediately the manuscript. Then they should drop out from the process of peer review.
- The principle of confidentiality is essential in the work of the reviewers. The reviewer must not disclose or discuss the contents of the manuscript with another person unless s/he has received an explicit permission from the editor.
- Reviews must be based on the objective qualities of the article. The reviewers are obliged to write impartially and competently, clearly and with sufficient arguments.

- Reviewers are required to observe proper citation and use of data and sources. In case of detected violations (inaccuracies and omissions in the bibliography or finding pieces of the material in already published articles) they should notify the editor.
- Reviewers should withdraw from the reviewing process when there is a conflict of interest arising from professional, personal, financial and other relations with the author.

### **Editors' rights and obligations**

- The Editorial Board decides which of the submitted articles will be published in the next issue of the publication. The decision is based on criteria for publication in Lyuboslovie/ Preslavaska school, etc., the objectives and scope of the journal. A guiding principle for publishing is the importance of the research for development of scientific knowledge and its academic contribution to science. The Editorial Board is obliged to inform the author about all the deficiencies and inaccuracies, without the removal and correction of which the article will not be published .
- The evaluation of manuscripts by the members of the Editorial Board should be according to their scientific content regardless of the gender, race, religious beliefs, sexual orientation, ethnicity or political beliefs of the authors.
- The Editorial Board has the right to discuss the materials submitted only with the author, the reviewers and the publisher.
- Editors must give up considering articles in which they have a conflict of interest based on competitive or cooperative relationships with anyone of the authors, sponsors or institutions associated with the publication.
- The Editorial Board shall take an immediate action upon receiving a signal of unethical behavior, for example, incorrect citation, plagiarism, inaccuracies in the data used and manipulation of the results. Measures include contacting the parties and institutions to establish the veracity of ethical violations. The result could lead to the withdrawal of the manuscript or, if the paper has already been published to subsequent publishing of the revealed ethical violations.
- When rejecting an article the Editorial Board may recommend another publisher to the authors. The authors have the right to an additional review, but only if they provide evidence of any mistakes made by the reviewers. In this case a new expert committee can be formed that should give the final review.

### **Publishers' rights and obligations**

- The publisher does not take part in the decisions of the Editorial Board for the publication of the articles.
- The publisher guarantees that advertising, reprint or other commercial activities related to the publication, will not affect editorial decisions.
- The publisher gives contacts of other journals and publishers to the Editorial Board or the reviewers when it is necessary.
- The publisher cooperates with other publishers and organizations in defining standards and exchanging best practices on Publication Ethics.

The rules of publication ethics were adopted at a meeting of the Faculty of Humanities (Protocol N...../.....2016)