**WIT Press Publication Ethics and Malpractice Statement (updated May 2022)**

Our publication ethics and publication malpractice statement is mainly based on the Code of Conduct and Best-Practice Guidelines for Journal Editors (Committee on Publication Ethics, 2011).

**Publication and Authorship**

- WIT Press adheres to the highest standards and ensures that all papers are subject to a strict review process from at least two international colleagues/experts in the field.
- WIT Press takes into account the originality of the work, its significance, sound underlying principles and relevance. Reviewers also take into account its readability and language.
- The research work reported in the paper should not have been published or have been submitted to another journal. It should be included in only one publication.
- The Editors' decisions are: acceptance, acceptance with revision, or rejection.
- Authors that agree to re-visit and re-submit their paper should be aware that there is no guarantee that the revised version will be accepted.
- Rejected articles will not be re-reviewed.
- The paper acceptance may be constrained by legal requirements, including legal copyright infringements and plagiarism. All submitted papers are routinely run through plagiarism detection software.

**Authors' Duties**

- **Reporting standards** – Authors of original research reports 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.
- If the work involves chemicals or unusual hazards, the author must clearly identify these in their paper.
- If the work involves animals or human subjects the author must ensure that their paper states that all procedures were performed in compliance with relevant laws and a statement **must be** included in the manuscript that informed consent was obtained. Both consent to participate and consent to their data being published should be obtained. The privacy rights of human subjects must always be observed.
- **Data access and retention** – Authors could be asked to provide the raw data of their study together with the paper for editorial review and should be prepared to make the data publicly available if practicable. In any event, authors should ensure accessibility of such data to other competent professionals for at least ten years after publication (preferably via an institutional or subject-based data repository or other data centre), provided that the confidentiality of the participants can be protected and legal rights concerning proprietary data do not preclude their release.
- **Originality, plagiarism and acknowledgement of sources** – Authors will submit only entirely original works, and will appropriately cite or quote the work and/or words of others. Publications that have been influential in determining the nature of the reported work should also be cited.
- **Multiple, redundant or concurrent publication** – In general, papers describing essentially the same research should not be published in more than one journal. Submitting the same
paper to more than one journal constitutes unethical publishing behaviour and is unacceptable.

- Manuscripts which have been published as copyrighted material elsewhere cannot be submitted. In addition, manuscripts under review by the journal should not be resubmitted to copyrighted publications. However, by submitting a manuscript, the author(s) retain the rights to the published material.
- In case of publication they permit the use of their work under either a CC-BY license or an Open Access Publishing Agreement.

**Authorship of the paper**

- Authorship should be limited to only 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.
- The lead author ensures that all contributing co-authors and no uninvolved persons are included in the author list.
- Where there are others that have participated in certain aspects of the work they should be recognised on the acknowledgements section.
- The lead author will also verify that all co-authors have approved the final version of the paper and have agreed to its submission for publication.

**Disclosure and conflicts of interest** – All authors should include a statement disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

**Fundamental errors in published works** – 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 to cooperate with the editor to retract or correct the paper in form of an erratum.

**Editors' Responsibilities**

- The editor is responsible for deciding which of the papers submitted to the journal or transaction will be published. Editors have ultimate responsibility for the acceptance or rejection of any papers.
- The editor will evaluate manuscripts without regard to the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. The decision will be based on the paper’s importance, originality and clarity, and the study’s validity and its relevance to the publications scope. Current legal requirements regarding libel, copyright infringement, and plagiarism should also be considered.
- The editor shall ensure that the peer review process is fair, unbiased and timely.
- The editor shall select reviewers whom have suitable expertise in the relevant field taking into account the need for inclusive and diverse representation.
- When nominating the potential editorial board, including members of the International Scientific Advisory Committee, the editor should take in to account the need for inclusive and diverse representation.
- The editorial policies of WIT Press shall encourage transparency and complete honest reporting.
Editors are responsible for the contents and quality of the publication.

Editors should guarantee the quality of the paper and the integrity of the academic research.

Editors should not reverse their decision nor overturn the ones of previous editors without a special reason, in which case further reviews may be required.

Editors should ensure that peer reviewers and authors have a clear understanding of what is expected of them and will preserve their anonymity.

Editors will act promptly if they suspect misconduct and endeavour to make all reasonable attempts to resolve the matter.

Editors will ensure that the material published conforms to internationally accepted, ethical guidelines including having a clear picture of research funding sources.

Editors should not allow conflicts of interest to take place between authors, reviewers and other Board Members.

If an editor is presented with evidence of misconduct, they should work with the publisher to arrange a prompt publication of correction, retraction, or other correction to the paper as may be relevant.

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.

Disclosure and conflicts of interest – Unpublished materials disclosed in a submitted paper will not be used by the editor or the members of the editorial board for their own research purposes without the author's explicit written consent.

**Reviewers' Responsibilities**

Contribution to editorial decisions – The peer-reviewing process assists the editor and the editorial board in making editorial decisions and may also serve the author in improving the paper.

Promptness – Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and withdraw from the review process.

Confidentiality – Any manuscripts received for review must be treated as confidential documents. They must not be disclosed to or discussed with others except as authorized by the editor.

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

Acknowledgement of sources – Reviewers should identify cases in which relevant published work referred to in the paper has not been cited in the reference section. They should point out whether observations or arguments derived from other publications are accompanied by the respective source.

Reviewers will notify the editor of any substantial similarity or overlap between the manuscript under consideration and any other published 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 associated with the papers.

- Reviewers should express their views clearly and indicate the reasons for them.
- Reviewers should comment on the clarity of the manuscript as well as the scientific contents.

Reference