

## **Publication Ethics and Malpractice**

In its publishing activity, Academic OA strictly follows the best practices of publication ethics and adhere the recommendations of the [Committee on Publication Ethics \(COPE\)](#) as well as the world's recognized databases elaborated to facilitate the publishing process for all its participants and make it transparent, prudent, unified, clear and valuable for the scientific community.

### **Guidelines for participants of the publishing process**

#### **Authors**

*Reliability and accuracy.* The authors are responsible for research and data they present in their manuscripts. The research should be done with the highest level of accuracy and, to the best of authors' knowledge, constitute the reliable and proved experiment, analysis, review or other piece of scientific endeavor. Falsifications, distortions, deliberate errors or misinterpretations are treated as authors' misconduct and are not acceptable.

*Plagiarism and self-citations.* The manuscript presented by the author should be an original research work or objective and unbiased review paper. Plagiarism, predatory self-citations as well as misappropriation of data and ideas are strictly prohibited.

If the author relies on the work and findings of other researchers, it must be clearly stated and properly referenced.

*Authorship.* The corresponding author is responsible for nominating all persons who significantly contributed to creation of the manuscript as co-authors. All co-authors shall approve the final version of the manuscript and such approval is considered as granted when the manuscript is submitted by the corresponding author to the publisher. Ungrounded credit of authorship to individuals not related to the research as well as deliberate excluding of material contributors from the list of co-authors is treated as unethical behavior and is not acceptable.

*Duplicated publications.* Simultaneous publication of the same or essentially similar paper to more than one periodical is considered as unethical behavior and contradicts the publisher policies.

#### **Reviewers**

Reviewers shall be coordinated by and are expected to follow the [Ethical Guidelines for Peer Reviewers](#) developed by the COPE.

*Confidentiality.* All data and ideas presented in the manuscript are a part of intellectual property and shall be treated confidential. Reviewers must not share the information got in the process of review as well as not use it for their own advantage or in their own work without proper and clear permission.

*Objectiveness.* The review should be done with the proper diligence and accuracy. All the provided comments shall be supported by reasonable arguments and be valuable for improving quality of the paper. Reviewers are required to refrain from review assignment if they feel lack of expertise in the proposed topic.

*Professionalism and respect for the individual.* Any comments relating to personality, harmful or abusing statements as well as defamation are treated as unethical behavior and unacceptable.

*Conflict of interest.* Reviewers shall report the conflict of interest and refrain from assignment for review if such review could be compromised because of shared or contradictory interests of the individuals or institutions related to the paper.

## **Editors**

Editors have to follow the [Code of Conduct and Best Practice Guidelines for Journal Editors](#) developed by the COPE.

*Commitment.* Editors are in charge of overall management of the materials to be published in their journals, proceedings or special issues. They are expected to commit themselves to working in a transparent, unbiased and objective manner. Editors are responsible for ensuring the peer review process which shall be independent, fair and of high quality.

*Confidentiality.* All the unpublished content available to Editors as the result of editorial activity shall be treated confidential. Editors must not use it for their own advantage without proper and clear permission of authors.

*Complaints.* Editors should coordinate complaints, possible cases of misconduct and take all reasonable endeavors to have such issues resolved or eliminated to produce high-quality content.

## **Misconduct cases and Retraction Policy**

If misconduct is reported and proved after a thorough investigation by the Academic OA editorial board, the relevant paper will be subject to retraction in accordance with the [COPE's Retraction Guidelines](#).

The following (but not limited to) reasons may be considered as a ground for retraction:

- the research, data or conclusions contained in the published paper are unreliable or contain an error which can't be rectified;
- manipulation with citations, unjustified self-citation to increase visibility of specific articles with no apparent ground;
- plagiarism and using of the data or ideas of the individuals and / or institutions without proper referencing or permission from the authors;
- simultaneous or duplicated publication in more than one periodical of the entirely or significantly identical manuscript.

All the reported misconduct cases will be investigated, checked and evaluated by the editorial board.

Only proved misconduct will lead to the retraction of the relevant paper.