

| C | O | P | E |

| C | O | P | E |

Welcome to COPE

COPE provides leadership in thinking on publication ethics and practical resources to educate and support members, and offers a professional voice in current debates.

PROMOTING INTEGRITY IN SCHOLARLY
RESEARCH AND ITS PUBLICATION

publicationethics.org

COPE Membership Handbook
YOUR MEMBERSHIP

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WELCOME FROM THE CHAIR

Welcome to **COPE** and thank you for joining us to help in our work to improve integrity in research publication. As a **COPE** member, we will support you to reach the highest ethical standards for your journal using both curated guidance, and advice from **COPE** Council and our member community.

If publication ethics is relatively new to you the **Short guide to ethical editing for new editors** (<https://doi.org/10.24318/cope.2019.1.8>) is a good place to start, together with our **eLearning modules**. Or perhaps you already rigorously implement **COPE's Core practices** for your journal, and are most interested in the emerging issues we face. In this case you will enjoy the lively discussions where we bring differing views on contentious topics together to help us all navigate the dynamic nature of research publishing.

Your opinion is valuable to the whole community as we serve all disciplines, globally, in scholarly publication. **COPE's** greatest value comes when we bring together experience and knowledge from diverse backgrounds and perspectives, as we strive to create a future where ethical practice in scholarly publication is the cultural norm.

We look forward to working with you.

Daniel Kulp,
COPE Chair



YOUR MEMBERSHIP

As a **COPE** member you are now part of a community that is helping to create a future where ethical practice in scholarly publication is the cultural norm.

Membership of **COPE** signals to authors, reviewers and readers that your journal upholds the highest ethical standards in research publishing and that you intend to follow **COPE's Core practices** and take appropriate action when issues arise. Make sure you are up to date with our **Core practices** using the **COPE Journal audit** as a checklist for your journal and editorial office.

Your membership gives you full access to **COPE** events and resources on our website, including guidance, advice, education and support on all aspects of publication ethics. When you need advice on a case, that cannot be



Member since 2016
JM12102

COPE member logo

resolved from using our website resources, you can submit it for discussion and advice to the **COPE Forum**.

You can demonstrate your membership of **COPE** with your personalised **COPE** logo on your website and in your print journal.

Your membership also provides you with a public profile page on our website and a chance to stand for election to **COPE Council**.



BEST PRACTICE & GUIDANCE

We maintain an extensive database of real publication ethics cases presented by our members, plus guidelines and flowcharts on handling different aspects of publication ethics issues.



ADVICE

We provide a Forum for members to discuss and obtain advice on individual cases.



EDUCATION

Our eLearning programme gives practical guidance on topics including: plagiarism, falsification, authorship, conflicts of interest and reviewer misconduct.



AUTHORITY

We provide leadership in thinking about publication ethics. Our purpose is to ensure ethical practices become part of publishing culture.

MEMBER BENEFITS



FORUM DISCUSSION OF CASES

Bring a case to the quarterly COPE Forum for discussion and advice by participants. A section of each Forum is dedicated to a discussion topic, giving members the opportunity for a more in-depth discussion on a current issue. For more information see [page 6](#).



WEBINARS

We invite speakers to share their knowledge of a publication ethics topic, from their perspective, and give attendees the opportunity to ask questions.



CONTACT COUNCIL FOR ADVICE

Members can obtain confidential advice on ethical issues, between our quarterly Forum meetings, from COPE Council Members.



eLEARNING

Our eLearning course, is a series of ten modules, designed for editors and publishers who want to improve their understanding of publication ethics and know how to access tools to address the many issues they face. For more information see [page 7](#).



SEMINARS & WORKSHOPS

Attendance at annual COPE seminars and workshops is free. If you are holding a conference or workshop, we can lend support with COPE materials.



AUDIT

The COPE Journal audit corresponds to COPE's Core practices. It is designed to encourage members to identify areas of their journal's policies and procedures that may need to be revised. Use the Audit as a checklist to ensure you have robust, publicly documented processes and procedures.

MEMBER BENEFITS (CONT.)



PERSONALISED COPE LOGO

Use your personalised COPE logo, with your membership number, in your journal to signal to authors and reviewers that your journal upholds the highest ethical standards. Sign in to your account and download your logo. For more information see [pages 10-11](#).



SAMPLE LETTERS

Writing to authors or reviewers about potential misconduct is one of the hardest tasks for an editor. We have a series of sample letters to help editors draft their own letters.



STAND FOR COUNCIL

Be nominated as a COPE Council Member and contribute to the development of education and knowledge in publication ethics.

COPE FORUM

The Forum is where COPE began in 1997 and continues to be the main platform by which COPE members discuss and offer advice on current unresolved cases involving complex publication ethics issues. Only COPE members can participate in the Forum.

All the cases brought by our members are anonymised and then discussed by the participants of the Forum. Participants use their wide range of knowledge and experience to advise on the issue at hand. The member who brought the specific case to the Forum receives a summary of the discussion and advice, which they can consider when handling the case further. The final decision on handling the case lies with the member.

Each case is added to the website and reflects the discussion and advice from the Forum participants. We now have more than 650 cases that both members and non-members can browse by topic or search by keyword.

We dedicate time at each Forum to a discussion topic, giving members the opportunity for a more in-depth discussion on a current issue.

Previous Forum discussion topics include predatory publishing, preprints, expressions of concern, bias in peer review, and manipulation by paper mills.

HOW TO SUBMIT A CASE

SEARCH THE CASES

Search the cases on the website to see if a similar case has already been discussed:

SUBMIT YOUR CASE

You will need to sign in to the website to submit your case. Click on 'Submit a case'. Complete all fields, ensuring you keep the case anonymous.

REGISTER FOR THE FORUM

When you are given a date for the Forum, register for the Forum so you can present your case.

FOLLOW UP

A written summary of the discussion and advice given will be sent to you after the Forum and posted as a case on our website.

SUMMARY

Send us a summary of your follow-up actions so we can update the case details on the website.

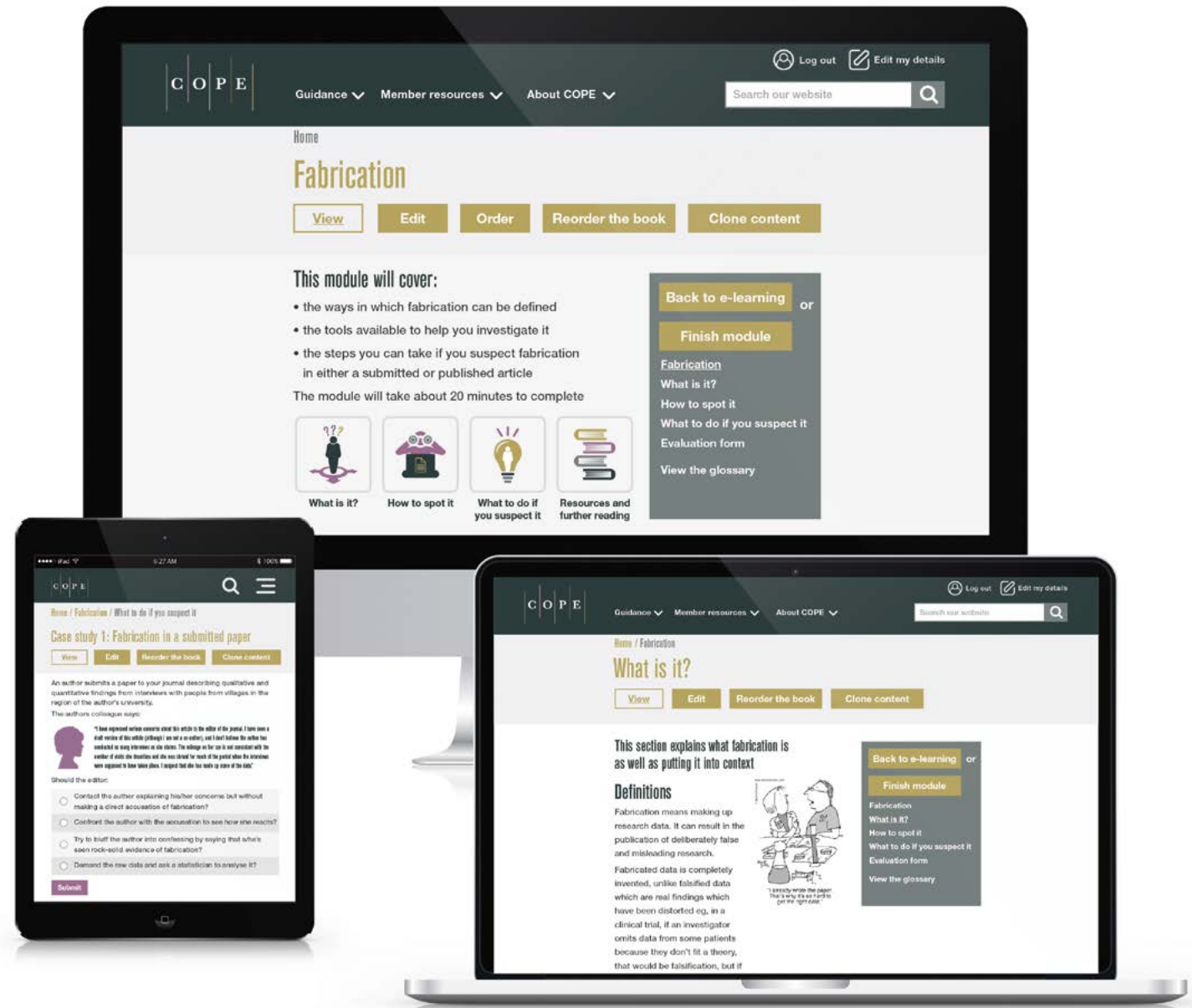
eLEARNING

COPE is committed to improving editors' abilities to deal with ethical issues arising before or after journal publication. Given the time pressures on editors and the fact that COPE has members around the world, we offer an [eLearning programme](#) for members. Aimed at new editors, it gives a deeper understanding of publication ethics and practical guidance on how to detect, prevent and handle possible misconduct.

The eLearning modules, which are a member-only benefit, provide a valuable resource for editors and publishers, especially those seeking an introduction to publication ethics, and complements the wide ranging advice and support already available from COPE.

MODULES:

- Authorship
- Conflicts of interest
- Corrections, retractions and expressions of concern
- Fabrication
- Falsification
- Introduction to publication ethics
- Plagiarism
- Redundant publication
- Reviewer misconduct
- Selective reporting



COPE RESOURCES

GUIDELINES

Formal COPE policy which advises editors and publishers on publication ethics practices.

<https://cope.onl/guide>

DISCUSSION DOCUMENTS

Introducing issues and encouraging discussion, often about complex issues.

<https://cope.onl/discussion>

FLOWCHARTS

A step by step process used when you need guidance dealing with an ethical issue.

<https://cope.onl/flowcharts>

INFOGRAPHICS

Helpful in the early stages to identify indicators of possible concern.

<https://cope.onl/infographics>

CASES

Over 650 cases, brought to the Forum by COPE members for discussion and advice.

<https://cope.onl/cases>

FORUM DISCUSSION TOPICS

Current and emerging issues discussed at the quarterly Forum.

<https://cope.onl/forum-topics>

AUDIT

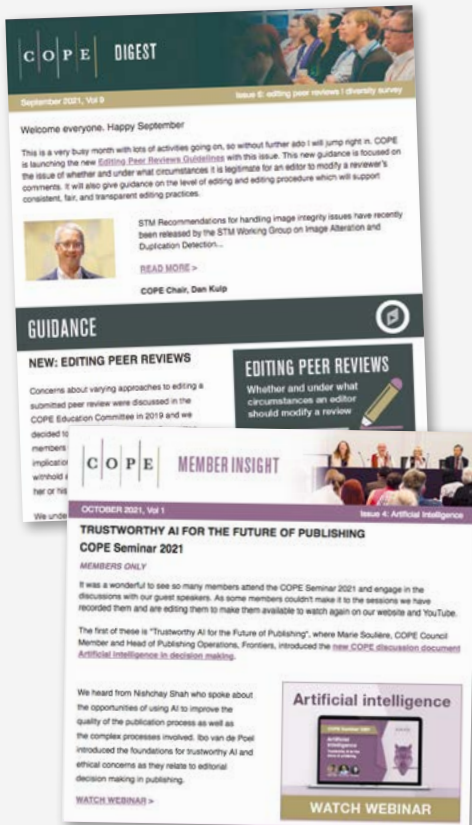
Use this as a checklist to ensure your journal meets the highest standards in publication ethics.

<https://cope.onl/audit>



COPE DIGEST AND MEMBER INSIGHT EMAILS

COPE Digest is a bimonthly update on COPE activities, resources and publication ethics news. On alternate months Member Insight provides a more in-depth exploration of resources, discussions and events for members only.



SIGN UP TO RECEIVE DIGEST

COPE CORE PRACTICES

Core practices are the policies and practices journals and publishers need to reach the highest standards in publication ethics. We include cases with advice, guidance for day-to-day practice, education modules and events on topical issues, to support journals and publishers fulfil their policies. Find out more about our Core practices by following the links below.



ALLEGATIONS OF MISCONDUCT
<https://cope.onl/misconduct>



ETHICAL OVERSIGHT
<https://cope.onl/oversight>



AUTHORSHIP AND CONTRIBUTORSHIP
<https://cope.onl/authors>



INTELLECTUAL PROPERTY
<https://cope.onl/ip>



COMPLAINTS AND APPEALS
<https://cope.onl/appeal>



JOURNAL MANAGEMENT
<https://cope.onl/manage>



CONFLICTS OF INTEREST/COMPETING INTERESTS
<https://cope.onl/coi>



PEER REVIEW PROCESSES
<https://cope.onl/peer-review>

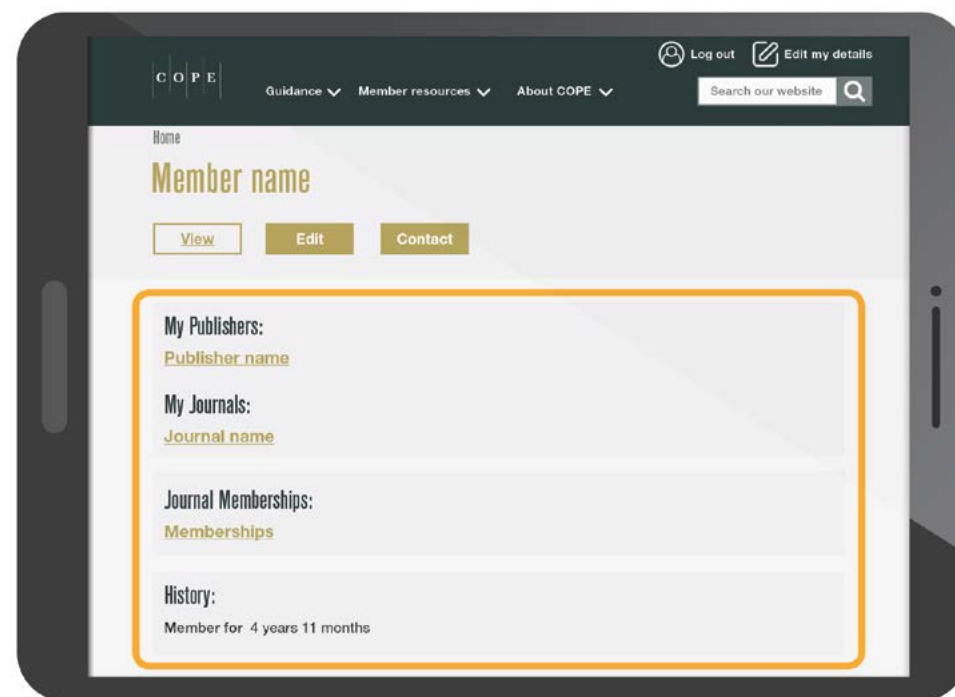
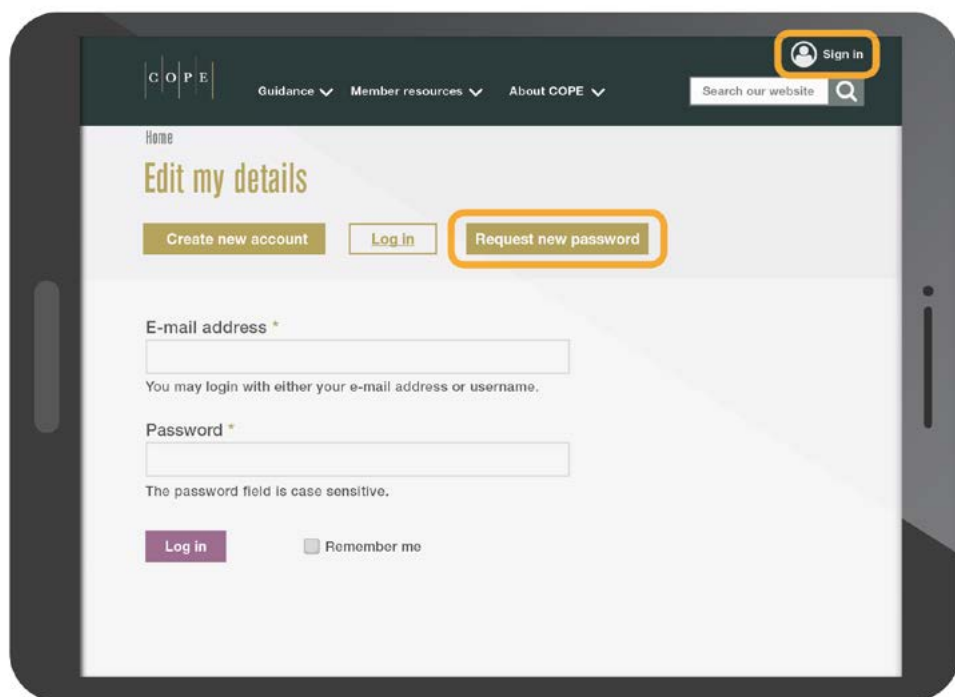


DATA AND REPRODUCIBILITY
<https://cope.onl/data>



POST-PUBLICATION DISCUSSIONS AND CORRECTIONS
<https://cope.onl/corrections>

MANAGING YOUR ACCOUNT



1. SIGN IN

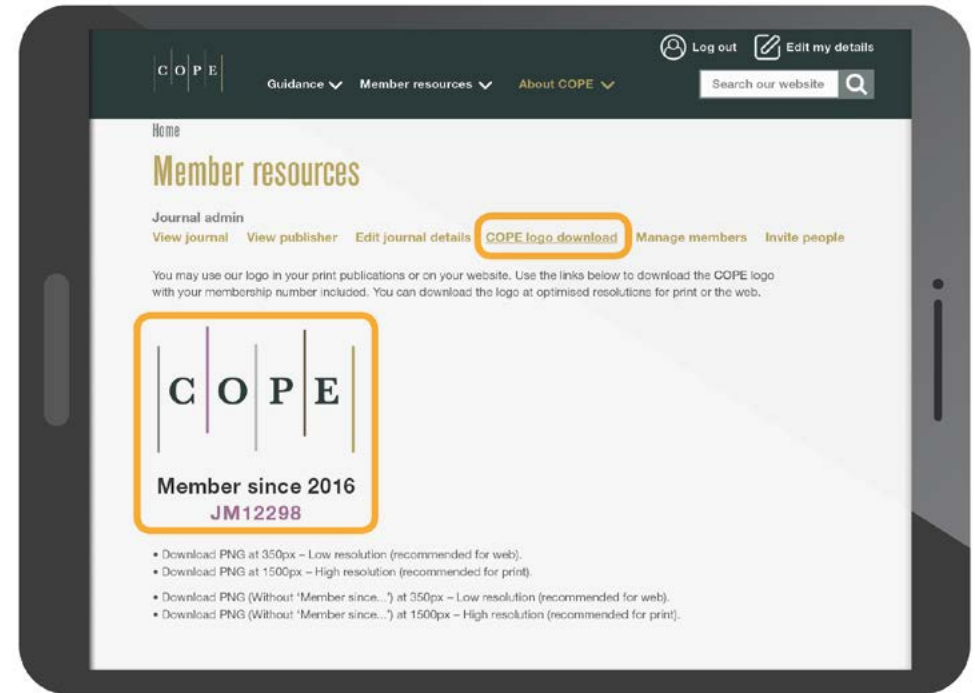
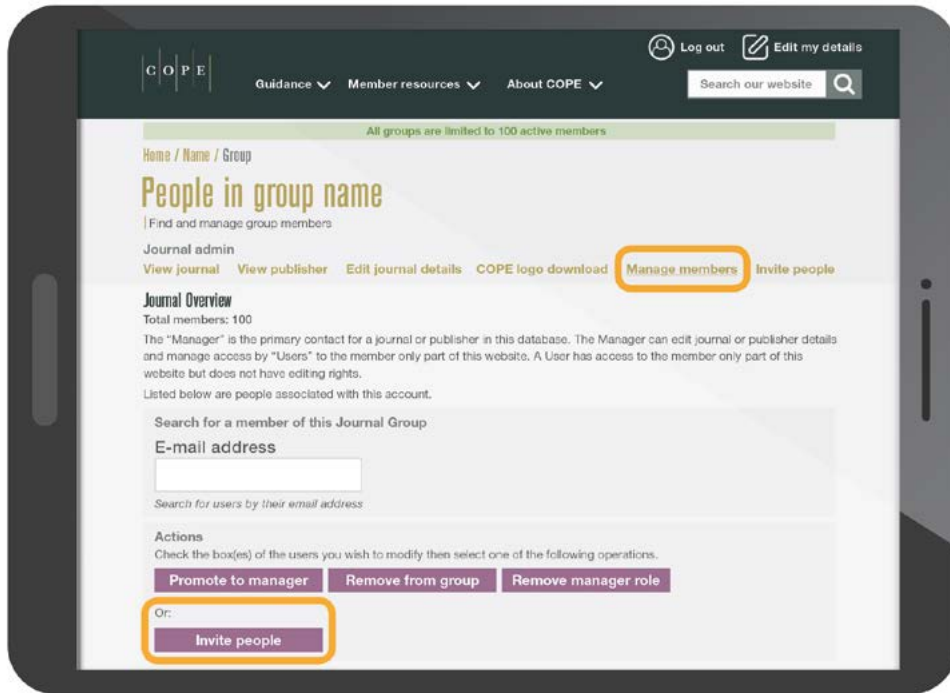
The first step is to sign in to your account on the **COPE** website. As the member, you are the manager of your journal/publisher group.

If you can't remember your password, select *'Request new password'*.

2. EDIT YOUR PUBLISHER/JOURNAL DETAILS

After clicking on your journal or publisher name, you, as the manager, can update the details of your journal/publisher page that can be viewed by the public.

MANAGING YOUR ACCOUNT (CONT.)



3. MANAGE USER GROUP

Managers can invite colleagues to the journal/publisher group. Invited colleagues are 'users', have their own login details, can access member content, such as the eLearning modules, and are automatically added to the COPE mailing list. Managers can add up to 100 users.

4. USE YOUR PERSONALISED COPE LOGO

You can use your personalised COPE logo on your journal website and in your print journal. Your logo shows your membership number and the year you joined COPE. If you would like to add some words, we suggest the following:
"This journal is a COPE member and abides by COPE's Core practices: <https://publicationethics.org>"

TRUSTEE BOARD, COUNCIL MEMBERS AND STAFF

The Officers are elected by the Constitutional Members of COPE. The Trustees are elected by the general membership of COPE. Members of the Trustee Board are Trustees under charity legislation and Directors of the limited company under company law. It meets four times a year and is led by the Chair.

For more information visit: <https://cope.onl/trustees>



Daniel Kulp
Chair



Nancy Chescheir
Vice Chair



Michael Wise
Treasurer and
Council Member



Tara Hoke
Secretary and
Council Member



Deborah Kahn
Elected Trustee



Trevor Lane
Elected Council
Member and Trustee



Simon Linacre
Co-opted Trustee



Caroline Porter
Elected Trustee



Howard Browman
Elected Council
Member and Trustee



Tim Kersjes
Elected Trustee

There is more information on the website (<https://cope.onl/about-us>) explaining how COPE is managed, its constitution, structure and latest strategy. Council Members are listed, by country, on the opposite page.

Council Members are collectively responsible for the operational aspects of COPE eg, undertaking activities that meet the goals of COPE's strategy. Council Members are also responsible for responding to member queries (by email), attending the Forum (by webinar), providing leadership on publication ethics, and acting as a representative of COPE externally.

In addition to the Trustees and Council Members, who are all volunteers, COPE has three full time staff positions.

- **Executive Officer: Natalie Ridgeway** oversees the daily activities of the charity and is responsible for ensuring the objectives of the Trustee Board are implemented.
- **Operations Manager: Alysa Levene** works closely with the Executive Officer and Trustee Board and Council, supporting them with activities that are directly linked to the strategy and long-term goals of COPE.
- **Senior Membership Administrator: David Summers**, with the Membership subcommittee, works closely with potential COPE applicants, supporting and assisting them with their application, in line with COPE's strategic goals.

COPE also contracts specific tasks out to six freelancers.

- **Universities and Research Institutes Administrator: Linda Gough** supports COPE membership for universities and research institutes.
- **Engagement and Outreach Officer: Sarah Gillmore** is responsible for promoting resources and learning about publication ethics issues to COPE members and the wider community via our website and other media.
- **Web Manager: Christina McGuire** manages the development and maintenance of the COPE website. Working with members of the COPE Team and an external digital agency, her focus is on coordinating and managing development that supports COPE's strategic objectives with the support of **Cynthia Clerk**.
- **Design and Branding: Bonnie Jacobs** is responsible for design and branding to ensure a consistent visual message and identity across all COPE communications and resources.
- **Facilitation and Integrity Officer: Iratxe Puebla** manages and supports the administration of concerns raised to COPE about its members.



GEOGRAPHICAL DIVERSITY OF TRUSTEE AND COUNCIL MEMBERS

DK Daniel Kulp
Long Island, NY, USA

NC Nancy Chescheir
Chapel Hill, NC, USA

TH Tara Hoke
Washington DC, USA

MW Michael Wise
Perth, Australia

HB Howard Browman
Bergen, Norway

DK Deborah Kahn
Oxford, UK

TK Tim Kersjes
Rijswijk, The Netherlands

TL Trevor Lane
Hong Kong SAR, China

SL Simon Linacre
Bingley, UK

CP Caroline Porter
London, UK

IA Itamar Ashkenazi
Haifa, Israel

SEE Sarah Elaine Eaton
Calgary, Canada

KE Kim Eggleton
Bristol, UK

PGF Paul Graham Fisher
Palo Alto, CA, USA

PF Patrick Franzen
Bellingham, WA, USA

MH Matt Hodgkinson
London, UK

JH Jason Hu
Shanghai, China

SK Stephanie Kinnan
Cincinnati, OH, USA

AM Ana Marušić
Split, Croatia

JP Jigisha Patel
London, UK

AP Anubhav Pradhan
Raipur, Chhattisgarh, India

FR Frits Rosendaal
Leiden, The Netherlands

RS Rachel Safer
Boston, MA, USA

MS Marie Soulière
Lausanne, Switzerland

SLS Siri Lunde Strømme
Molde, Norway

HT Heather Tierney
Boston, MA, USA

JW Jennifer Wright
Cambridge, UK

JX Jiayi Xu
Chongqing, China

Key

- Chair (1)
- Vice-Chair (1)
- Secretary (1)
- Treasurer (1)
- Trustee (6)
- Council Member (18)

COPE TIMELINE

Richard Smith:

“[COPE] may not prove useful in the long term, and we will be delighted if it is made unnecessary because the international profession produces an adequate response to research misconduct”

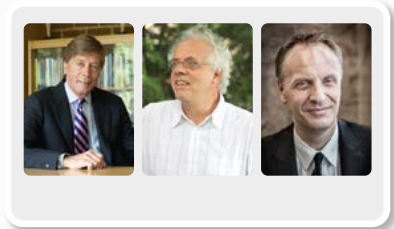
COPE founded by Mike Farthing (*Gut*), Richard Smith (*BMJ*) and Richard Horton (*The Lancet*) in April 1997
Constitution written

1997–2003



90 Members

1997



COPE Founders: Mike Farthing, Richard Smith and Richard Horton

2003–2006



Fiona Godlee becomes Chair

Code of conduct for editors published
Authorship guidelines published



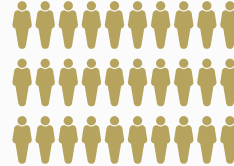
350 Members



Harvey Markovitch becomes Chair

COPE becomes a charity
Flowcharts published

2006–2009



3000+ Members



2009–2012



Liz Wager becomes Chair

First USA seminar
First Australasian and Middle East seminars
eLearning course published



Retraction guidelines published
First discussion document published (on Plagiarism)
First COPE staff member



Ginny Barbour becomes Chair

Awarded the Council of Science Editors meritorious award
First South American seminar
Start of the university membership pilot scheme
Guidelines on cooperation between research institutions and journals published

2012–2017



Ethical guidelines for peer reviewers
First version of the Principles of transparency and best practice in scholarly publishing
Authorship discussion document
Sharing of information among EICs discussion document
First formal strategic plan



OUR PURPOSE:

educate and advance knowledge in methods of safeguarding the integrity of the scholarly record.

A COPE STUDY

EXPLORING PUBLICATION ETHICS ISSUES

in the Arts, Humanities, and Social Sciences

[Study findings](#)



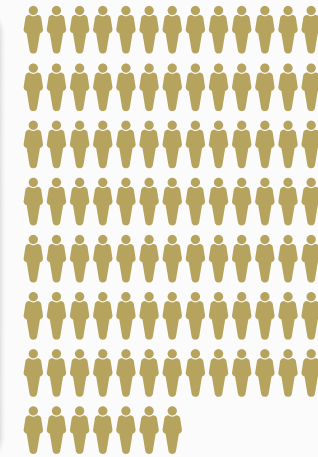
Deborah Poff
becomes Chair

Arts, humanities, and social sciences research of publication ethics needs

COPE has a prominent role at the **World Conference on Research Integrity**

Predatory publishing discussion document published

2019–2021



13500+ Members
from more than 100 countries

2023

2017–2019



Chris Graf & Geri Pearson
become Co-Chairs

First China seminar

COPE joins the programme committee of the **World Conference on Research Integrity**

COPE's 20th anniversary European seminar

Code of conduct retired and replaced with Core practices

Journal Audit for COPE members published



2021–2023



Dan Kulp
becomes Chair

More than 650 cases available

Editing peer review guidelines

Editorial board participation guidelines

Artificial intelligence in decision making discussion document

Diversity and inclusivity discussion document

Handling of post-publication critiques flowchart

COPE welcomes the first university and research institute members



New Ethics Toolkit for the editorial office

Four new Forum discussions on emerging topics

Research report and updated guidance on tackling paper mills

Fourth version of Principles of transparency

Books publishing working group begin to develop specific resources for books

COPE's 25th anniversary seminar

Applying to become a member of COPE?

NEW ETHICS TOOLKIT

OUR MISSION:

SUPPORT

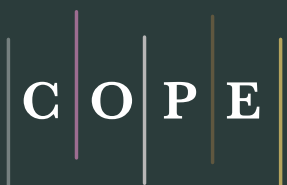
Provide practical resources to educate and support our members.

LEAD

Provide leadership in thinking on publication ethics.

VOICE

Offer a neutral, professional voice in current debates.



publicationethics.org

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PROMOTING INTEGRITY IN SCHOLARLY
RESEARCH AND ITS PUBLICATION