



**PUBLICATION
INTEGRITY WEEK**

2-6 OCTOBER 2023

COPE Seminar 2023

Introduction to publication ethics and the COPE Ethics Toolkit

Friday 6 October, 13:00-14:30 BST (UTC+1)



**Trevor
Lane**



**Siri Lunde
Strømme**





**PUBLICATION
INTEGRITY WEEK**
2-6 OCTOBER 2023

SPEAKERS



Trevor Lane

COPE Trustee and Council Member

Trevor Lane is a publishing and education consultant based in Hong Kong. He is Assistant Director (Research Development), Office of Research and Knowledge Transfer Services at The Chinese University of Hong Kong, and **COPE** Trustee and Council Member.



Siri Lunde Strømme

COPE Council Member

Siri Lunde Strømme is the Scientific Editor at the *Journal of the Norwegian Medical Association*, and a **COPE** Council Member. Previously she was affiliated with the Norwegian Institute of Public Health. She received her medical degree from the University of Oslo.



PUBLICATION INTEGRITY WEEK

2-6 OCTOBER 2023

COPE ETHICS TOOLKIT



HOUSEKEEPING



All attendees will be 'muted' throughout the meeting to optimise audio quality.

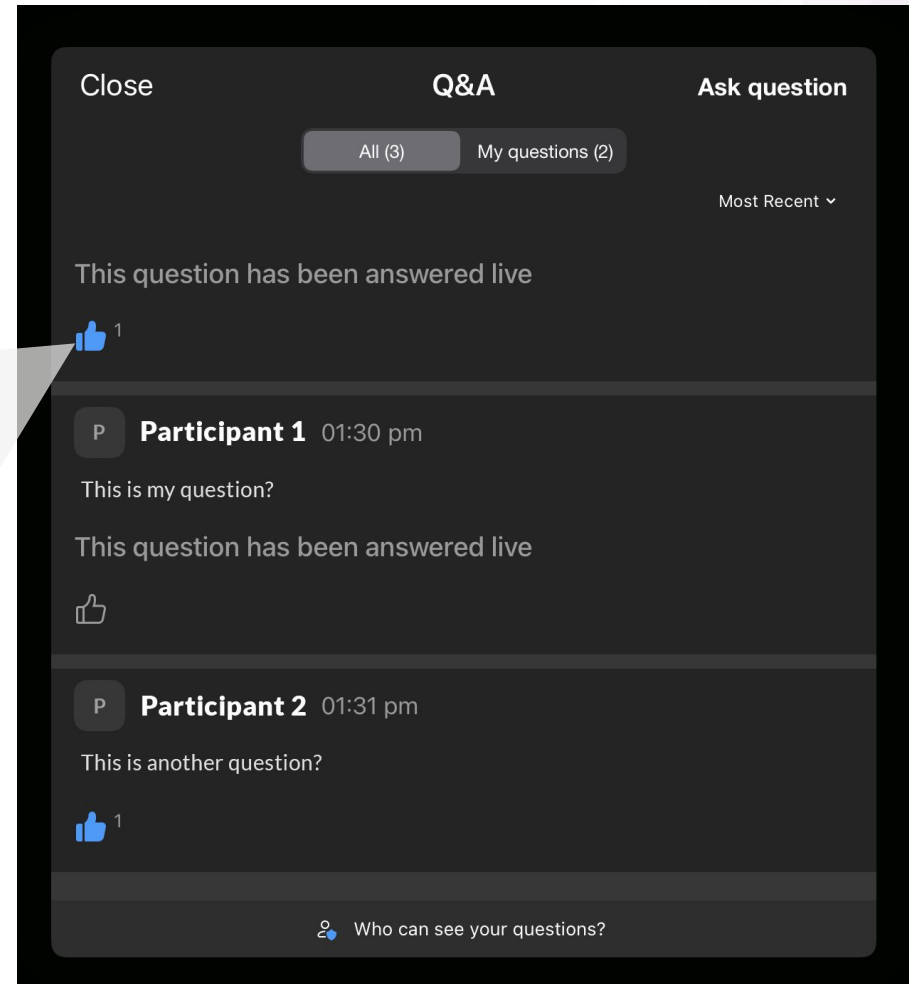
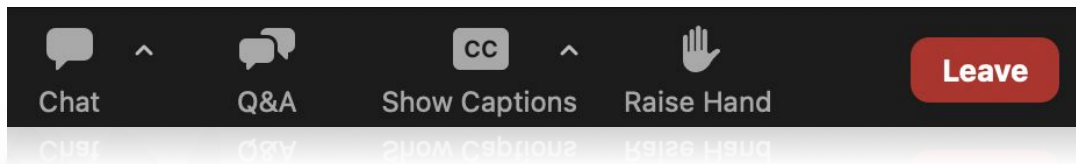
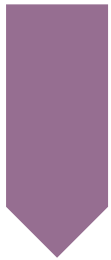


Cameras will also be switched off.

The meeting will be recorded. Please see our privacy policy on our website if you have any questions: <https://publicationethics.org/privacy>

Q & A

Please post your questions in the Q & A box. To upvote a question, click on the thumbs up icon.





**PUBLICATION
INTEGRITY WEEK**
2-6 OCTOBER 2023

INTRODUCTION TO PUBLICATION ETHICS & THE COPE ETHICS TOOLKIT

Trevor Lane & Siri Lunde Strømme

Agenda

- Introduction to COPE & COPE Ethics Toolkit
- COPE Core Practices & Principles of Transparency and Best Practice in Scholarly Publishing
- Applying for COPE membership
- Interactive case studies
- Q&A



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INTRODUCTION TO COPE

Who we are

13500+
COPE MEMBERS



- Non-profit established in 1997; operated, managed, and governed by small group of paid employees, with volunteers on **Trustee Board and Council**



Members from
97 COUNTRIES

- **>13,500 members** from 97 countries:
 - mostly publishers/editors of scholarly journals
 - universities and research institutes
 - individual and corporate members
(including editorial and publishing support services)



GLOBAL COMMUNITY
on publication ethics

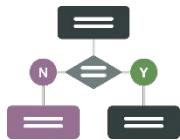
- COPE brings together all stakeholders worldwide to discuss, develop, and promote best practices in publication ethics

INTRODUCTION TO COPE

Resources



- 100+ Forums (members only) held since 1997
- 648+ Forum cases (open access) with advice on [COPE's website](#)



- [Flowcharts](#): step by step guides



- [Guidelines](#): formal policy documents



- Community discussions and [discussion documents](#) on emerging issues



- [Webinars](#) and videos of COPE speakers at events



- COPE seminars & workshops (members only) held globally



- Joint founder of [Principles of Transparency and Best Practice in Scholarly Publishing](#)



- eLearning (members only)
- Journal Audit (members only)

INTRODUCTION TO COPE

Mission

PROMOTING INTEGRITY IN SCHOLARLY RESEARCH AND ITS PUBLICATION

COPE's mission is built around three core principles:

SUPPORT



Providing practical resources to educate and support our members.

LEADERSHIP



Providing leadership in thinking on publication ethics.

VOICE



Offering a neutral, professional voice in current debates.

INTRODUCTION TO COPE

Member benefits



INTRODUCTION TO COPE

Toolkit



CONTENTS

How to use this guide 4

Four key activities for a successful editorial office

- 1. Develop guidelines for authors** 6
- 2. Develop guidelines for reviewers** 7
- 3. Develop processes to help identify ethical concerns** 8
- 4. Develop guidelines for promptly responding to suspected ethical breaches by authors, reviewers, and editors** 15

How to apply for COPE membership 16

Applying for journal membership 18

Applying for publisher membership 20

COPE Core Practices 22

**Principles of Transparency and Best Practice
in Scholarly Publishing** 24

Checklist 32

<https://publicationethics.org/resources/guidelines/ethics-toolkit-editors>

C O P E

GENERAL APPROACH TO PUBLICATION ETHICS FOR THE EDITORIAL OFFICE

Free introductory e-learning module

Note Journals should consider developing a training programme for editors and editorial board members using the eLearning course for COPE members (<https://cope.onl/elearn>) or other resources.

The 'Principles of Transparency and Best Practice in Scholarly Publishing' form part of the criteria COPE uses to evaluate publishers and journals, expecting them to adhere to and follow the spirit of the principles in all aspects of their publishing operation.

COPE has many resources to assist publishers and editors in making decisions about ethical issues in publication, including guidelines, flowcharts, discussion documents, sample letters, eLearning modules, and an audit tool.

IS THE EDITORIAL OFFICE ORGANISED TO COMPLY WITH COPE GUIDELINES?



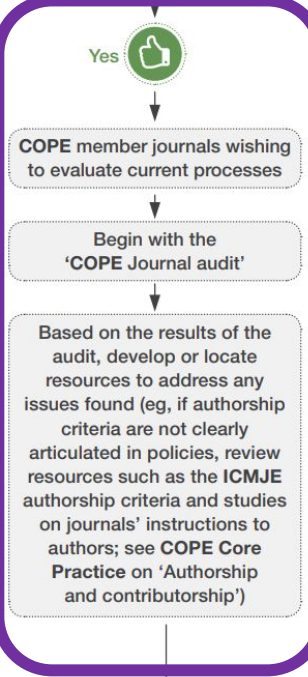
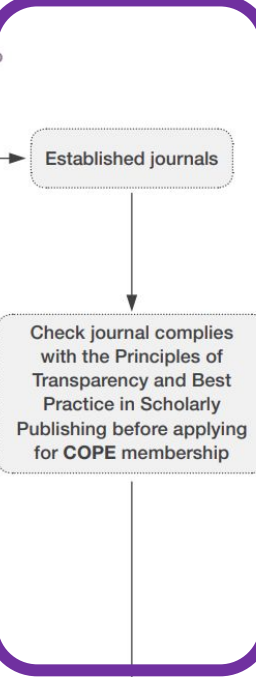
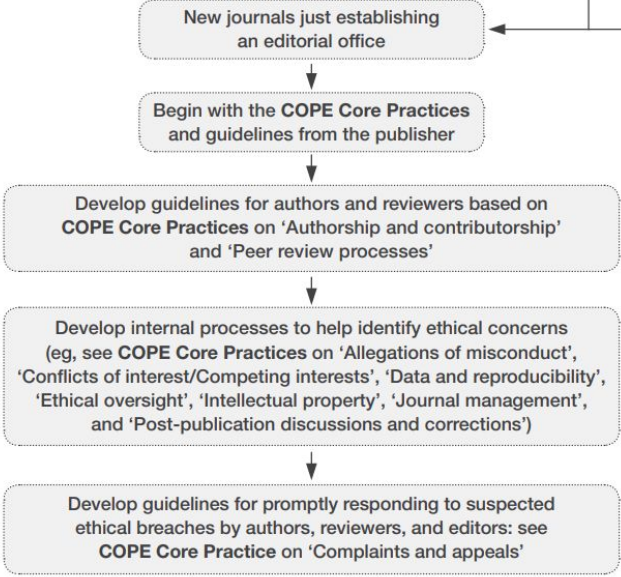
Is the journal a member of COPE?



No



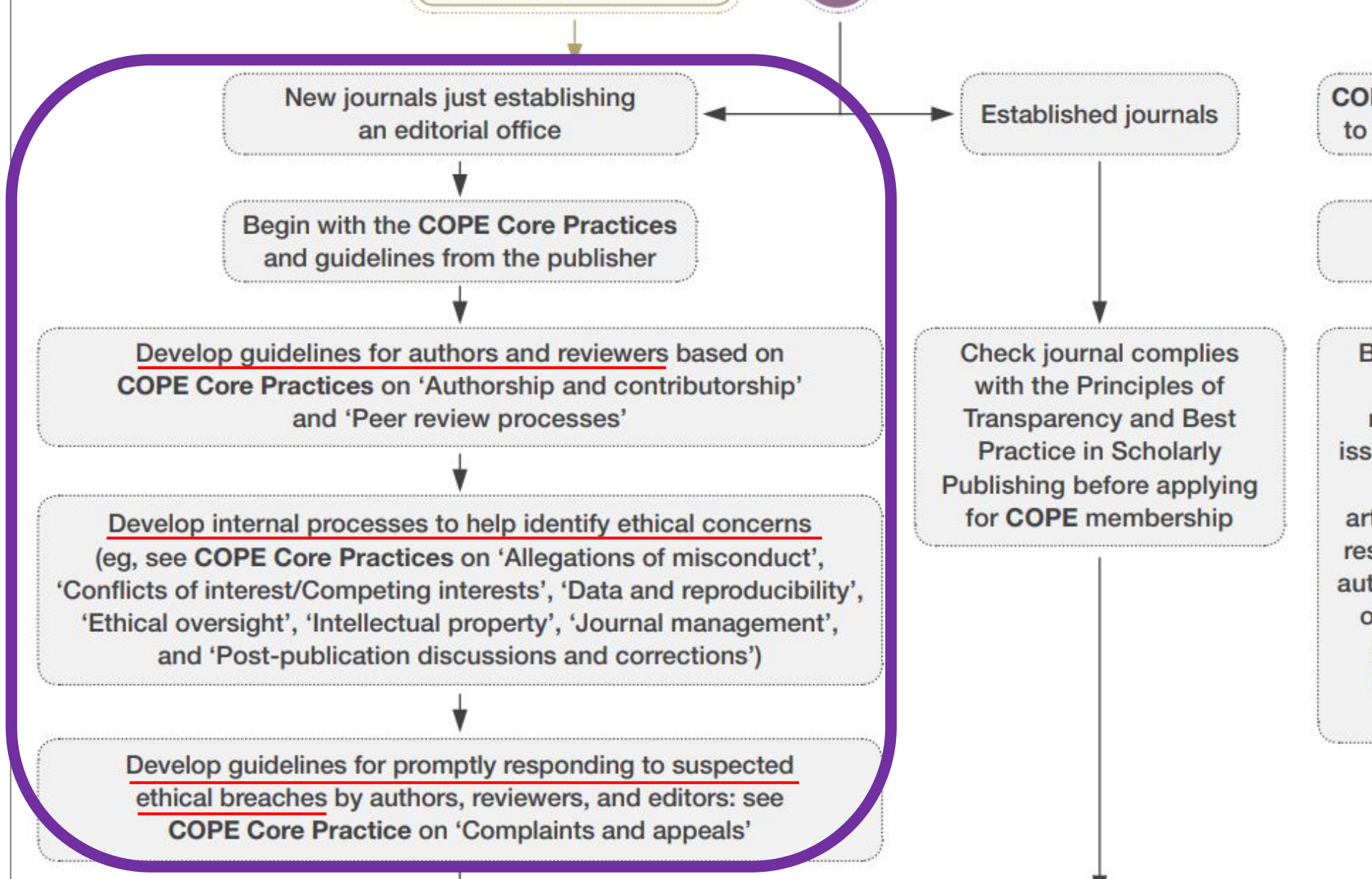
Yes



ORGANISATION OF THE EDITORIAL OFFICE COMPLIES WITH COPE GUIDELINES



Use COPE Ethics Toolkit



Best practice to handle ethical issues

Ethical issues are often complex and the approach will vary depending on the specific problem and the resources of the journal. In general, COPE expects that member journals will adhere to these three basic principles to resolve ethical issues and cases of alleged misconduct:



**Journal guidelines
and processes must
be transparent**

Provide links to **COPE Guidelines**, flowcharts, and other materials (eg, **ICMJE** authorship and conflict of interest guidelines)

These items will clearly inform authors, reviewers, and readers of the processes of submission, review, publication, and grievances

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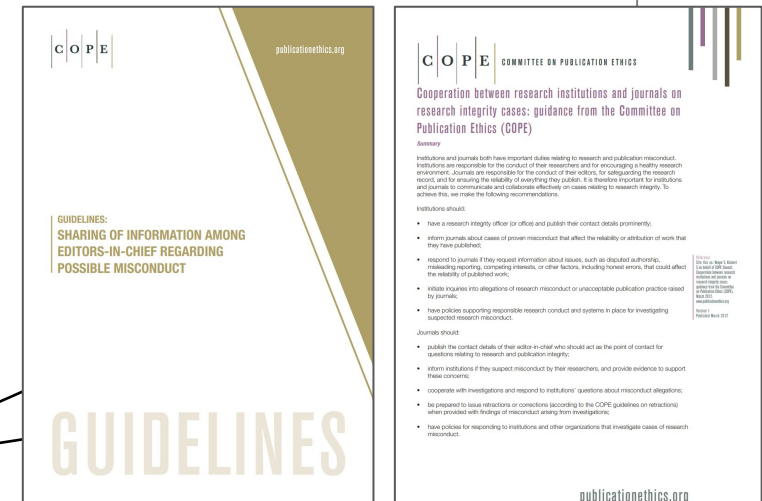


Systems must be in place to promptly attend to and resolve all complaints related to publication ethics

Clearly identify contact information for the person responsible for handling allegations of misconduct

Establish editorial office guidelines about who responds to complaints (eg, in what manner, within what time frame, and what parameters require involvement of legal staff and the publisher). Some journals have an ethics committee; others rely on a sole editor to handle these issues

Know when and how to liaise with other editors and institutions^{1,2}



Best practice to handle ethical issues

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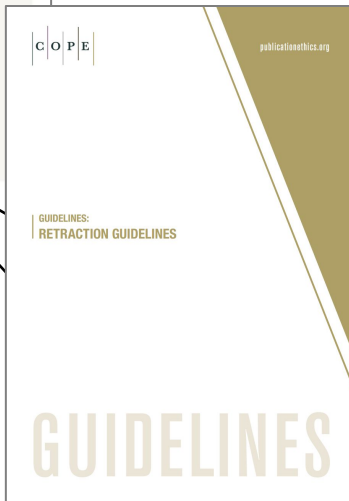
Establish editorial office guidelines about who responds to complaints (eg, in what manner, within what time frame, and what parameters require involvement of legal staff and the publisher). Some journals have an ethics committee; others rely on a sole editor to handle these issues

Know when and how to liaise with other editors and institutions^{1,2}



Editorial staff must be committed to correcting the literature when needed and following through on requests from institutional investigations

Assure that resources such as **COPE Retraction guidelines**, flowcharts, and access to legal advice, if needed, are available to those tasked with resolving ethics issues





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INTRODUCTION TO PUBLICATION ETHICS & THE COPE ETHICS TOOLKIT

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- **COPE Core Practices & Principles of Transparency and Best Practice in Scholarly Publishing**
- Applying for COPE membership
- Interactive case studies
- Q&A

COPE CORE PRACTICES

Core Practices are required to reach the highest standards in publication ethics:



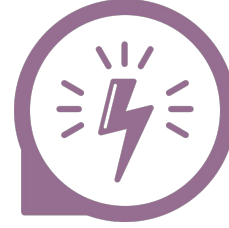
Allegations
of misconduct



Authorship and
contributorship



Complaints
and appeals



Conflicts of interest/
Competing interests



Data and
reproducibility



Ethical
oversight



Intellectual
property



Journal
management



Peer review
processes



Post-publication
discussions and
corrections

COPE CORE PRACTICES



1. Allegations of misconduct

Journals should have a clearly described process for handling allegations, however they are brought to the journal's or publisher's attention. Journals must take seriously allegations of misconduct pre-publication and post-publication. Policies should include how to handle allegations from whistleblowers.



2. Authorship and contributorship

Clear policies (that allow for transparency around who contributed to the work and in what capacity) should be in place for requirements for authorship and contributorship as well as processes for managing potential disputes.

COPE CORE PRACTICES



3. Complaints and appeals

Journals should have a clearly described process for handling complaints against the journal, its staff, editorial board or publisher.



4. Conflicts of interest / Competing interests

There must be clear definitions of conflicts of interest and processes for handling conflicts of interest of authors, reviewers, editors, journals and publishers, whether identified before or after publication.

COPE CORE PRACTICES



5. Data and reproducibility

Journals should include policies on data availability and encourage the use of reporting guidelines and registration of clinical trials and other study designs according to standard practice in their discipline.



6. Ethical oversight

Ethical oversight should include, but is not limited to, policies on consent to publication, publication on vulnerable populations, ethical conduct of research using animals, ethical conduct of research using human subjects, handling confidential data and ethical business/marketing practices.

COPE CORE PRACTICES



7. Intellectual property

All policies on intellectual property, including copyright and publishing licenses, should be clearly described. In addition, any costs associated with publishing should be obvious to authors and readers. Policies should be clear on what counts as prepublication that will preclude consideration. What constitutes plagiarism and redundant/overlapping publication should be specified.



8. Journal management

A well-described and implemented infrastructure is essential, including the business model, policies, processes and software for efficient running of an editorially independent journal, as well as the efficient management and training of editorial boards and editorial and publishing staff.

COPE CORE PRACTICES



9. Peer review processes

All peer review processes must be transparently described and well managed. Journals should provide training for editors and reviewers and have policies on diverse aspects of peer review, especially with respect to adoption of appropriate models of review and processes for handling conflicts of interest, appeals and disputes that may arise in peer review.



10. Post-publication discussions and corrections

Journals must allow debate post publication either on their site, through letters to the editor, or on an external moderated site, such as PubPeer. They must have mechanisms for correcting, revising or retracting articles after publication.


PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

The Principles of Transparency and Best Practice in Scholarly Publishing should apply to all published content, including special issues and conference proceedings.

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

The **Committee on Publication Ethics** (COPE), the **Directory of Open Access Journals** (DOAJ), the **Open Access Scholarly Publishing Association** (OASPA), and the **World Association of Medical Editors** (WAME) are scholarly organisations that have collaborated to identify principles of transparency and best practice for scholarly publications. This is the fourth version of a work in progress (published September 15 2022). We encourage its wide dissemination.

Cite this as: COPE DOAJ OASPA WAME. Principles of Transparency and Best Practice in Scholarly Publishing – English.
<https://doi.org/10.24318/cope.2019.1.12>

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Version 4: September 2022



publicationethics.org



doaj.org



oaspa.org



wame.org

Version 4,
15 Sep 2022

Replaces:
Version 3,
15 Jan 2018

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL CONTENT



A journal's name is unique



The website protects users and has high professional standards



The publishing schedule is clear and kept to in practice



Preservation of the journal content is clearly indicated



Copyright terms for published content are clear



Licensing information is in the policy and on published articles

JOURNAL PRACTICES



Publication ethics policies are available



The peer review policy is clear



Charges or registration required for access to articles are clear to readers

ORGANISATION



Journals clearly state ownership and management



Editorial board members are experts in the journal's subject area



Journals provide contact information and full editor details

BUSINESS PRACTICES



Any charges relating to manuscripts are clear to authors



Journals clearly state all revenue sources



Journals have a transparent advertising policy



Marketing to authors is appropriate, targeted, and unobtrusive

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

Major changes/additions are highlighted

INTRODUCTION

The Committee on Publication Ethics of Open Access Journals (COPE), the Directory (DOAJ), the Open Access Scholarly Publishing Association Medical Editors (OASPA), and the World Association of (WAME) are scholarly organisations that have collaborated to identify principles of transparency and best practice for scholarly publications. **This is the fourth version of a work in progress (published September 15, 2022).** We encourage its wide dissemination.

The Principles of Transparency and Best Practice in Scholarly Publishing should apply to all published content, including special issues and conference proceedings. Where practices deviate from the standards outlined, editors must transparently communicate the procedures that the journal follows.

These principles also acknowledge that publishers and editors are responsible for promoting accessibility, diversity, equity, and inclusivity in all aspects of the publication. Editorial decisions should be based on scholarly merit. They should not be affected by the origins of the manuscript, including the nationality, ethnicity, political beliefs, race, or religion of the authors. Journals should ensure no policies create an exclusionary environment for anyone wanting to engage with the journal and should regularly assess their policies for inclusivity.

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL CONTENT



1. Name of journal

The journal's name should:

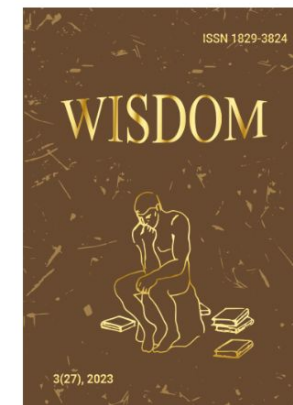
- Be unique and not be one that is easily confused with another journal.
- Not mislead potential authors and readers about the journal's origin, scope, or association with other journals and organisations.

Note: Inclusion of examples and links does not imply endorsement



CURRENT ISSUE

Vol. 27 No. 3 (2023): 3-2023



The September 2023 issue of WISDOM journal is an anniversary issue. Since the inaugural issue of “WISDOM” a decade ago, our journey has been replete with industrious academic pursuits, marked by challenges and exhilarating achievements stemming from our resolution to surmount them.

<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL CONTENT



2. Website

- Websites should be properly supported and maintained, with particular attention given to security aspects that help protect users from viruses and malware. As a minimum, websites should use https and not http, and all traffic should be redirected through https.
- Those responsible for the website should apply web standards and best ethical practices to the website's content, presentation, and application.
- The website should not contain information that might mislead readers or authors.
- The website should not copy another journal/publisher's site, design, or logo.
- If any text is copied from another website, an acknowledgement to the source website should be declared.



<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL CONTENT



2. Website /cont...

In addition to the requirements outlined below, the following items should be clearly displayed:

- Aims and scope.
- The target readership of the journal.
- The types of manuscripts the journal will consider for publication (for example, that multiple or redundant publication is not allowed).
- Authorship criteria.
- ISSNs (separate for print and electronic versions).



Armenian State Pedagogical University

Register Login

WISDOM

Imastut'yun

HOME - ISSUES - OPEN ACCESS - PUBLICATION ETHICS - FOR AUTHORS - PUBLISHER - Q SEARCH

HOME / Aims & Scope

Aims & Scope

The journal WISDOM is an international fully open access journal that covers... as to serve as a scientific platform for valuable ideas, most groundbreaking papers research findings, discussions, and debates and introduce promising researchers and studies to the philosophical community.

Taking into consideration the direct correlation between the efficiency of solutions to social transformations and the significant investigations on pertinent issues, WISDOM highlights, in particular, both the research in humanitarian, sociological and philosophical realms and the publication of articles including justified visions deriving from relevant investigations.

SUBMISSION

PUBLICATION FEE

NOTES TO CONTRIBUTORS

AUTHORSHIP

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CURRENT ISSUE
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<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL CONTENT



3. Publishing schedule

A journal's publishing frequency should be clearly described, and the journal must keep to its publishing schedule unless there are exceptional circumstances.



4. Archiving

A journal's plan for electronic backup and long term digital preservation of the journal content, in the event that the journal and/or publisher stops operating, should be clearly indicated. Examples include PMC and those listed in the Keepers Registry.



HOME / About the Journal

About the Journal

WISDOM is the official journal of the Department of Philosophy and Logic named after Academician Georg BRUTIAN at Khachatur Abovian Armenian State Pedagogical University (ASPU).

The journal has been published since 2013. From 2021, WISDOM is publishing four times per year in March, June, September, and December. From 2021, WISDOM is publishing [Special Issues](#).

HOME / Archiving and Repository Policy

Archiving and Repository Policy

Archiving Policy

All issues of the journal WISDOM get archived in the National Library of Armenia, RA National Academy of Sciences Library, ASPU Library (hard copies), [EbscoHost](#), [Cyberleninka](#) (soft copies), and PKP Preservation Network.

<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL CONTENT



5. Copyright

- The copyright terms for published content should be clearly stated on the website and in the content.
- The copyright terms should be separate and distinct from the copyright of the website.
- The copyright holder should be named on the full text of all published articles (HTML and PDF).
- If the copyright terms are described in a separate form, this should be easy to find on the website and available to all.



HOME / Licensing Terms & Copyright

Licensing Terms & Copyright

Authors retain copyright of their work.

Authorship is the inalienable right of the Authors.

Creative Commons Attribution-Non-Commercial (CC BY-NC). CC BY-NC allows users to copy and distribute the article, provided this is not

<https://www.wisdomperiodical.com>

CAAI Transactions on
Intelligence Technology



Editors-in-Chief: Cesare Alippi (Politecnico di Milano) and Deyi Li (Chinese Academy of Engineering)
Executive Editor-in-Chief: Hong Liu (Peking University)

JOURNAL METRICS >

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WILEY

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[CAAI Transactions on Intelligence Technology - Wiley Online Library](#)

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL CONTENT



6. Licensing


- Licensing information should be clearly described on the website.
- Licensing terms should be indicated on the full text of all published articles (HTML and PDF).
- Content designated as Open Access must use an open licence.
- Licensing policies about the posting of author manuscripts and published articles in third party repositories should be clearly stated.

If Creative Commons licences are used, then the terms of that licence should also link to the correct licence on the Creative Commons website.

eg

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PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL PRACTICES



7. Publication ethics and related editorial policies

A journal should have policies on publication ethics (for example, COPE's Core Practice guidance).

These should be visible on its website, and should refer to:

- Journal's policies on authorship and contributorship.
- How the journal will handle complaints and appeals.
- How the journal will handle allegations of research misconduct.
- Journal's policies on conflicts of interest.
- Journal's policies on data sharing and reproducibility.
- Journal's policy on ethical oversight.
- Journal's policy on intellectual property.
- Journal's options for post-publication discussions.
- Journal's policies on corrections and retractions.

COPE CORE PRACTICES



eg

HOME / Publication Ethics and Malpractice Statement

Publication Ethics and Malpractice Statement

Member since 2017
JM12996

The Journal WISDOM and its Publisher, Khachatur Abovyan Armenian State Pedagogical University, are members of the Committee on Publication Ethics (COPE). The journal follows the

<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL PRACTICES



7. Publication ethics and related editorial policies /cont...

Editors and publishers are responsible for ensuring the integrity of the scholarly literature in their journals and should ensure they outline their policies and procedures for handling such issues when they arise. These issues include plagiarism, citation manipulation, and data falsification/fabrication, among others. Neither the journal's policies nor the statements of its editors should encourage such misconduct, or knowingly allow such misconduct to take place.

In the event that a journal's editors or publisher are made aware of any allegation of research misconduct relating to a submitted or published article in their journal, the editor or publisher should follow COPE's guidance (or equivalent) in dealing with allegations.



Publication Decisions & Investigations

All submitted manuscripts considered for publication undergo peer-review evaluation by at least two reviewer-experts. The Editor-in-Chief decided which manuscripts are to be published by taking into consideration the validity and originality of the work, its importance to readers and researchers, and the peer-review reports. The Editor-in-Chief may consult other editors or reviewers in making this decision.

Editors will take responsive measures regarding every reported act of unethical publishing behavior even if it is exposed after the publication date. WISDOM editors follow the COPE *Flowcharts* when dealing with cases of suspected misconduct. If the ethical concern is justified, a correction, disclaimer, and/or expression of concern will be published in the journal.

<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL PRACTICES



8. Peer review

Peer review is defined as obtaining advice on manuscripts from reviewers/experts in the manuscript's subject area. Those individuals should not be part of the journal's editorial team. However, the specific elements of peer review may differ by journal and discipline, so the following should be clearly stated on the website:

- Whether or not the content is peer reviewed.
- Who conducts the peer review, for example, external experts or editorial board members.
- The type of peer review process(es) used
- Any policies related to the peer review procedures, for example:
 - Use of author recommended reviewers.
 - Any masking of identities, and if so who is masked and to whom.
 - Whether or not supplementary material is subjected to peer review.
 - Whether or not reviews are posted with articles.
 - Whether or not reviews are signed or anonymous.

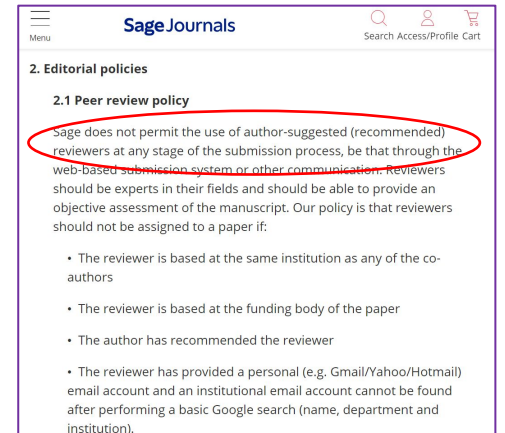


HOME / Peer Review Policy & Process

Peer Review Policy & Process

All submitted manuscripts considered for publication undergo a peer-review evaluation by at least two reviewer-experts. Peer-review evaluation is conducted to assist editors in making editorial decisions and providing authors with suggestions for improvement where necessary.

<https://www.wisdomperiodical.com>



The screenshot shows the Sage Journals website. The page title is "2. Editorial policies" and the sub-section is "2.1 Peer review policy". The text states: "Sage does not permit the use of author-suggested (recommended) reviewers at any stage of the submission process, be that through the web-based submission system or other communication. Reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Our policy is that reviewers should not be assigned to a paper if:"

- The reviewer is based at the same institution as any of the co-authors
- The reviewer is based at the funding body of the paper
- The author has recommended the reviewer
- The reviewer has provided a personal (e.g. Gmail/Yahoo/Hotmail) email account and an institutional email cannot be found after performing a basic Google search (name, department and institution).

<https://journals.sagepub.com/author-instructions/lec>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL PRACTICES



8. Peer review /cont...

- How a decision about a manuscript is ultimately made and who is involved.
- Any exceptions to the peer review process, such as specific article types that do not undergo peer review.

If an article's peer review is an exception to the usual policy, the article should state what review it received.

Journals should not guarantee acceptance of initial manuscript submissions. Statements of peer review times should be supported by published timeframes on accepted papers. In the event of delays, authors should be informed of the reason for the delay and given the opportunity to withdraw their manuscript if they wish.

The date of publication should be published with all published research. Dates of submission and acceptance are preferred as well.



News and Comment

- **Comment** articles are agenda-setting, authoritative, informed and often provocative expert pieces calling for action on topical issues pertaining to scientific research and/or its political, ethical and social ramifications; discussions of purely scientific issues are also covered.
- **World view** articles draw on personal experience or expertise to make a call for action to improve science, address injustice, reduce misery, or fulfil some other societal goal.
- **Viewpoint** articles provide a forum for several researchers to discuss — in a Q&A format — issues associated with a specific field of interest. Viewpoint articles are not peer reviewed and provide an opportunity for researchers to express their views.
- **Correspondence** articles provide a forum for comment on papers published in this journal and might be accompanied by a reply from the authors of the original article. Correspondence articles may be peer-reviewed at the editors' discretion.

[Preparing your submission | Nature Reviews Materials](#)

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[Previous versions](#)

[Review history](#)

<https://bmjopen.bmj.com/content/13/9/e074470.info>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

JOURNAL PRACTICES



9. Access

If any of the online content is not freely accessible to everyone, the method of gaining access (for example, registration, subscription, or pay-per-view fees) should be clearly described. If offline versions (for example, print) are available, this should be clearly described along with any associated charges.



HOME / Open Access

Open Access

Open access is the practice of providing unrestricted access via the Internet to peer-reviewed scientific journal articles. Open Access maximizes the opportunity for publications to be read and for authors to be recognized for their contribution in their chosen field and beyond.

WISDOM is a peer reviewed open access journal. Peer review is realised under the responsibility of the Editorial Board of the Journal.

All articles published will be immediately and permanently free for everyone to read, download, copy and distribute.

ARCHIVING POLICY

All Wisdom periodical issues get archived in the National Book Chamber of Armenia (4 hard copies), [EbscoHost](#), [Cyberleninka](#) and [Flibrary](#) (soft copies).

Wisdom magazine's [self-archiving policy](#) is in line with Sherpa Romero. Sherpa Romeo is an online resource that aggregates and analyses publisher open access policies from around the world and provides summaries of publisher copyright and open access archiving policies on a journal-by-journal basis.

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Hasmik HOVHANNISYAN
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June 25, 2023

<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

ORGANISATION



10. Ownership and management

- Information about the ownership and management of a journal should be clearly indicated on the journal's website.
- Organisational names should not be used in a way that could mislead potential authors and editors about the nature of the journal's owner.
- If a journal is affiliated with a society, institution, or sponsor, links to their website(s) should be provided where available.



Armenian State Pedagogical University

Register Login

WISDOM

Imastut'yun

HOME | ISSUES | OPEN ACCESS | PUBLICATION ETHICS | FOR AUTHORS | PUBLISHER | Q SEARCH

HOME / About the Journal

About the Journal

WISDOM is the official journal of the Department of Philosophy and Logic named after Academician Georg BRUTIAN at Khachatur Abovian Armenian State Pedagogical University (ASPU).

The journal has been published since 2013. From 2021, WISDOM is publishing four times per year: in March, June, September, and December. From 2021, WISDOM is publishing [Special Issues](#).

ASPU PUBLICATION
ASPU JOURNALS

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Editor-in-Chief
Hasmik HOVHANNISYAN
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CURRENT ISSUE

<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

ORGANISATION



11. Advisory body

Journals should have editorial boards or other advisory bodies whose members are recognised experts in the subject areas stated in the journal's aims and scope.

- The full names and affiliations of the members should be provided on the journal's website.
- The list should be up to date, and members must agree to serve.
- To avoid being associated with predatory or deceptive journals, journals should periodically review their board to ensure it is still relevant and appropriate.



12. Editorial team/contact information

Journals should provide the full names and affiliations of their editors as well as contact information for the editorial office, including a full mailing address, on the journal's website.



Editor-in-Chief [Hasmik HOVHANNISYAN](#) - Doctor of Science (in Philosophy), Head of the Department of Philosophy and Logic named after Academician Georg Brutian at Khachatur Abovyan Armenian State Pedagogical University (ASPU), Vice-president of the Armenian Philosophical Academy

[Hovhannes HOVHANNISYAN](#) - PhD in Philosophy, Associate Professor of the Department of Philosophy and Logic named after Academician Georg Brutian at Khachatur Abovyan Armenian State Pedagogical University and Yerevan State University, Scientific Secretary of the Armenian Philosophical Academy, Head of the Chair of Humanities and Social Science at French University of Armenia

[Hans KÖCHLER](#) - Professor Emeritus of Philosophy at the University of Innsbruck (Austria), President of the International Progress Organization, Co-President of the International Academy for Philosophy

[HOME](#) / [Contact](#)

Contact

Editorial office address:
17, Tigran Mets ave. 0010, Yerevan, Republic of Armenia; room 201

Product Designer: Astghik Petrosyan,
Email: wisdom.journal.management@gmail.com

<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

BUSINESS PRACTICES



13. Author fees

- If author fees are charged (such as article processing charges, page charges, editorial processing charges, language editing fees, colour charges, submission fees, membership fees, or other supplementary charges), then the fees should be clearly stated on the website.
- If there are no such fees, this should be clearly stated.
- Author fee information should be easy to find and presented as early in the submission process as possible.
- If the journal is likely to implement author charges in the future, this should be stated.
- If waivers are available for author fees, this information should be stated clearly.
- Waiver information should include:
 - Who is eligible for a waiver.
 - Which author(s) of the group must be eligible for the waiver to apply.
 - When and how to apply for a waiver.
- Author fees or waiver status should not influence editorial decision making, and this should be clearly stated.



HOME / Publication Fee

Publication Fee

The publication fee for the articles accepted to publication in the journal WISDOM is 1000 USD, 400,000 AMD for the residents of the Republic of Armenia.

There is no fee for the manuscript submission and review.

The author(s) will receive notifications on each phase of the observation of their work. They receive an official Acceptance or Rejection Letter announcing the results of the [review](#) as well. In case of a positive assessment received as a result of the review, the author(s) must make the publication fees online payment (1000 USD) within 5 days after receiving the letter. Only after that, the manuscript will be accepted for publication. The Acceptance letter will contain information about the journal's issue to include the manuscript and when that issue will be published. Failure to pay the fee by the due date will automatically discard the manuscript from being published in the journal mentioned issue.

The first author of each article can receive a free copy of the journal issue (the postal expenses are covered by the author). A special price is offered for the co-authors: \$30 + shipping costs. If the authors want to order more than one copy of the journal, please indicate the exact number of copies required and write your postal address.

<https://www.wisdomperiodical.com>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

BUSINESS PRACTICES



14. Other revenue

Business models or revenue sources should be clearly stated on the journal's website.

Examples include author fees (see section 13), subscriptions, sponsorships and subsidies, advertising (see section 15), reprints, supplements, or special issues.

Business models or revenue sources (for example, reprint income, supplements, special issues, sponsorships) should not influence editorial decision making.



Supplements

Journals from BMJ are willing to consider publishing supplements to regular issues. Supplement proposals may be made at the request of:

- The journal Editor, an Editorial Board member or a learned society may wish to organise a meeting and publish the proceedings as a supplement. Sponsorship may be sought.
- The journal Editor, Editorial Board member or learned society may wish to commission a supplement on a particular theme or topic. Again, sponsorship may be sought.
- BMJ itself may have proposals for supplements where sponsorship may be necessary.
- A sponsoring organisation, often a pharmaceutical company or a charitable foundation, may wish to organise a meeting and publish the proceedings as a supplement.

In all cases, it is vital that the journal's integrity, independence and academic reputation are not compromised in any way.

Supplements - BMJ Author Hub

Funding

Open Access funding enabled and organized by Projekt DEAL. RL, FGS and KK were funded by the Federal Ministry of Education and Research of Germany (BMBF) under the project NEED (Grant No. 01Kl2022).

<https://parasitesandvectors.biomedcentral.com/articles/10.1186/s13071-023-05974-z#Fun>

PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING

BUSINESS PRACTICES



15. Advertising

Journals should state whether they accept advertising. If they do, they should state their advertising policy, including:

- Which types of advertisements will be considered.
- Who makes decisions regarding accepting advertisements.
- Whether they are linked to content or reader behaviour or are displayed at random.

Advertisements should not be related in any way to editorial decision making and should be kept separate from the published content.



16. Direct marketing

Any direct marketing activities, including solicitation of manuscripts, that are conducted on behalf of the journal should be appropriate, well targeted, and unobtrusive. Information provided about the publisher or journal should be truthful and not misleading for readers or authors.



- **Advertising**
Connect with your target audience anywhere at any time via our unrivalled, worldwide healthcare professional reach thanks to our multi-channel advertising and sponsorship options across print and digital platforms
- **Recruitment and classified advertising**
Tackle your recruitment challenges and reach top talent via one of our multi-channel resources and attract these individuals to fill your current and future vacancies

<https://www.elsevier.com/advertising-reprints-supplements>

COPE CORE PRACTICES & PRINCIPLES OF TRANSPARENCY AND BEST PRACTICE IN SCHOLARLY PUBLISHING (PTBPSP)



1. Allegations of misconduct

PTBPSP 7



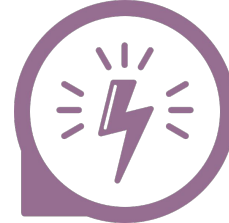
2. Authorship and contributorship

PTBPSP 7



3. Complaints and appeals

PTBPSP 7



4. Conflicts of interest/
Competing interests

PTBPSP 7



5. Data and reproducibility

PTBPSP 7



6. Ethical oversight

PTBPSP 7



7. Intellectual property

PTBPSP 1, 2,
5, 6, 7, 9, 10,
13



8. Journal management

PTBPSP 1, 2, 3,
4, 9, 10, 11, 12,
13, 14, 15, 16



9. Peer review processes

PTBPSP 8



10. Post-publication discussions and corrections

PTBPSP 7



**PUBLICATION
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INTRODUCTION TO PUBLICATION ETHICS & THE COPE ETHICS TOOLKIT

Trevor Lane & Siri Lunde Strømme

Agenda

- Introduction to COPE & COPE Ethics Toolkit
- COPE Core Practices & Principles of Transparency and Best Practice in Scholarly Publishing
- **Applying for COPE membership**
- Interactive case studies
- Q&A

APPLYING FOR COPE MEMBERSHIP

How do COPE Core Practices relate to a successful editorial office?

1. Develop guidelines for authors

2. Develop guidelines for reviewers

3. Develop processes to help identify ethical concerns

4. Develop guidelines for promptly responding to suspected ethical breaches by authors, reviewers, and editors



2. Authorship and contributorship



9. Peer review processes



1. Allegations of misconduct



4. Conflicts of interest/
Competing interests



5. Data and reproducibility



6. Ethical oversight



7. Intellectual property



8. Journal management



10. Post-publication discussions and corrections



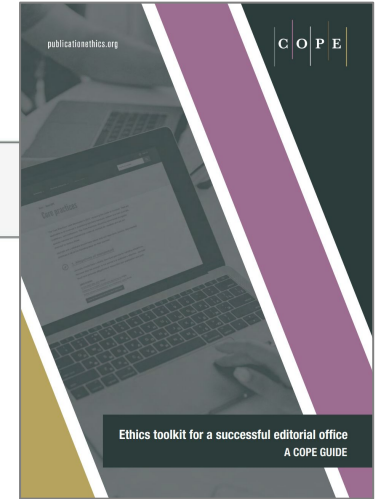
3. Complaints and appeals

APPLYING FOR COPE MEMBERSHIP

How to develop guidelines, policies, and processes?



2. Develop guidelines for reviewers



9. Peer review processes

COPE Core Practice 9

All peer review processes must be transparently described and well managed. Journals should provide training for editors and reviewers and have policies on diverse aspects of peer review, especially with respect to adoption of appropriate models of review and processes for handling conflicts of interest, appeals and disputes that may arise in peer review.

APPLYING FOR COPE MEMBERSHIP

How to develop guidelines, policies, and processes?

eg

2. Develop guidelines for reviewers

State on your website what is peer reviewed, what model of peer review you use, and how the peer review process is managed and by whom. Consider including the following in your guidelines for reviewers:

- how peer reviewers are selected and trained
- how many peer reviewers review each manuscript
- responsibilities of reviewers
- ethics of reviewing, including conflicts of interest, policies on confidentiality of the process and author materials, and the procedure when a reviewer wishes to nominate a co-reviewer
- how to perform a review and time allowed
- what reviewers should do if they suspect research or publication misconduct
- how to prepare the review report, who owns the review, and transferability of reviews
- how decisions on acceptance, revision, and rejection are made
- procedures for review of submitted revisions and handling appeals

APPLYING FOR COPE MEMBERSHIP

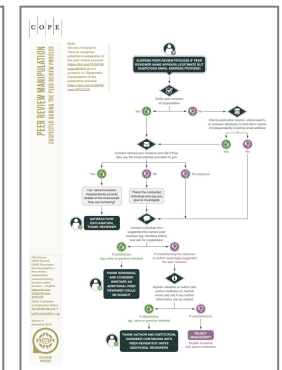
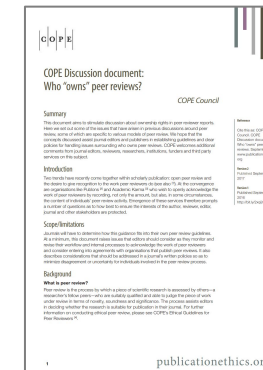
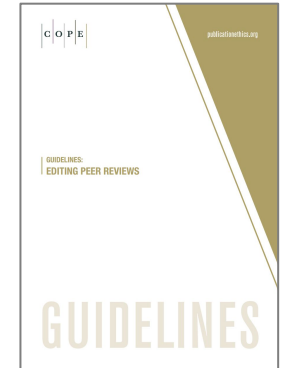
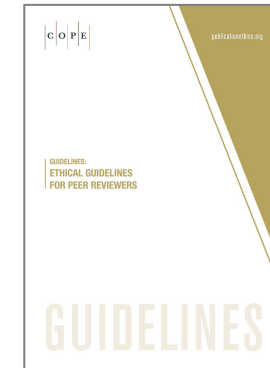
How to develop guidelines, policies, and processes?

eg

2. Develop guidelines for reviewers

Resources to help you develop policies and guidelines for reviewers

- COPE discussion document: Ethical guidelines for peer reviewers (<https://doi.org/10.24318/cope.2019.1.9>)
- COPE discussion document: Who 'owns' peer reviews? (<https://doi.org/10.24318/rouP8ld4>)
- COPE guideline: Editing peer reviews (<https://doi.org/10.24318/AoZQlusn>)
- COPE focus: Peer review (<https://cope.onl/digest-peer>)
- COPE flowcharts (<https://cope.onl/flowcharts-3>)
- Cases on peer review from COPE's cases database (<https://cope.onl/cases-peer>)
- COPE statement on inappropriate manipulation of peer review processes (<https://cope.onl/news-peer>)



APPLYING FOR COPE MEMBERSHIP

Which category to apply for?



Journal Members

Peer reviewed academic journals.
Individual journal applications for
1 to 4 journals by the same publisher.

Apply using the application form at:

<https://COPE.onl/journal-app>

See page 18



Publisher Members

Companies that publish
5 or more peer reviewed
academic journals.

Apply using the application form at:

<https://COPE.onl/publisher-app>

See page 20

All journals must have been publishing for at least 1 year.

APPLYING FOR COPE MEMBERSHIP

How to apply?

Journal membership application form | COPE: Committee on Publication Ethics

<https://publicationethics.org/membership/apply/journal-application>

Form requires
website links to key
policies and
guidelines

Editor Applicant **Journal** Editorial Board Publisher Agreements Policies

Reduced fees Additional Submit

JOURNAL DETAILS

Journal name *

The full name of your journal

Journal website *

Website link for the journal's website. For example, <https://journalwebsite.com>

Journal aims and scope *

Website link to a page that clearly describes the journal aims and scope.

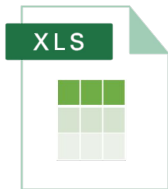
Journal ISSN number *

APPLYING FOR COPE MEMBERSHIP

How to apply?

[Publisher membership application form](#) | [COPE: Committee on Publication Ethics](#)

<https://publicationethics.org/publisher-membership-application-form-1>



Submit spreadsheet
of journal details,
including website
links to key policies
and guidelines

Read first

We recommend applicants read our [Membership application FAQ](#), which summarises the most frequently asked questions we receive in relation to applications for membership.

Problems?

If you experience any problems when you submit the application form, please email web@publicationethics.org.

APPLICANT DETAILS ▾

SENIOR ETHICS PERSON ▾

ADHERENCE TO THE COPE CORE PRACTICES ▾

Publisher details ▾

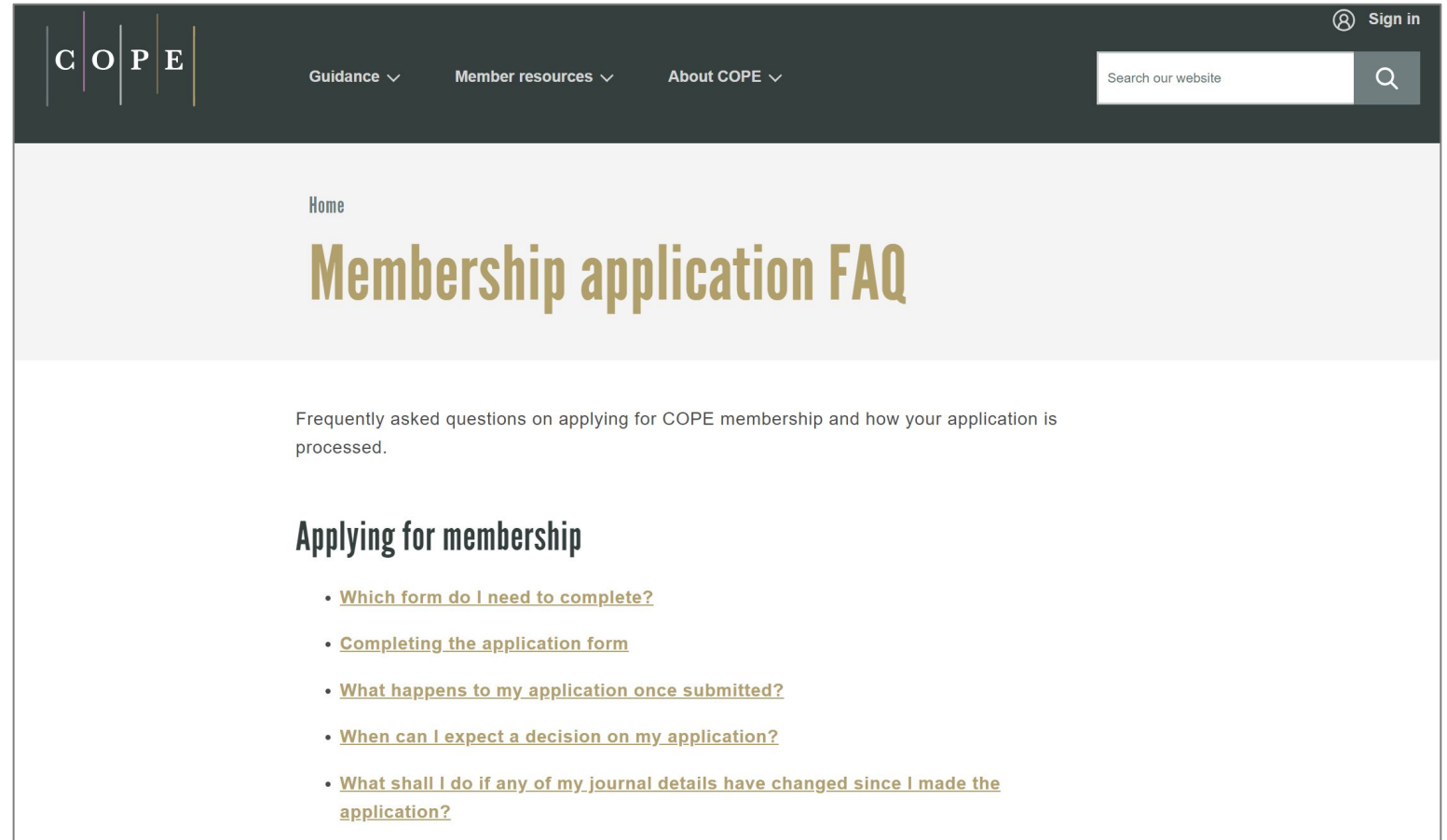
Publishing staff details ▾

Review my submission

APPLYING FOR COPE MEMBERSHIP

How to apply?

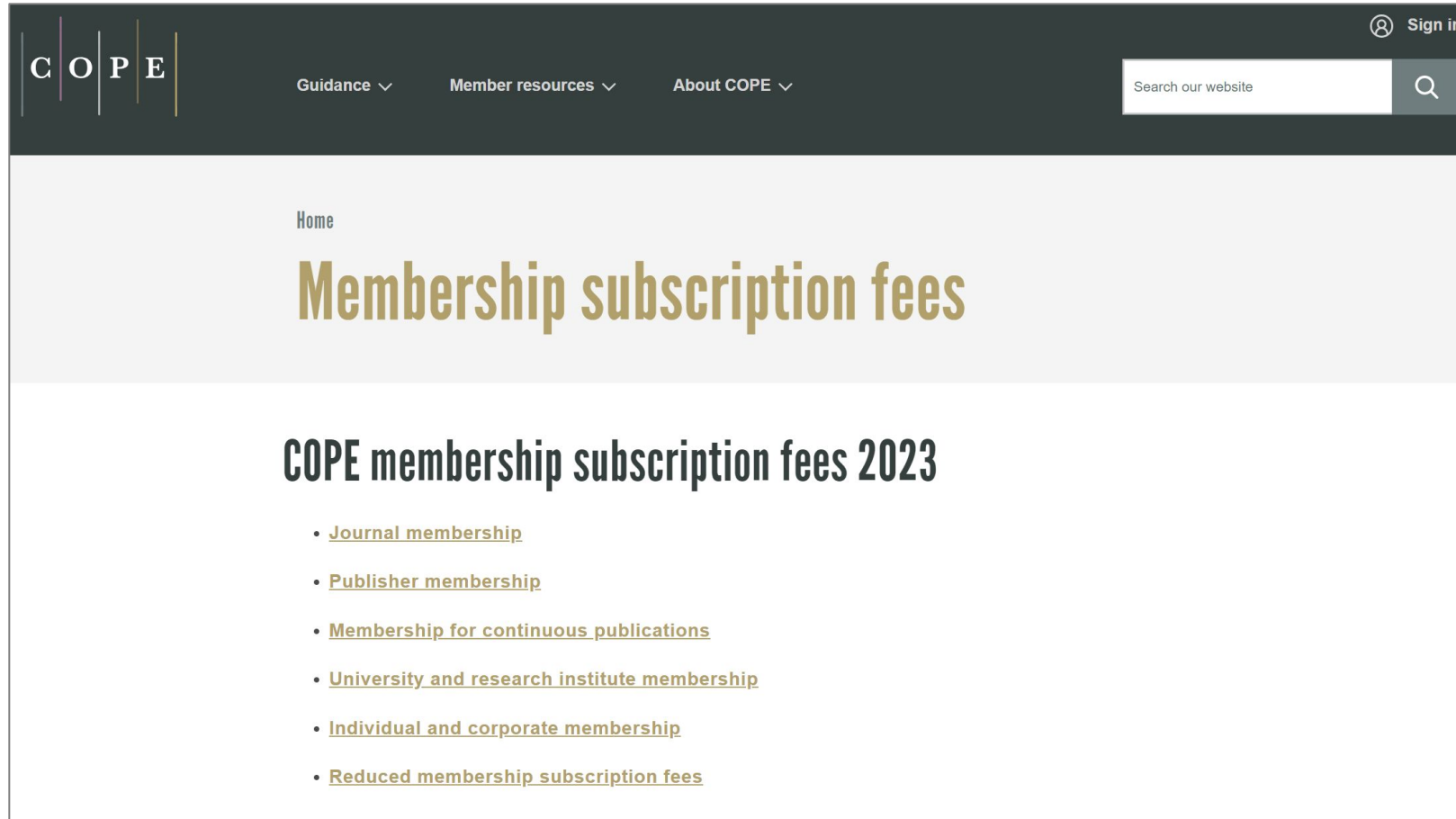
<https://publicationethics.org/membership-application-faq>



The screenshot shows the top navigation bar of the COPE website. The logo 'COPE' is on the left, followed by menu items: 'Guidance', 'Member resources', and 'About COPE'. A search bar is on the right with the text 'Search our website' and a magnifying glass icon. Below the navigation bar, the page title 'Home' is followed by the main heading 'Membership application FAQ' in a large, bold, gold font. Below the heading, there is a paragraph: 'Frequently asked questions on applying for COPE membership and how your application is processed.' Underneath this is the sub-heading 'Applying for membership' in bold. A list of five links follows, each starting with a gold bullet point: 'Which form do I need to complete?', 'Completing the application form', 'What happens to my application once submitted?', 'When can I expect a decision on my application?', and 'What shall I do if any of my journal details have changed since I made the application?'.

APPLYING FOR COPE MEMBERSHIP

What are the membership fees?



The screenshot shows the COPE website's navigation bar with the logo and menu items: Guidance, Member resources, and About COPE. A search bar is also present. The main content area features a breadcrumb 'Home' and a large heading 'Membership subscription fees'. Below this, the title 'COPE membership subscription fees 2023' is displayed, followed by a bulleted list of membership categories.

Home

Membership subscription fees

COPE membership subscription fees 2023

- [Journal membership](#)
- [Publisher membership](#)
- [Membership for continuous publications](#)
- [University and research institute membership](#)
- [Individual and corporate membership](#)
- [Reduced membership subscription fees](#)

<https://publicationethics.org/cope-membership-subscription-fees>

APPLYING FOR COPE MEMBERSHIP

What happens next?

- Only complete forms will be assessed.
- **The Principles of Transparency and Best Practice in Scholarly Publishing** (<https://doi.org/10.24318/cope.2019.1.12>) form part of the criteria we use to evaluate publishers and journals, expecting applicants to adhere to and follow the spirit of the principles in all aspects of their publishing operation.
- The membership administrator will evaluate the application by:
 - using the information and supporting documentation supplied on the application form
 - reviewing the publisher and journal websites to research the application
 - consulting other sources, if deemed relevant (eg, feedback from editorial board members and publicly available information).
- **COPE** will research reports of practices that do not apply our principles of publication ethics outlined in the **COPE Core Practices** (<https://cope.onl/core-4>).
- The membership administrator will supply the Membership subcommittee with the relevant documentation based on review and research of the application. The Membership subcommittee will make the final decision on membership, based on the application, the information reviewed, and more subtle forms of assessment using the Membership subcommittee's experience.

APPLYING FOR COPE MEMBERSHIP

Tips for applying

DOS AND DON'TS

- **Do:** Follow the instructions on page 16 for the correct category
- **Do:** Ensure your application is complete and all the required information is supplied
- **Do:** Provide discrete URLs corresponding to webpages showing your journal guidelines and policies
- **Do:** Check all URL links are correct and functional
- **Don't:** Copy and paste **COPE** or other resources as if they are your own guidelines
- **Don't:** Use the same URL or homepage URL for each required guideline or policy in the application form



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Agenda

- Introduction to COPE & COPE Ethics Toolkit
- COPE Core Practices & Principles of Transparency and Best Practice in Scholarly Publishing
- Applying for COPE membership
- **Interactive case studies**
- Q&A

INTERACTIVE CASE STUDY

1. Editor as author in own journal (Case 05-22)

- The editor of a specialist journal is a leading researcher in a certain topic
- The editor wants to publish their work, and their own journal is the only suitable one worldwide
- The editor would have a conflict of interest submitting to their own journal and personally selecting 2 external peer reviewers
- **Can editors publish in their own journal?**

- A. No. Peer review will be biased because of a conflict of interest.
- B. Yes. But an associate editor should independently handle the peer review process.
- C. Yes. But remove author names before peer review.

<https://publicationethics.org/case/editor-author-own-journal>

INTERACTIVE CASE STUDY

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- A. No. Peer review will be biased because of a conflict of interest.
- B. Yes. But an associate editor should independently handle the peer review process.
- C. Yes. But remove author names before peer review.

? Conflict of interest / bias can be minimised

✓ Journal editor is not involved in peer review process; declare this in article. Set as official policy.

X On its own, will not solve the problem

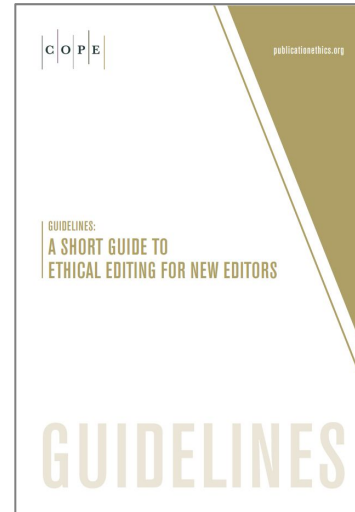
<https://publicationethics.org/case/editor-author-own-journal>

INTERACTIVE CASE STUDY

1. Editor as author in own journal

Principles of Transparency and Best Practice in Scholarly Publishing

8. ...If an article's peer review is an exception to the usual policy, the article should state what review it received.



9. Can editors publish in their own journal?

While you should not be denied the ability to publish in your own journal, you must take extra precautions not to exploit your position or to create an impression of impropriety. Your journal must have a procedure for handling submissions from editors or members of the editorial board that will ensure that the peer review is handled independently of the author/editor. We also recommend that you describe the process in a commentary or similar note once the paper is published, see: (<https://bit.ly/2OGsPk3>).

[A short guide to ethical editing for new editors | COPE: Committee on Publication Ethics](#)

INTERACTIVE CASE STUDY

1. Editor as author in own journal

eg

Journal editorial management

...Abstain from the peer review process and editorial decisions for any papers authored by the editor, or where they have a competing interest. In such instances, the editor must delegate responsibility of the peer review, and editorial decision process of any of their own work submitted to the journal (excluding editorials), to another suitable editor on the journal (e.g. deputy Editor, advisory or editorial board member), or nominate a suitable guest editor who will be given the responsibility for assessment, peer review and for making the final editorial decision.

[Journal editor code of conduct - Editor Resources \(taylorandfrancis.com\)](#)

Journal of Veterinary Emergency and Critical Care / Volume 25, Issue 5 / p. 679-683

Brief Clinical Communication

The effect of blood usage protocol on the age of packed red blood cell transfusions administered at 2 veterinary teaching hospitals

Marie K. Holowaychuk DVM, DACVECC ✉, Sarah E. Musulin DVM, DACVECC

First published: 15 June 2015

<https://doi.org/10.1111/vec.12339>

Citations: 4

Dr. Holowaychuk's current address is: Critical Care Vet Consulting, Calgary, Alberta, Canada.

Dr. Holowaychuk is an Assistant Editor for the Journal but did not participate in the peer review process other than as an author. The authors declare no other conflict of interest.

<https://onlinelibrary.wiley.com/doi/abs/10.1111/vec.12339>

INTERACTIVE CASE STUDY

2. Possible duplicate publication (Case 03-08)

- Article A, about a medical treatment, is published by 4 authors in Journal A but is found to be similar to Article B, published 2 years earlier in Journal B by 2 of the 4 authors plus another
 - Most of the abstract, methods, and discussion are identical; Article B has 4 more patients in the sample
 - Article A has the same references as Article B plus 6 extra references, including 1 to Article B
 - **Is it duplicate publication when the first article is referenced in the second article?**
- A. No. The author groups of the 2 articles are different.
 - B. No. Referencing is enough for transparency.
 - C. Yes. This is republishing a major part of the same study.

<https://publicationethics.org/case/it-duplicate-publication-when-first-study-referenced-second-paper>

INTERACTIVE CASE STUDY

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- **Is it duplicate publication when the first article is referenced in the second article?**

A. No. The author groups of the 2 articles are different.

B. No. Referencing is enough for transparency.

C. Yes. This is republishing a major part of the same study.

X Content may be mostly the same; suggests author misattribution

? Should have declared/ explained similarity at submission.

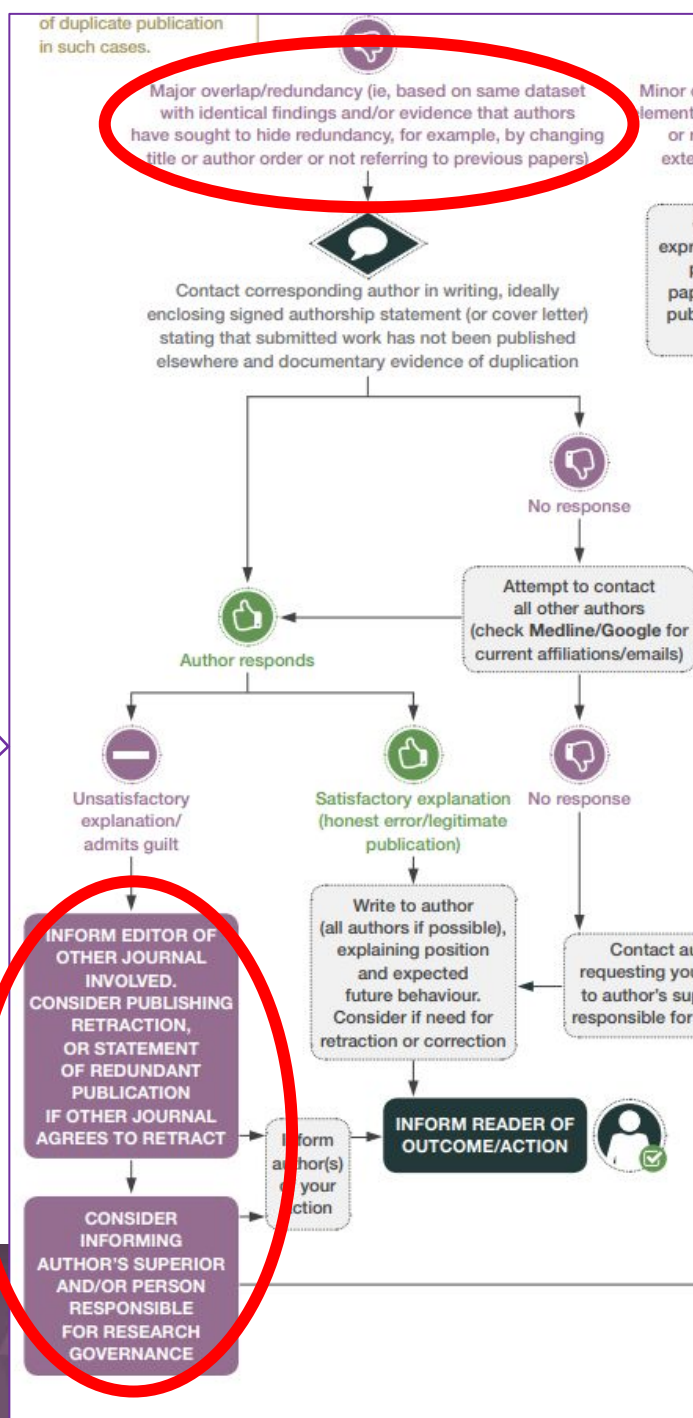
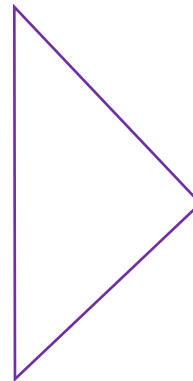
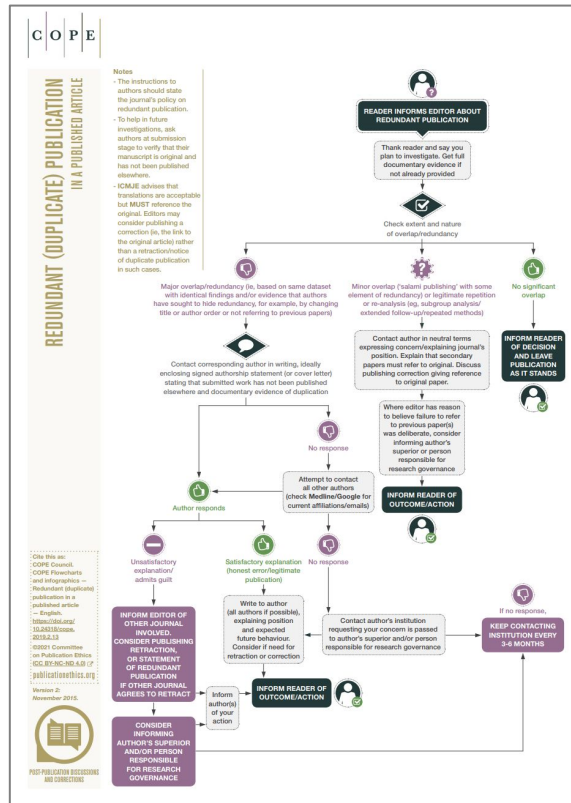
✓ Distorts literature & meta-analyses; may need retraction

<https://publicationethics.org/case/it-duplicate-publication-when-first-study-referenced-second-paper>

INTERACTIVE CASE STUDY

2. Possible duplicate publication

Suspected redundant publication in a published article: COPE guidance (publicationethics.org)



INTERACTIVE CASE STUDY

2. Possible duplicate publication



7. Intellectual property

COPE Core Practice 7

All policies on intellectual property, including copyright and publishing licenses, should be clearly described. In addition, any costs associated with publishing should be obvious to authors and readers. Policies should be clear on what counts as prepublication that will preclude consideration. What constitutes plagiarism and redundant/overlapping publication should be specified.

If redundant publication occurs, the journal that published first may issue a notice of redundant publication but should not retract the article unless there are other concerns, such as the reliability of the data. Any journals that subsequently publish a redundant article should retract it and state the reason for the retraction. If an article is published in more than one journal (either online or in print) around the same time, precedence may be determined by the publication dates or the dates on which a licence to publish or copyright transfer agreement was signed by the authors.

[Retraction guidelines | COPE: Committee on Publication Ethics](#)

INTERACTIVE CASE STUDY

2. Possible duplicate publication



Editorial process

Initial submission

Manuscripts should be submitted via the [online submission system](#). The corresponding author should indicate whether the work described in the manuscript has been discussed with a specific *Nature Communications* editor before submission. Copies of any papers containing related work that are under consideration or in-press at other journals should be included with the submission as additional supplementary information.

Each new submission is assigned to a primary editor, who reads the paper, consults with the other editors, and then evaluates the novelty and potential impact of the work, the appropriateness for the journal's editorial scope, the conceptual or methodological advances described in the paper, and its potential interest to *Nature Communications*' readership. Manuscripts that meet these editorial criteria are sent out to external referees for further assessment.

The novelty of a submitted paper is considered to be compromised if it has significant conceptual overlap with a published paper or one accepted for publication by *Nature Communications*. Preprint archives do not compromise novelty. Papers that are published independently while your manuscript is under review or under revision at *Nature Communications* are also not considered to compromise novelty, even in cases where there is conceptual overlap.

<https://www.nature.com/ncomms/submit/editorial-process>

INTERACTIVE CASE STUDY

3. Lack of participant consent (Case 04-12)

- A journal receives a submitted manuscript reporting on a volunteer receiving experimental hospital treatment
 - Treatment was given under supervision in an intensive care unit, in case of serious side effects
 - The journal submission does not mention participant giving informed consent or researchers obtaining ethics committee approval
 - **What should the editor do next?**
- A. Proceed with peer review because this was emergency care.
 - B. Ask the authors about informed consent and ethics committee approval.
 - C. Suspend review and ask the author's institution to follow up.

<https://publicationethics.org/case/research-volunteers-without-informed-consent-or-ethics-committee-approval>

INTERACTIVE CASE STUDY

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X Study was experimental research

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✓ Follow COPE flowchart on suspected ethics issues in submitted manuscripts

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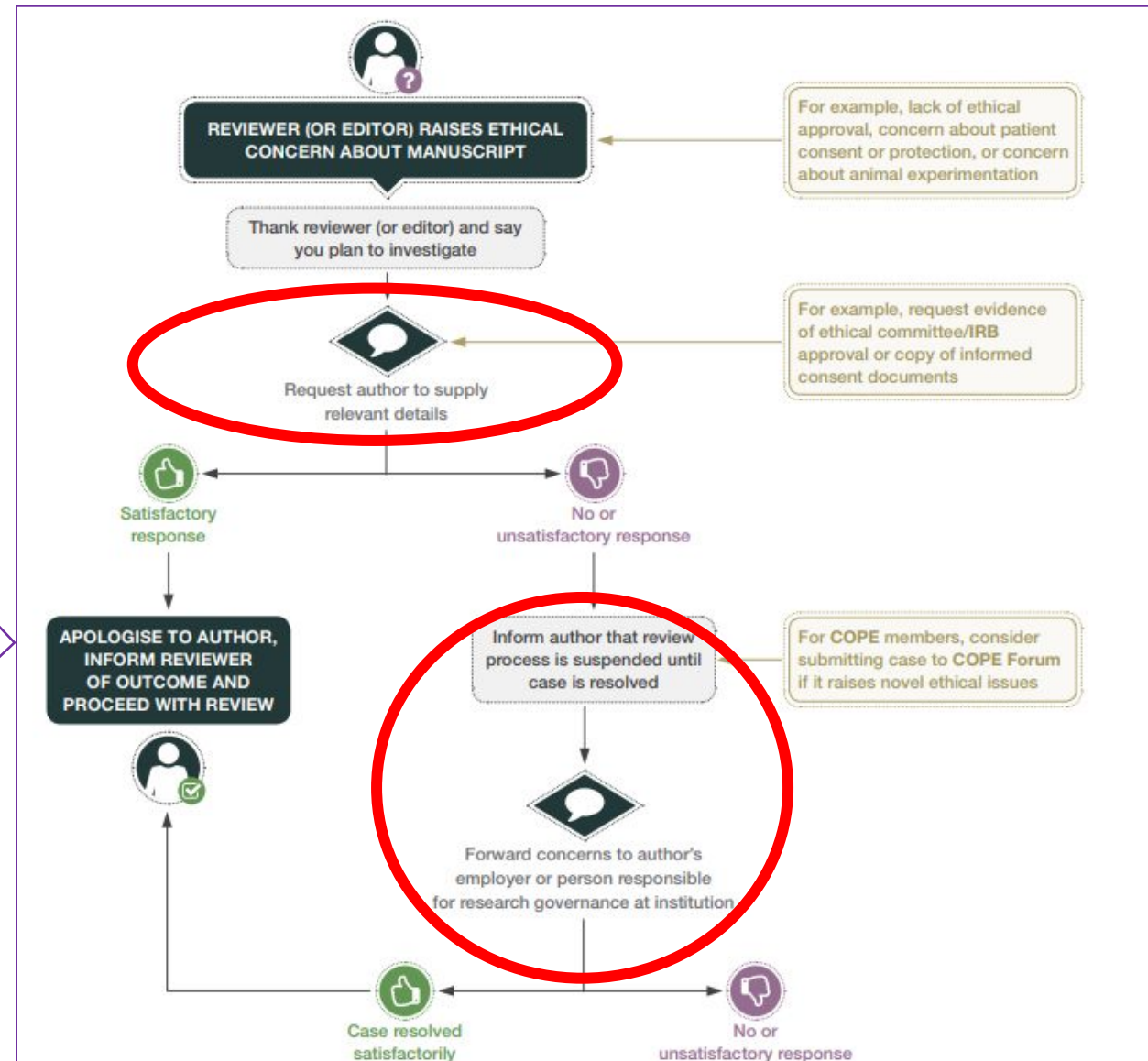
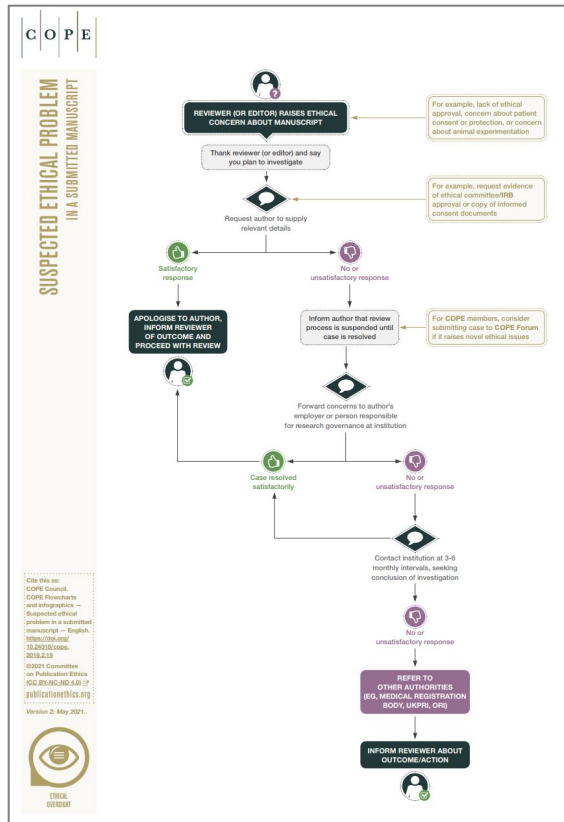
? If unsatisfactory response in B

<https://publicationethics.org/case/research-volunteers-without-informed-consent-or-ethics-committee-approval>

INTERACTIVE CASE STUDY

3. Lack of participant consent

Dealing with suspected ethics issues in a submitted manuscript (publicationethics.org)

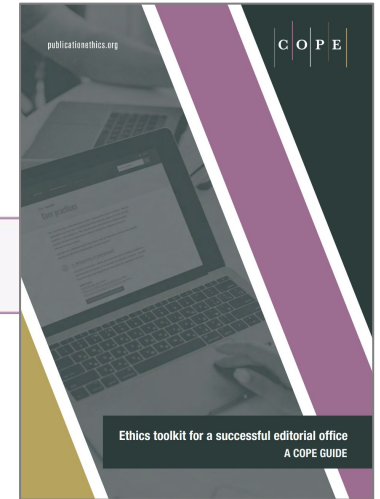


INTERACTIVE CASE STUDY

3. Lack of participant consent

3. Develop processes to help identify ethical concerns

- Allegations of misconduct
- Conflicts of interest/Competing interests
- Data and reproducibility
- **Ethical oversight**
- Intellectual property
- Journal management
- Post-publication discussions and corrections



6. Ethical oversight

COPE Core Practice 6

Ethical oversight should include, but is not limited to, policies on consent to publication, publication on vulnerable populations, ethical conduct of research using animals, ethical conduct of research using human subjects, handling confidential data and ethical business/marketing practices.

INTERACTIVE CASE STUDY

3. Lack of participant consent

3. Develop processes to help identify ethical concerns

Journals must adopt and publish clear guidelines regarding ethical conduct of research. Regulations and norms of the journal's discipline should be consulted to ensure that the journal policies reflect those standards. Journals must diligently review submitted work to ensure that it conforms with research ethics guidelines. Consider implementing processes on the following, documenting the processes in the website, and linking to relevant **COPE** resources:

- recommended practices for handling issues such as informed consent, institutional oversight, prior ethics approval, and compliance with international research guidelines
- investigating concerns raised about the ethics of any study that has been published
- preventing potential cases of misconduct—for example, routines for checking for:
 - plagiarism
 - falsification
 - peer review manipulation
 - fabrication
 - citation manipulation
 - authorship misconduct

INTERACTIVE CASE STUDY

3. Lack of participant consent

ICMJE (International Committee of Medical Journal Editors) Guidelines

<https://www.icmje.org/recommendations/browse/roles-and-responsibilities/protection-of-research-participants.html>

Protection of Research Participants

All investigators should ensure that the planning, conduct, and reporting of human research are in accordance with the Helsinki Declaration as revised in 2013. All authors should seek approval to conduct research from an independent local, regional or national review body (e.g., ethics committee, institutional review board). If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the local, regional or national review body explicitly approved the doubtful aspects of the study. Approval by a responsible review body does not preclude editors from forming their own judgment whether the conduct of the research was appropriate.

Patients have a right to privacy that should not be violated without informed consent. Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be published. Authors should disclose to these patients whether any potential identifiable material might be available via the Internet as well as in print after publication. Patient consent should be written and archived with the journal, the authors, or both, as dictated by local regulations or laws. Applicable laws vary from locale to locale, and journals should establish their own policies with legal guidance. Since a journal that archives the consent will be aware of patient identity, some journals may decide that patient confidentiality is better guarded by having the author archive the consent and instead providing the journal with a written statement that attests that they have received and archived written patient consent.

Nonessential identifying details should be omitted. Informed consent should be obtained if there is any doubt that anonymity can be maintained. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are deidentified, authors should provide assurance, and editors should so note, that such changes do not distort scientific meaning.

The requirement for informed consent should be included in the journal's instructions for authors. When informed consent has been obtained, it should be indicated in the published article.

INTERACTIVE CASE STUDY

3. Lack of participant consent

eg

Ethics

All manuscripts and journal activities are expected to adhere to [Ethics in publishing](#) and [Ethical guidelines for journal publication](#). Studies on human subjects require documentation of a policy that exempts the project from ethical committee approval, an ethics committee letter determining the project is exempt from review, or ethics committee approval. Appropriate consents, permissions, and releases must be obtained where an author wishes to include case details or other personal information or images

of patients and any other individuals. Written consents but copies for publication. Only if specifically requested by the publisher (e.g. a legal issue arises) must the author obtain written consents have been obtained. [the Use of Images or Personal Information](#) must have written permission from the patient for the use of personal details of any patient in supplementary materials (including images) in the submission.

Ethical Statement

For research manuscripts, an electronic copy of the Ethical Statement (also called the Institutional Review Board (IRB) permission letter) from the institution that granted permission to conduct the research study must accompany the first submission. An English translation must also be submitted if the IRB letter is not in English. For Quality Improvement (QI) or Evidenced-Based Practice (EBP) projects, reports of projects involving human participants must include a statement explaining what type of ethical oversight was required, or describing the ethical standards followed at the author's organization to conduct the QI or EBP project. This should include a copy of a policy exempting single-site QI projects from IRB oversight, IRB exemption from review letters, or IRB approval. The Ethical Statement is to be uploaded to the "Ethical Statement" section of the manuscript in the EM submission system at <https://www.editorialmanager.com/jen>.

Ethics declaration in article

Author Disclosures

Conflicts of interest: none to report. This research was supported by an Australian Government Research Training Program Fee-Offset Scholarship through Federation University Australia. No other grants or funding have been received for this project. **Ethical approval for this project was granted by the Federation University Human Research Ethics Committee, approval number: A20-095.**

[https://www.jenonline.org/article/S0099-1767\(2020\)00116-2/fulltext](https://www.jenonline.org/article/S0099-1767(2020)00116-2/fulltext)

[Guide for authors - Journal of Emergency Nursing - ISSN 0099-1767 \(elsevier.com\)](#)

INTERACTIVE CASE STUDY

4. Authorship dispute (Case 10-27)

- A retired professor claims they should have been included as an author on two published articles in a journal
 - The editor discovered that the professor was involved in the early stage of both studies and was named as an author but removed from the final draft by the same co-author
 - After much effort (and involvement of the institution), the editor decided to correct both articles by adding the author, but both authors were still unhappy
 - **How can the editor handle future author disputes?**
- A. Ask authors to declare contributions so editor can decide.
 - B. Retract affected articles.
 - C. Require authors or their institution to decide.

<https://publicationethics.org/case/professoreditor>

INTERACTIVE CASE STUDY

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<https://publicationethics.org/case/professoreditor>

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- C. Require authors or their institution to decide.

? Needs clear authorship criteria; could require article declarations

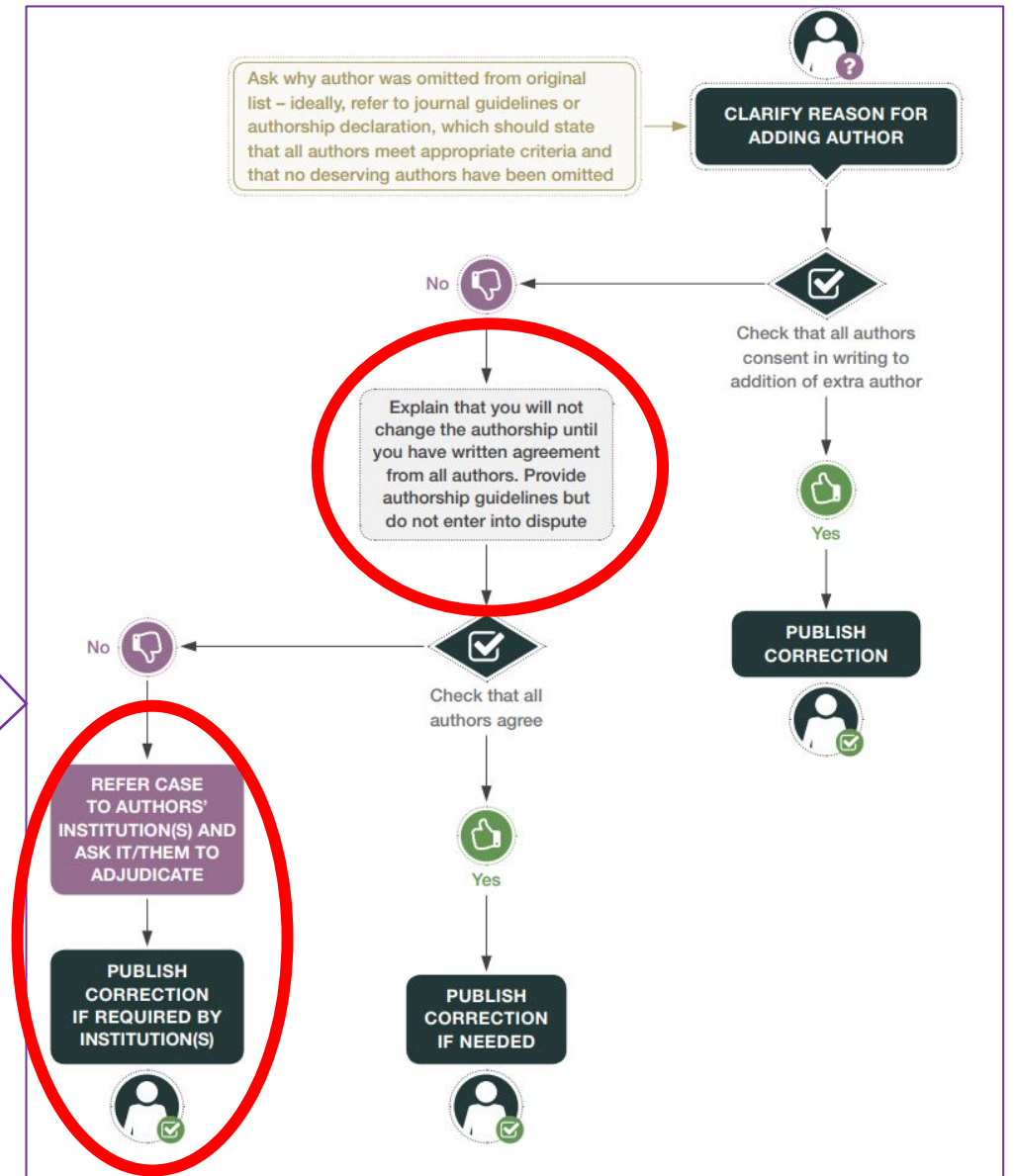
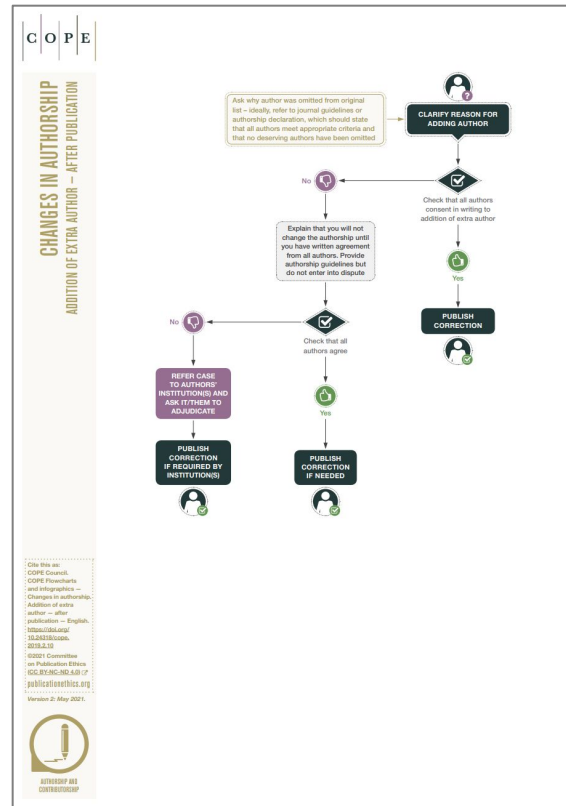
? Only if legal reason or article is questionable

✓ Follow COPE flowcharts

INTERACTIVE CASE STUDY

4. Authorship dispute

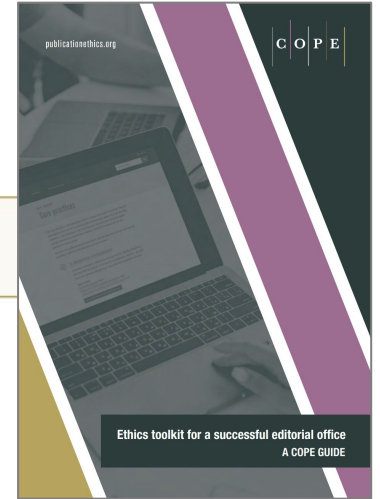
A request to add an author after publication: COPE guidance (publicationethics.org)



INTERACTIVE CASE STUDY

4. Authorship dispute

1. Develop guidelines for authors



2. Authorship and contributorship

COPE Core Practice 2

Clear policies (that allow for transparency around who contributed to the work and in what capacity) should be in place for requirements for authorship and contributorship as well as processes for managing potential disputes.

INTERACTIVE CASE STUDY

4. Authorship dispute

1. Develop guidelines for authors

In your guidelines for authors, consider including the following, in addition to providing information about the journal, submission criteria, manuscript preparation, and the submission process:

- a clear definition of authorship
- responsibilities of authors and corresponding author
- how author contributions should be declared on submission (and in the publication)
- how to acknowledge non-authors
- how potential authorship disputes are managed
- any author fee
- data and intellectual property policies, including copyright and licence arrangements
- research and publication ethics, including conflicts of interest
- peer review process, including if authors can nominate or exclude reviewers, and procedure for appeals

INTERACTIVE CASE STUDY

4. Authorship dispute



[Authorship Guidelines | GigaScience | Oxford Academic \(oup.com\)](#)

Authorship Qualification:

To qualify: each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based on substantial contribution to conception and design, execution, or analysis and interpretation of data. All authors should be involved in drafting the article or revising it critically for important intellectual content and must have read and approved the final version of the manuscript. Authors should adhere to the practices of their research field and the guidelines of the International Committee of Medical Journal Editors (ICMJE). According to the ICMJE guidelines, all of the following 4 criteria must be met to be considered an author:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Individuals who participated only in acquisition of funding, collection of data, or general supervision of a research group (i.e. institution leaders who were not actively involved in specific projects), does not justify authorship. These individuals should be included in the Acknowledgements.

Authorship declaration in article, traditional

Authors' Contributions

Study concept and design: S.H., B.C.L, G.G.P., S.W., H.S., S.B.E., and K.R.P. Data collection and processing: G.G.P. for the ADHD data. Data analysis and interpretation: all authors. Drafting of the manuscript: S.H. Critical revision of the manuscript for important intellectual content and final approval: all authors. Supervision: B.C.L., S.B.E., and K.R.P.

<https://academic.oup.com/gigascience/article/doi/10.1093/gigascience/giad071/7287063?searchresult=1#419365286>

INTERACTIVE CASE STUDY

4. Authorship dispute



Contributor Roles Taxonomy

CRedit

Conceptualization

Data curation

Formal Analysis

Funding acquisition

Investigation

Methodology

Project administration

Resources

[CRedit – Contributor Roles Taxonomy \(niso.org\)](https://niso.org)



CRedit and authorship criteria

For all journals adopting CRedit, all parties who have made a substantive contribution to the article should be listed as authors. Any contributors with roles that do not amount to a substantive contribution (e.g. if Supervision, Funding Acquisition or Data Curation was the sole role) should be listed in the Acknowledgements.

For technical or medical journals adopting CRedit, to qualify for authorship each individual must have been responsible for:

1. At least one of the following:

- Conceptualization
- Methodology
- Formal Analysis
- Investigation

AND

2. At least one of the following:

- Writing – Original Draft Preparation
- Writing – Review & Editing

<https://us.sagepub.com/en-us/nam/credit>

#COPE23

Supervision

Validation

publicationethics.org

INTERACTIVE CASE STUDY

4. Authorship dispute

eg

Authorship declaration in article, CRediT style

Author contribution(s)

Shannon Whittaker: Conceptualization; Formal analysis; Methodology; Visualization; Writing—original draft; Writing—review & editing.

Isabel Martinez: Conceptualization; Formal analysis; Methodology; Supervision; Validation; Writing—review & editing.

Trace Kershaw: Data curation; Formal analysis; Methodology; Funding acquisition; Investigation; Project administration; Supervision; Visualization; Writing—review & editing.

<https://journals.sagepub.com/doi/10.1177/17455057231199039>

Authors

Authors should ensure that:

- their work is original and written by them
- their work has not been previously published and has been submitted only to the journal
- where material is taken from other sources (including their own published writing) the source is clearly cited and that where appropriate permission is obtained
- their work does not infringe on any rights of others, including privacy rights and intellectual property rights
- their data is true and not manipulated
- their data is their own or that they have permission to use data reproduced in their paper
- any real or apparent conflicting or competing interest is clearly stated on submission of their paper (this would include funding assistance)
- they adhere to all research ethics guidelines of their discipline, particularly where human or animal subjects are involved
- they contact the Editor to identify and correct any material errors upon discovery, whether prior or subsequent to publication of their work
- authorship of the paper is accurately represented, including ensuring that all individuals credited as authors participated in the actual authorship of the work and that all who participated are credited and have given consent for publication

Above all, authors should be transparent. For example, if an author is not sure whether her paper is original (for instance, whether it might constitute duplicate publication), she should inform the journal's editor. If the editor decides it is appropriate to publish, the paper itself should state clearly any potential overlap.

Ethics & Responsibility | SAGE Publications Inc

INTERACTIVE CASE STUDY

4. Authorship dispute

Authorship and AI tools

COPE position statement

The use of artificial intelligence (AI) tools such as ChatGPT or Large Language Models in research publications is expanding rapidly. COPE joins organisations, such as [WAME](#) and the [JAMA Network](#) among others, to state that AI tools cannot be listed as an author of a paper.

AI tools cannot meet the requirements for [authorship](#) as they cannot take responsibility for the submitted work. As non-legal entities, they cannot assert the presence or absence of conflicts of interest nor manage copyright and license agreements.

Authors who use AI tools in the writing of a manuscript, production of images or graphical elements of the paper, or in the collection and analysis of data, must be transparent in disclosing in the Materials and Methods (or similar section) of the paper how the AI tool was used and which tool was used. Authors are fully responsible for the content of their manuscript, even those parts produced by an AI tool, and are thus liable for any breach of publication ethics.

[Authorship and AI tools | COPE: Committee on Publication Ethics](#)

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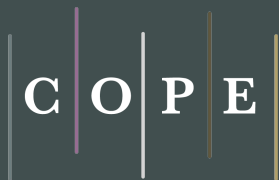
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Q&A

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RESEARCH AND ITS PUBLICATION