



Editorial Office
Zvezdarska 1, SI-1000 Ljubljana, Slovenia
@: arhivi@arhivsko-drustvo.si

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT FOR THE JOURNAL ARHIVI, THE REVIEW OF THE ARCHIVAL SOCIETY AND THE ARCHIVES OF SLOVENIA

Guidelines on publication ethics and publication malpractice for the journal *Arhivi, The Review of the Archival Society and Archives of Slovenia* are based on the current Elsevier publishing policies and on COPE's Best Practice Guidelines for Journal Editors. They set out the standards of expected ethical behaviour for all those involved in the publishing of the journal *Arhivi* – authors, editors and members of editorial board, peer reviewers and the publisher itself.

Duties and responsibilities of the editor and editorial board

Decision to publish a submission:

- The editor of the journal *Arhivi* is responsible for deciding which of the submitted papers are suitable for being published in the journal. In making these decisions, the editor shall follow the policies of the journal's editorial board and may consult about this issue with the members of the editorial board or with reviewers.
- The editor shall submit each paper to be peer reviewed by two reviewers with expertise in the relevant field (peer review).
- The editor, members of the editorial board and reviewers are bound to keep information on peer review process confidential.

Principle of fair play:

- The editor shall evaluate submitted papers for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Principle of confidentiality:

- The editor and members of the editorial board shall not disclose any information about a submitted paper to anyone other than the relevant author, reviewers, other editorial consultants, and the publisher, if appropriate.

Disclosure of information and conflict of interests:

- The editor and members of the editorial board must not use or disclose information and data from the submitted papers unless explicitly permitted by the author.

- The editor shall refrain from evaluating a submitted paper, if he/she or his/her work is in conflict of interests with the author of the paper or its content. The editor shall leave the decision about the publication of such a paper to be made by the editorial board.

Handling of unethical practices and conduct

- The editor shall deal with any reporting of unethical practice or conduct in a serious and responsible manner. The handling of such reports shall be treated with complete confidentiality.
- Unethical practices or conduct can be reported to the editor by anyone. Report can also be made anonymously and must include evidence supporting the alleged unethical practice or conduct.
- The editor shall bring the report to the attention of the editorial board and the person accused, who shall be given a chance to respond to the allegations.
- The investigation of unethical practices and conduct shall be carried out by the editor himself/herself, who will also disclose the results of the investigation to members of the editorial board once the investigation is completed.
- Editorial board in cooperation with the editor decides on the action taken against the accused individual and on a potential retraction of the published paper, depending on the gravity of the violation of ethical standards.

Peer review process and duties and responsibilities of reviewers

- Peer review process is anonymous; authors do not know the identities of reviewers, and vice versa.
- Reviewers are to treat the papers they receive for reviewing as confidential documents and must never use them for their own benefit.
- A reviewer who does not feel sufficiently qualified to review a submitted paper or feels unable to complete a review within the agreed-upon timeframe, is obliged to inform the editor and withdraw from the review.

Primary objective of review process:

- A reviewer provides the editorial team with all the information that they need to decide on whether to publish a paper or not. A reviewer should aim to prevent the publishing of plagiarised work and articles (such as research) containing incorrect results. Another equally important objective of a review is to enable authors to identify the weaknesses or even errors in their work, correct them and improve the quality of their submitted papers.

Principle of confidentiality:

- Reviewers are to treat the submitted papers as confidential documents. They must not show them to others or discuss them with others.
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Objectivity standards:

- Reviews must be objective. Personal criticism of the authors is not appropriate. Reviewers must express their opinions clearly and with supporting arguments.

Citation:

- Reviewers must identify relevant published works that authors failed to cite.
- Reviewers must alert the editor to any significant similarities or overlaps in content between the submitted paper and any other article they are personally aware of.

Disclosure of information and conflict of interest:

- Reviewers must keep confidential any information or ideas they come across during the process of reviewing and must not use them for personal benefit.
- Reviewers must decline the reviewing of papers when there is a case of conflict of interests resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Duties and responsibilities of authors

- When writing their papers, authors are required to follow the *Instructions for authors* published in each issue of the journal *Arhivi* and on the *Archival Society of Slovenia* website.
- Authors guarantee that their submissions are original scientific or professional papers and are the result of their research, that the data provided are accurate and that works by other authors are properly listed and cited.
- Authors guarantee that the papers they submit for the publication in the journal *Arhivi*, have not been previously published or are not in the process of being published in some other publication. Translations of articles into foreign languages are an exception.
- Authors must always accurately acknowledge the work of others who contributed to the submitted paper. Any information acquired privately by the author can only be used with the source's prior written consent.

Reporting standards:

- Information presented in the submitted papers needs to be accurate and precise. A paper needs to include sufficient detail and references to permit others to cite them in their further works. False or deliberately inaccurate statements are considered unethical behaviour and are unacceptable.

Originality and plagiarism:

- Authors must make sure that they have written entirely original works and that if they have used the work and/or words of others, they have properly cited or quoted them. Authors themselves are responsible for the content of their papers and for any potential plagiarism.
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- Plagiarism comes in many forms; from passing off someone else's article as your own, to copying or paraphrasing substantial parts of another author's article (without citing it) or claiming ownership of results of research conducted by others.
- Plagiarism in all forms is considered unethical publishing practice and is unacceptable.

Multiple, repetitive, and simultaneous publication:

- Authors should not publish papers describing essentially one and the same research in more than one journal or primary publication. Submission of the same paper to two or more journals simultaneously is considered unethical publishing practice and is unacceptable.
- Authors should not submit for publication papers that have already been published in another journal. Publication of certain types of articles (such as translations) in more than one journal may sometimes be justifiable, if there are good reasons for doing so.
- Authors and editors must agree about such republishing of a paper. Data and interpretations in such republication must be identical to those in the original publication and the original publication must also be properly cited in the republished paper.

Source citation:

- Authors must always provide proper citation of other people's works. They must cite all the published sources that have influenced their submitted paper. Information obtained privately, for example in conversation, correspondence, or discussion with third parties, must not be used or reported without the explicit written permission of the source. Information obtained during confidential work, for example when reviewing papers or grant applications, must not be used without explicit written permission of the author of the work submitted for such procedures.

Authorship of a paper:

- Authorship is limited to those collaborators who have made a significant contribution to the conception, design, execution, and interpretation of a particular study. All those significantly contributing to the submitted article should be listed as co-authors.
- If others have contributed to a research project in certain important aspects, they should be acknowledged or listed as contributors in the article.
- Authors must make sure that all appropriate and no inappropriate authors are included in their articles, and that all co-authors have seen and approved the final version of the article and have agreed to it being submitted for publication.

Disclosure and conflict of interests:

- All authors must in their papers disclose any financial or other substantive conflict of interests, which might influence the results or interpretation of their submitted papers. All sources of financial support for the project must be clearly stated.
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- If an author discovers a significant error or inaccuracy in his/her own published work, it is his/her obligation to immediately notify the journal's editor or publisher and cooperate with the editor in correcting or retracting the paper.
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