Ethics in Publishing: Instructions to Authors

Ethics and Procedures

General

The editor(s) and publisher of this Journal believe that there are fundamental principles underlying scholarly or professional publishing. While this may not amount to a formal "code of conduct", these fundamental principles with respect to the authors' paper are that the paper should:

- be the authors' own original work,
- reflect the authors' own research and analysis and do so in a truthful and complete manner,
- properly credit the meaningful contributions of co-authors and co-researchers, and
- be appropriately placed in the context of prior and existing research.

Of equal importance are ethical guidelines dealing with research methods and research funding, including issues dealing with informed consent, research subject privacy rights, conflicts of interest, and sources of funding.

While it may not be possible to draft a "code" that applies adequately to all instances and circumstances, the editor(s) and publisher of the Journal believe it useful to outline our expectations of authors and procedures that the Journal will employ in the event of questions concerning author conduct. Procedures and guidelines with respect to such queries and investigations are outlined in the Elsevier Position on Journal Publishing Ethics and Responsibilities and are incorporated herein by reference. These guidelines should be reviewed by all authors.

Ethical requirements for the submitted paper

- All research or methodologies identified as being conducted or developed by the authors or institutions will in fact have been so conducted or developed.
- Relevant prior and existing research and methodologies will be properly identified and referenced using the standard bibliographic and scientific conventions (see the section below on style requirements).
  - Any prior established research or methodologies that are contradicted by the paper are likely to be relevant and if not identified and referenced in the paper should be disclosed and identified in the submission to the Journal (e.g. in the cover letter).
- All reporting, writing, and editing that make up the content of the submitted paper shall be the original work of the authors and shall not plagiarize the work of others.
  - Plagiarism can mean the literal copying of the entirety of another's article or paper or other text.
  - Plagiarism can also mean the literal copying of large portions of another's work or even the substantive "paraphrasing" of another's work.
  - In all of these cases of plagiarism, the authors whose work is being copied or reproduced may also have legal claims with respect to copyright infringement or violations of their moral rights.
- Short quotes from the work of others is typical in the preparation of scholarly or professional manuscripts, but all such quotes should be properly referenced with full bibliographic details of the quoted work, as it is important to place the reported research or conclusions in a scholarly context.
  - Note that to quote or copy text or illustrations beyond a "short quote" will require the author to obtain permission from the rights holder.
- Duplicate, double, repetitive, or redundant submission (publication) is prohibited.
  - Duplicate or double submission means the submission of the same paper to more than one scholarly or professional journal while a decision from another journal on that same paper is still pending.
  - Repetitive or redundant submission means the reporting of the same results or methodologies in somewhat different form.
- Exceptions for matters such as prior publication in a locally published journal in a language

1 http://www.elsevier.com/wps/find/authorshome.authors/ethicsinpublishing
other than English may be acceptable to the editor of the Journal, but in such cases full disclosure of the prior publication must be made upon submission.

- While comments in papers that are critical of the positions, views, or research of others is a normal part of the scholarly and professional communication process, authors should take care not to defame other researchers or professionals in a personal sense.
  - Defamation is a legal concept and definitions may differ from jurisdiction to jurisdiction, but generally defamation would be understood as subjective comment concerning the motivation or intent of others, their personal background, abilities, or intelligence – especially where such comment is not directly relevant to the research, views, or comment being criticized.

- Co-authors and co-contributors should be properly and appropriately identified
  - All participants in a research project that is the subject of a paper who made a substantive contribution to the research and the analysis presented in the paper should be identified or credited.

- To be identified as a co-author, however, the participant should have contributed to the conception and design of the project, drafted substantive portions of the paper or edited or revised same, and taken responsibility for the analysis and conclusions of the paper.

- Other participants with less responsibility – for example, those who merely assisted in carrying out the research – should be identified and acknowledged for their contributions.

- Research and testing methodologies should be consistent with guidelines of research institutions, relevant societies, or funding agencies, especially those that may involve the treatment, consent, or privacy of research or testing subjects.

- Relevant conflicts of interest should be disclosed (see the Elsevier Policy on Conflicts of Interest ²).

² http://www.elsevier.com/wps/find/authorshome.authors/ethicsinpublishing/conflictofinterest