

## Publication Ethics in Journal of Sociotherapy

Manuscripts are assessed in a publication procedure consisting of an assessment of **1. subject adequacy of the article** by one editorial board member who is the editor of the issue, and **2. a double-blind peer review process** executed by two experts from the publicly accessible list of reviewers published on the journal's website. The editorial staff may reach out to the reviewer who is not on the list in exceptional circumstances, but the other reviewer must be selected from the publicly accessible list of reviewers in such a case.

Texts are assessed **solely based on their intellectual value** irrespective of theoretical or ideological orientation, political beliefs, religion, citizenship, race, ethnic origin, gender or sexual orientation. The editorial staff of the Journal of Sociotherapy, the editorial board, the editors-in-chief and the editors shall make every effort to maintain the impartiality of the peer review process in order not to reveal the identity of the peer review actors.

**The author who has been proven guilty of plagiarism or falsification of data, shall cease to publish in the Journal of Sociotherapy.**

The following principles of ethical practice in the preparation and publication of the specialized peer reviewed Journal of Sociotherapy are based on the COPE documents (Committee on Publication Ethics): COPE's Best Practice Guidelines for Journal Editors; COPE Ethical Guidelines for Peer Reviewers, A Guide for New Researchers. The editors, reviewers and authors are expected to have **thoroughly familiarized** themselves with the originals of the aforementioned documents prior to commencing their editorial, review or authorial activity.

### Editorial Board and Editors of Issues

**The editorial board of the journal** approves the content of individual journal issues. The editorial board seeks to achieve the purpose of the journal and reserves the right to reject a manuscript containing instances of plagiarism, offensive or defamatory content, or if it finds that the manuscript contravenes copyright law.

**The editorial board members, issue editors, article reviewers, editors-in-chief and editorial board chair** rate manuscripts without personal bias for/or against authors or institutions. The editors shall not cite the author's manuscript without written consent; the editors shall not use material from unpublished manuscripts for the purposes of their own work or that of other authors; the editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate. The editors shall not distribute copies of the manuscript, either print or electronic form, except for editorial work for the journal. The editors-in-chief are obliged to reject the manuscripts which create a conflict of interest in their view. The process of rating articles and preparing individual issues of the journal is not remunerated. The editor should recuse

himself/herself from handling manuscripts (i.e. should ask a co-editor, associate editor, or other member of the editorial board instead to review and consider) in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. The editor should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. The editor is committed to ensuring that advertising, reprint, or other commercial revenue has no impact or influence on editorial decisions. If some journal articles did not pass a double-eyed peer review process because a particular author had been approached (in the interest of purposeful awareness in an important situation), this fact shall be clearly stated. The editors are obliged to inform the Ethics Committee or equivalent relevant institutions about the violation of the ethical principles of publishing a journal article. The entire editorial board of the journal discusses every report about the publishing of such an article. The editors-in-chief, editors and editorial board of the journal hold the responsibility for the academic quality of the journal and adherence to the ethical principles of publication. The opinions and attitudes of the editorial board may differ from those of the reviewers. The peer reviews are expert statements. The designated editorial board members decide on the final publication of peer-reviewed journal articles based on the peer reviews. The editorial board adopts a final decision to publish the journal article through the designated member – issue editor/-s, before the editorial office informs the author about (non) publication of the article in the journal. The editorial board's decision is final.

## **Reviewers**

The peer review process is part of the professional review process. The aim of the review process is to assess the professional quality of the article and suggest possible text revision to the author/-s in order to improve the professional quality of the article. The reviewers assist the editors in the selection of a manuscript and help the authors improve the quality of manuscripts. If a reviewer feels inadequately authorized to assess a manuscript (or knows that its timely review will be impossible), he / she shall report this to the editorial staff, thereby withdrawing from the assessment process. The reviewers assess manuscripts anonymously and shall maintain confidentiality about the particulars of manuscripts. They must not be shown to or discussed with others except as authorized by the editor. The reviewers assess the submitted manuscripts objectively and without personal criticism of the author, expressing clearly their attitudes and recommendations based on relevant arguments. Reviewers receiving anonymous manuscripts shall respect the confidentiality of these manuscripts with regard to the rights of the person submitting them (including the rights of the submitter under copyright law). If used in the text, all recommendations, arguments and conclusions proposed by the reviewer shall be properly cited by the author. The reviewers shall reveal any major misconduct of the author regarding publication ethics and research ethics in the sociotherapy of social work in the context of the review and report these issues to the editorial staff, editor-in-chief and editor. The reviewers shall not cite the manuscript without the written consent of the author, nor shall they use material from unpublished manuscripts for the purposes of their own work or the work of the

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## **Authors**

Within publishing standards, an article should contain sufficient data and references to permit others to replicate its content. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable. The authors are obliged to respect the originality requirement; two identical or similar texts shall not be proposed for publication (either print or electronic form). The same texts shall not be published in two different journals or other publications. The authors are obliged to express their expertise with the utmost precision while respecting intellectual property rights and legal provisions connected to copyright law. Authorial manuscripts shall contain objective discussions on the subject of research and provide the necessary relevant data and references. It is unacceptable to include any part of another text or the results of research from another work in the submitted manuscript, without precisely citing the author of the original source. The use of other texts or sources without mentioning the authors is considered plagiarism. The authors are responsible for ensuring that their manuscripts do not contain fictitious, false or previously published information. The original data which support the text shall be available for possible revision by the editorial staff (even after publication of the article). The authors are not allowed to submit previously published manuscripts to publication procedure. The secondary publication of some articles is acceptable in some circumstances (e.g. translations), but it is only permitted with the consent of the author(s) of the article and the editor of the issue in which the text was to be published. The secondary publication shall be based on the same data and it shall interpret the primary groundwork (including original citations). Sources shall be properly cited and information obtained during personal contact shall not be used without the express written consent of its source. The authorship of the article is limited to those who have made a significant contribution to the publication of the article. All co-authors who have made a significant contribution to the article shall be listed in the article. The author is obliged to acknowledge contribution of other people who contributed to the creation of the article, e.g. work at the research project, in the journal article. All experimental studies shall comply with the fundamental ethical recommendations of the *2002 Helsinki Declaration*. All authors shall confirm all sources in connection with the submission of a manuscript for assessment and publication, and if there are any, they shall declare possible conflicts of interest. All co-authors must be clearly indicated at the time of manuscript submission. Requests to add co-authors after a manuscript has been accepted will require approval of the editor. All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or their interpretation in the manuscript. All sources of financial support for the project should be disclosed. If the author finds any serious errors in their already published study, they shall immediately notify the editorial staff and cooperate on any necessary revisions or agree to remove the article. The author shall provide proof of the correctness of the article in question if there

are doubts that an article submitted or published contains ethical misconduct. Failing that, the editorial board will assess the author's ethical misconduct and impose a sanction if necessary. Conclusion: plagiarism, inaccurate or false statements, falsification of data and repeated submission of an already published manuscript are considered unethical and unacceptable behavior.

### **Publisher**

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