PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT

The following are the standards of expected ethical behaviour for all parties involved in publishing in the journal JAHР – European Journal of Bioethics: the author, the journal editor and editorial board, the peer reviewer and the publisher.

These guidelines are based on the existing Elsevier policies and COPE’s Best Practice Guidelines for Journal Editors.

Duties of the Editor and the Editorial Board

Publication Decisions: the editor of the journal JAHR is responsible for deciding which of the articles submitted to the journal should be published. The editor is guided by the policies of the journal’s editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editor may consult with the members of the editorial board or reviewers in decision making.

Fair Play: the editor should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Confidentiality: 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.
Duties of Reviewers

**Contribution to Editorial Decisions:** peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

**Promptness:** any selected reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

**Confidentiality:** any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others.

**Standards of Objectivity:** reviews should be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.

**Disclosure and Conflict of Interest:** privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Duties of Authors

**Reporting Standards:** authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

**Originality and Plagiarism:** the authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted. Plagiarism takes many forms, from 'passing off' another author's paper as the one’s own paper, to copying or paraphrasing substantial parts of another author’s paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable. Applicable copyright laws and conventions should be followed. Copyright material (e.g. tables, figures or extensive quotations) should be reproduced only with appropriate permission and acknowledgement.
**Multiple, Redundant or Concurrent Publication:** an author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

**Acknowledgement of Sources:** proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

**Authorship of the Paper:** authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

**Hazards:** If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

**Reporting of Research Involving Humans or Animals:** Appropriate approval, licensing or registration should be obtained before the research begins and details should be provided in the report (e.g. Institutional Review Board, Research Ethics Committee approval, national licensing authorities for the use of animals). If requested by editors, authors should supply evidence that reported research received the appropriate approval and was carried out ethically (e.g. copies of approvals, licences, participant consent forms). Researchers should not generally publish or share identifiable individual data collected in the course of research without specific consent from the individual (or their representative).

The appropriate statistical analyses should be determined at the start of the study and a data analysis plan for the prespecified outcomes should be prepared and followed. Secondary or post hoc analyses should be distinguished from primary analyses and those set out in the data analysis plan. Researchers should publish all meaningful research results that might contribute to understanding.

Authors should supply research protocols to journal editors if requested (e.g. for clinical trials) so that reviewers and editors can compare the research report to the protocol to check that it was carried out as planned and that no relevant details have been omitted. Researchers should follow relevant requirements for clinical
trial registration and should include the trial registration number in all publications arising from the trial.

**Disclosure and Conflicts of Interest:** all authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

**Fundamental errors in published works:** when an author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

**Editor-in-Chief**
INSTRUCTIONS FOR THE AUTHORS

JAHR – EUROPEAN JOURNAL OF BIOETHICS is a journal that deals with a wide range of bioethical topics. The aim of the Editorial Board is to publish articles related to bioethics in social sciences, humanities, biomedicine, but also in other sciences. The journal is published twice a year.

Types of articles and a way of assessing articles

The journal publishes reviewed articles as well as articles that are not subject to the reviewing procedure. The reviewed articles are accepted to be published after having received two anonymous positive reviews (exceptionally three). The decision on the publication of articles in the journal “Jahr” is made by the editorial board.

Reviewed articles are categorized as following:

- original scientific papers that contain new, previously unpublished results of scientific research (Original Articles, Short Communications, Preliminary Communications);
- scientific papers that contain original, concise and critical presentation of a particular field or its part, in which the author himself/herself has an active role (Review Articles); the author’s direct contribution to the particular field in relation to already published papers needs to be emphasized, as well as the overview of the already published papers;
- papers that contain useful contributions from and for the profession, and they do not have to be based on original research (Professional Articles);
- other contributions (Letters to the editor, Essays etc.).

The journal also publishes uncategorized papers, i.e. overviews of bioethics and other relevant publications published in the past three years in and outside Croatia, as well as reports and announcements of upcoming bioethics events (public lectures, book reviews, scientific conferences, etc.). By giving their consent to be published, the
authors give the journal the right for the first publication of the paper both in its printed and electronic format.

Works published in the journal Jahr authors can also publish in other publications with citing the data about the articles’ first publication.

**Layout and manuscripts**

Preferable document size is up to 20 pages (including notes, references, tables, graphs and summary), while reviews and overviews should consist of 4-8 pages. The text should be written in 12-point Times New Roman font type, 1.5 inches spacing, and tables and graphs should be included within the text. Pages are numbered in the lower right corner of each page (including pages with bibliography). Notes (footnotes) should be inserted at the bottom of the page, where the numerical code of the footnotes is.

Books and journals that are reviewed should not be older than three years, and the review should include name and surname of the author (of the work being reviewed), title of the work, name of the publisher, place of publication, year of publication, number of pages, and the name and surname of the reviewer at the end.

Manuscript, in layout, must contain following elements:

- name and surname of the author(s),
- name and address of affiliation,
- contact address of the author (if different from affiliation),
- e-mail address,
- full title of the article (and subtitle if necessary),
- structured abstract: objective, methods, results, conclusions of no more than 100-250 words and keywords (no more than 8), in English and Croatian.

If complete bibliographical information regarding cited works is not stated in footnotes, the author must provide a reference list at the end of the article, containing complete information on cited works.

Graphs, tables, and images are generally included within the text at the point where they need to be displayed. Graphs, tables, and images should be enlarged to the whole page and possess adequate resolution (preferably 300dpi). They should be properly numbered and titled. If the figures, tables, etc. are reproduced from another source, the original source must be properly cited. Due to monochrome printing, all figures, graphs, etc. should be monochrome or grayscale, have a white background.
and be made in applications, such as MS Office. Letters used in figures should be Arial font.

The accustomed foreign expressions, including the names of documents and institutions in a foreign language should be written in italics – for example, *de facto*. All of highlighting in the text is done in **bold**. *Underline characters* are not used in the text.

Dates are listed as follows: 01 July 2014. Numbers at the beginning of sentences and approximate numbers are written in words – hundreds, thousands, millions, etc. Decimal is separated exclusively by commas (e.g. 621,57), and thousands with single space (1 532 or 10 589 163). Statistical expressions are written in the whole decimal numbers (e.g. p <0,05).

All abbreviations should be expanded at first mention in the text, and introduced by placing it in parentheses after the term. It is necessary to respect standard abbreviations and the rules of shortening.

Quotation taken directly from another author’s text is placed in quotation marks, and if one part of a quoted text is omitted, it is marked [...].

### Citation method and writing literature sources

The editorial board recommends using footnotes as a method of citation. When a work is cited for the first time (regardless of the language in which the work has been published), it should look as following:


**[for proceedings]** Jacob D. Rendtorf and Peter Kemp (ed.), *Basic Ethical Principles in Bioethics and Biolaw, Vol. I. Autonomy, Dignity, Integrity and Vulnerability*, Centre for Ethics and Law, Institut Borja de Bioetica, Copenhagen, Barcelona 2000.


**[for proceedings article or book chapter]** Diego Gracia, »History of Medical Ethics«, in: Henk Ten Have and Bert Gordijn (ed.), *Bioethics in European Perspective*, Kluwer, Dordrecht 2001, p. 34.


In the second and further citations, notes should contain only the initial of author’s first name and surname of the author, title of the work (book or article) and a page number:


When work is cited consecutively, the note should contain only the abbreviation Ibid and a page number: Ibid., p. 150.

The works in the bibliography are listed alphabetically. If two or more works written by the same author and published in the same year are listed, lower-case letters (a, b, c, etc.) are added immediately after the year within parentheses (1996a).

The editorial board, naturally, accepts other methods of citation as well, under the condition they are used consistently within a particular text.

Authors please comply with these rules, and respect and follow the norms of the standard Croatian language. The editorial board reserves the right to adjust the work to the editorial propositions and standards of the Croatian language.

Steps to check the manuscript before submitting:

1. 1. The submitted article has not been previously published and is not under consideration for publication elsewhere. If the article has already been published, it should be emphasized when submitting the article.

2. 2. The file is in Microsoft Word format.

3. 3. The text should be written in 12-point Times New Roman font type, 1.5 inches spacing, and tables and graphs should be included within the text.

4. 4. The article is prepared according to the guidelines provided in the instructions for authors.
The communication of the author and the editor-in-chief

Manuscripts are to be sent by mail in three copies to the editorial board:

Department of Social Sciences and Medical Humanities at
University of Rijeka – Faculty of Medicine
Braće Branchetta 20, HR-51000 Rijeka, Croatia
Tel: + 385-51-688-261
Fax: +385-51-651-219

or in an e-mail attachment to: igor.eterovic@uniri.hr.

The editorial board does not return manuscripts.

Please feel free to contact the editorial board with any further questions or concerns.

Editor-in-Chief