

## ETHNOLOGICAL RESEARCH

### PUBLICATION ETHICS AND MALPRACTICE STATEMENT

*Publication ethics in this section relates to the following: authors, reviewers and editors involved. It is aimed at enhancing the quality of the journal and assisting authors, reviewers, and editors in dealing with ethical issues. Its sole purpose is to provide guidance with the aim of improving publication practices.*

#### 1. AUTHORS

##### 1.1. Responsibilities

The Author(s) are responsible for originality and authorship of their manuscripts and should behave in accordance with the ethical principles and rules of scientific honesty for the authors of the European Association of Scientific Editors (EASE): <http://www.ease.org.uk/wp-content/uploads/2015/12/EASE-Guidelines-2017-Croatian.pdf>.

##### 1.2. Accuracy

The author guarantees the originality and authenticity of the work performed and written. The work should not contain unlawful statements, infringe the rights of others and should not have been published before. The work is subject to copyright that is vested exclusively in the author and free of any third party rights. Any necessary written permissions to quote from other sources have been obtained by the author(s).

##### 1.3. Duplicate submission

By submitting this manuscript, the author(s) confirm that the submitted manuscript is not being considered for publication elsewhere.

##### 1.4. Ethical conduct in research and plagiarism

By submitting this manuscript, the author(s) certify that the research for this study has been carried out in accordance with the ethical principles of research, with respect to the research participants, and that professional standards were complied in its presentation. The work of others must always be properly acknowledged.

In case of suspicion of unethical conduct (plagiarism, self-plagiarism, redundant manuscript, manipulation of data, changes in authorship etc.) the Editorial Board will act in accordance with guidelines of international Committee on Publication Ethics (COPE): <https://publicationethics.org/resources/flowcharts>. The website also has the guidelines in Croatian:

<https://publicationethics.org/files/Full%20set%20of%20flowcharts%20%28CRO%29.pdf>

##### 1.5. Undisclosed authorship and ghost authorship

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. Others who have participated in certain aspects of the research project should be named in the Acknowledgement section.

## **2. REVIEWERS**

### **2.1.Assistance**

Peer review should assist the editor in making editorial decisions and the author in improving the manuscript.

### **2.2.Confidentiality**

Reviewers must protect the integrity of authors and manuscripts and handle the manuscripts as confidential. The manuscripts must not be shown to or discussed with others except if authorized by the editor.

### **2.3.Objectivity and fairness**

Reviews should be conducted objectively. Reviewers should express their views clearly with appropriate supporting arguments.

### **2.4.Plagiarism awareness**

If possible, reviewers should check and identify any form of plagiarism or academic misconduct in citing while reviewing a submitted manuscript. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published data of which they have personal knowledge.

### **2.5.Conflict of interest**

Privileged information or ideas obtained through double-blind peer review must be kept confidential and not used for personal advantage. Reviewers should not consider evaluating manuscripts in which they have conflicts of interest.

## **3. EDITORS**

The editor guarantees they will be guided by the policies of the journal's editorial board and legal requirements regarding libel, copyright infringement and plagiarism.

The editor may consult with other editors or reviewers when making publication decisions.

The editor should maintain the integrity of the academic record, exclude business needs from compromising intellectual and ethical standards, and always be willing to publish corrections, clarifications, retractions, and apologies when needed.

### **3.1.Evaluation**

The editor guarantees to be fair in evaluating manuscripts for intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the author(s).

The editor will not reveal any information about a manuscript under consideration to anyone other than the author(s), reviewers, and potential reviewers, and in some instances the editorial board members.

### **3.2. Confidentiality**

The editor guarantees to treat the manuscript confidentially. The editor and any editorial staff must not reveal any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate. Unpublished materials disclosed in a submitted manuscript will not be used in an editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

### **3.3. Conflict of interest**

The editor warrants to disclose conflicts of interest. In case of conflictual interest editors should excuse themselves from handling the manuscript (i.e. should ask a co-editor, associate editor or other member of the editorial board to process the manuscript 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).

### **3.4. Commercial and financial interests**

The editor is committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions.

### **3.5. Misconduct and malpractice**

The editor warrants to conduct faire investigation in case of suspected misconduct on behalf of author, members of editorial board or reviewers.

The editor should guard the integrity of the published record by issuing corrections and retractions when needed and pursuing suspected or alleged research and publication misconduct as well as reviewer and editorial misconduct. The editor should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper. The editor will be guided by COPE's Guidelines for Retracting Articles when considering retracting, issuing expressions of concern about, and issuing corrections pertaining to articles that have been published in *Ethnological research*.

## Sources:

COMMITTEE ON PUBLICATION ETHICS. 2013. “Što napraviti ako sumnjate na suvišnu (redundantnu) publikaciju?”, <https://publicationethics.org/files/Full%20set%20of%20flowcharts%20%28CRO%29.pdf> (accessed on December 12th 2023).

COMMITTEE ON PUBLICATION ETHICS. 2023. “Ethics toolkit for a successful editorial office: a COPE guide”, <https://publicationethics.org/sites/default/files/cope-ethics-toolkit-journal-editors-publishers.pdf> (accessed on December 12th 2023).

COMMITTEE ON PUBLICATION ETHICS. 2023. “Flowcharts”, <https://publicationethics.org/guidance/Flowcharts> (accessed on December 12th 2023).

EUROPEAN ASSOCIATION OF SCIENCE EDITORS. 2017. “Upute EASE (European Association of Science Editors) za autore i prevoditelje koji objavljuju znanstvene članake na engleskom jeziku”. *European Science Editing* 43/4: e1-e16, <http://www.ease.org.uk/wp-content/uploads/2015/12/EASE-Guidelines-2017-Croatian.pdf> (accessed on December 12th 2023).

HRVATSKI DRŽAVNI ARHIV. [s.a.]. “Dokument o izdavačkoj etici i znanstvenoj čestitosti”. *Arhivski vjesnik*, [https://hrcak.srce.hr/upute/etika\\_en\\_Arhivski\\_vjesnik.doc](https://hrcak.srce.hr/upute/etika_en_Arhivski_vjesnik.doc) (accessed on December 12th 2023).

HRVATSKO ETNOLOŠKO DRUŠTVO. [s.a.]. “Dokument o izdavačkoj etici i znanstvenoj čestitosti”. *Etnološka tribina: Godišnjak Hrvatskog etnološkog društva*, [https://hrcak.srce.hr/upute/etika\\_hr\\_Etnoloska\\_tribina.pdf](https://hrcak.srce.hr/upute/etika_hr_Etnoloska_tribina.pdf) (accessed on December 12th 2023).