# Publication Ethics and Malpractice Statement

*Histria archaeologica* endeavours to ensure and uphold the highest standards of ethical behaviour at all stages of the production and publication process. We follow the Committee on Publication Ethics (COPE) guidelines for best practices with regard to ethical expectations, violations of ethical standards, and the procedures for dealing with unethical behaviour.

# ETHICAL EXPECTATIONS

## The Responsibilities of the Editor in Chief

## Publication Decisions

* The executive editor is responsible for deciding which of the papers submitted to the journal shall 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 confer with the reviewers and editorial board members in making this decision.
* The editor must ensure that all published papers are double-blind peer reviewed.
* The editor must encourage responsible behaviour.
* In the event of complaints of an ethical or conflict nature, the editor will act in accordance with the policies and procedures of the journal and give authors a reasonable opportunity to respond to any complaints. All complaints should be investigated no matter when the original publication was approved. Documentation associated with any such complaints should be retained.

## Fair Play

* Manuscripts will be evaluated for their intellectual content without discrimination on grounds of race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
* Submissions for sponsored or special issues will be evaluated based on the same criteria as other submissions, such that papers are considered and accepted solely on their merit as categorised and without commercial influence.

## Confidentiality, Disclosure, and Conflicts of Interest

* 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 editor and any editorial staff must ensure that the information or ideas obtained through peer review will be kept confidential and not used for personal advantage.
* Unpublished materials disclosed in a submitted manuscript must not be used in an editor's or editorial board member's own research without the express written consent of the author.
* In limited occasions, the journal may publish submissions from a guest editor in a special issue/section he/she has edited. In such cases, the guest editor is obliged to notify the editorial board before submitting a manuscript to an issue in which he/she is also a guest editor to ensure that there is no conflict of interest in its management and evaluation. Such submissions shall be handled completely independently of the guest-editor, by a member of the journal's editorial board.

For more information on editors' responsibilities, please visit [COPE International](https://publicationethics.org/files/International%20standard_editors_for%20website_11_Nov_2011%20%281%29.pdf) [Standards for Editors.](https://publicationethics.org/files/International%20standard_editors_for%20website_11_Nov_2011%20%281%29.pdf)

## Reviewers' Responsibilities

## Contribution to Editorial Decisions

* Double-blind peer review assists the editor and the members of the editorial board in making editorial decisions and through editorial communications with the author may also assist in improving the quality of the paper.

## Standards of Objectivity

* Reviews should be conducted objectively. Personal criticism of the author is inappropriate.
* Referees should express their views clearly with supporting arguments.

## Confidentiality

* Reviewers must maintain the confidentiality of the review process and any information supplied by the editor or author.
* Any manuscripts received for review must be treated as confidential documents; they must not be shown to or discussed with others except as authorized by the editor and editorial board.
* Copies of the manuscript may not be retained.

## Acknowledgement of Sources

* Reviewers should identify and alert the editor and the members of the editorial board to any relevant published or submitted content substantially similar to or overlapping with that under review that has not been cited by the authors. Any statement, observation, derivation, or argument that had been previously reported should be accompanied by the relevant citation.

## 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 (financial, institutional, collaborative, or other relationships between the reviewer and author, or related to the paper submitted for review).

For more information on reviewers' responsibilities, please visit [COPE Ethical](https://publicationethics.org/files/Peer%20review%20guidelines_0.pdf) [Guidelines for Peer Reviewers [PDF, 145 KB. Version 1, March 2013]](https://publicationethics.org/files/Peer%20review%20guidelines_0.pdf).

## Authors' Responsibilities

## Reporting Standards

* Authors of papers should present an accurate account of the work performed, as well as an objective discussion of its significance.
* Data should be represented accurately in the paper.
* A paper should contain sufficient detail and be supported by references in the relevant literature.
* Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

## Data Access and Retention

* Authors are asked to present the data obtained from the investigation/research in the paper.
* Authors should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

## Originality and Plagiarism

* The authors should ensure that they have written entirely original works that strictly follow the rules of scientific methodology. If they have used the work and/or words of others that this has been appropriately cited or quoted.
* In submitting the manuscript for publication, the authors certify that they agree to the "Author's Statement on the Copyright Regulations" noted in the [Copyright and](https://www.dziv.hr/files/File/eng/zakon_autor_ENG.pdf) [Related Rights Act](https://www.dziv.hr/files/File/eng/zakon_autor_ENG.pdf) (Official Gazette 111/21). Thereby the author guarantees that all the work in the submitted manuscript is original, and is not under consideration or accepted for publication elsewhere.
* By submitting the manuscript to the journal, the author agrees to any necessary originality checks that the manuscript may have to undergo during the evaluation or publication process.

## Copyright

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## Multiple, Redundant, or Concurrent Publication

* An author should not 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 by citing the sources in an appropriate way and indicating the authors to whom the work refers according to the *Histria archaeologica* "Guidelines for Authors".

## Authorship of the Paper

* Authorship of the paper must be accurately represented. This includes ensuring that all individuals credited as authors participated in the actual authorship of the work and that all who participated are credited and have given consent for publication.

## Hazards and Human or Animal Subjects

* 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 and ensure that any studies involving human or animal subjects conform to national, local, and institutional laws and requirements (e.g., WMA Declaration of Helsinki, NIH Policy on Use of Laboratory Animals, EU Directive on Use of Animals) and confirm that approval has been sought and obtained where appropriate.
* Authors should obtain express permission from human subjects and respect their privacy.

## Disclosure and Conflicts of Interest

* Authors are obliged to ensure that there are no potential conflicts of interest in their work that could affect the results or interpretation of the research/investigation, for example if there is a competing interest that could influence the author at any stage during the publication process.
* All sources of financial support for the project should be disclosed.

## Fundamental Errors in Published Works

* If 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 publish an erratum, addendum, corrigendum notice, or to retract the paper, where this is deemed necessary.

For more information on authors' responsibilities, please visit [COPE International](https://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011_0.pdf) [Standards for Authors.](https://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011_0.pdf)

**PROCEDURES FOR DEALING WITH UNETHICAL BEHAVIOUR**

## Identification of Unethical Behaviour

* Misconduct and unethical behaviour may be identified and brought to the attention of the editor and publisher at any time, by anyone.
* Whoever informs the editor, members of the editorial board, or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached.

## Investigation

* An initial decision should be taken by the editor, in consultation with the editorial board and the publisher.
* Evidence should be gathered, while avoiding spreading any allegations beyond those who need to know.

## Minor Breaches

* Minor misconduct might be dealt with without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations.

## Serious Breaches

* Serious misconduct might require that the employers of the accused be notified. The editor and the members of the editorial board, in consultation with the publisher or the competent institutions, should make the decision whether or not to involve the employers, either by examining the available evidence themselves or by further consultation with a limited number of experts.

**Outcomes** (in increasing order of severity; may be applied separately or in conjunction)

* Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.
* A more strongly worded letter to the author or reviewer covering the misconduct and as a warning to future behaviour.
* Publication of a formal notice detailing the misconduct.
* Publication of an editorial detailing the misconduct.
* A formal letter to the head of a department, company, or institution funding an author or reviewer.
* Formal retraction or withdrawal of a paper from the journal, in conjunction with informing the director of the institution or the head of department employing the author or reviewer, the archiving services, and the readership of the publication.
* Imposition of a formal embargo on contributions from an individual for a defined period.
* Reporting the case and outcome to competent institutions for further investigation and action.

For details on the journal's policy for dealing with unethical behaviour, please visit Elsevier [Publishing Ethics Resource Kit (PERK).](https://www.elsevier.com/editors/perk)