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Statement on publication ethics and misconduct

The Editorial Board of *Polytechnica* aims to ensure high standards of ethical conduct at all levels of activity, from preparation to publication, following the good practice guidelines proposed by the Committee on Publication Ethics (COPE) and the Elsevier Publishing Ethics Resource Kit (PERK) regarding ethical expectations, breaches of ethical standards and action against unethical behavior.

1. Ethical expectations

A. Responsibilities of editors-in-chief

Decision on the publication

- Editors-in-chief and responsible editors make the final decision on the acceptance/non-acceptance of papers for publication.
- The decision will be made in accordance with editorial policy and applicable laws and regulations relating to the protection of honor and reputation, copyright infringement and plagiarism.
- The Editor-in-chief may be guided by the opinion of the reviewers and the members of the editorial board when making the final decision on the publication of the work.
- The Editor-in-chief must ensure anonymous double peer review of all papers published in the journal.
- The Editor-in-chief should encourage responsible behavior by all participants in the journal publication process.
- In the event of ethical complaints or conflicts, the Editor acts in accordance with the journal's rules and gives authors the opportunity to respond to all complaints. All complaints should be investigated regardless of when the original publication was approved for print. Documentation of complaints should be retained.

Impartiality

- Contributions will be judged on the basis of the quality of their content, without discrimination on the basis of race, gender, sexual orientation, religious beliefs, ethnic origin, nationality or political philosophy of the author.
- Contributions to thematic, special or sponsored issues will be judged according to the same criteria as other contributions. Such manuscripts will be evaluated and accepted solely on the basis of their scientific merit and quality, regardless of possible financial implications.

Confidentiality of data and conflicts of interest

- The editor-in-chief and the members of the editorial advisory board may not pass on any information about the manuscript received to persons other than the author, the reviewers, and potential reviewers and, in exceptional cases, the publisher.

- Editors and the members of the editorial board must ensure the confidentiality of the data or ideas received during the review process and prevent their misuse.
- Editors may not use unpublished material from journal articles for their own research purposes without the express written consent of the author.
- The journal *Polytechnica* is published by an editor-in-chief. In order to allow the editor-in-chief to publish articles in the journal, another member of the editorial board takes on the task of evaluating the article and making a decision on publication, while the editor-in-chief who wishes to publish the article is not involved in any way in the process of reviewing and accepting his or her manuscript.

B. Responsibilities of the reviewers

Participation in the decision of the Editorial Board

- The double-blind review helps the editor to decide on the publication of the work, whereby constructive communication between the editor and the author can contribute to improving the quality of the work.

Standards of objectivity

- Reviews should be conducted objectively. Personal criticism of the author is inappropriate.
- Reviewers should present their views clearly and with arguments.

Confidentiality

- Reviewers should maintain the confidentiality of the review process and all data provided to them by the publisher or author.
- Any manuscript received for review is considered a confidential document and therefore must not be disclosed to third parties without the permission of the publisher.
- Copies of the manuscript may not be retained by the reviewer after the review process has been completed.

Reference to sources

- Reviewers should identify and bring to the editor's attention any relevant published or pre-published content that is substantially similar or overlapping with the content of the reviewed manuscript and that the authors have not cited as a source. For each statement, observation or argument cited above, the corresponding source must be cited.

Disclosure of data and conflicts of interest

- The data or ideas generated by the review are confidential and may not be used for personal purposes. Reviewers must not consider manuscripts where they have a conflict of interest (financial, institutional, collaborative or other relationship between the reviewer and the author, i.e. the work submitted to them for review).

C. Responsibilities of the authors

Standards for formatting the paper and presenting the data

- Authors of scientific papers should present the results and the scientific contribution of the paper accurately and objectively.
- The data given in the paper must be correct and the author is solely responsible for its accuracy.
- The work must be detailed and based on relevant literature.
- False or knowingly inaccurate statements constitute unethical behavior and are unacceptable, for the consequences of which the author alone is responsible.

Access to and storage of data

- The author is obliged to present the original data obtained from the research in his/her work.
- Authors should be prepared to provide public access to the original data in accordance with the ALPSP-STM Statement on Data and Databases, where possible, and should in any case be prepared to preserve these data after publication.

Originality and plagiarism

- Authors must guarantee that their work is completely original and that the rules of scientific methodology are strictly followed. If they have used someone else's work or words, the author must cite them in the manner provided for in the rules for writing and citing works in the journal.
- The submission of a manuscript for publication is tantamount to a "Declaration of Authorship and Copyright" under the Copyright and Related Rights Act (Official Gazette 167/03). The author thereby guarantees that the submitted work is his/her original manuscript and that it has not already been published in another publication or is intended for publication.
- In order to ensure high ethical and academic quality standards of scientific work, the originality of the content of manuscripts considered for publication in the *Polytechnica* journal can be checked using the *Turnitin* tool. By submitting a manuscript to the journal, the author accepts the possibility of checking the originality of the manuscript during the evaluation or publication process.

Copyright

- By sending the manuscript to the journal's address or via the OJS system, the author confirms that the submitted manuscript does not violate copyright regulations.
- For sources for which this is explicitly required, authors should obtain permission from the authors whose research they are using to reproduce content from such sources. The *Polytechnica* journal is not responsible for violations of the right to attribution. Any infringement of copyright will result in the rejection of the submitted material or its withdrawal after publication. At the same time, the submitted manuscript must not contain hate speech or defamatory, derogatory, obscene, inflammatory or illegal content.

Repeated publishing of the same material

- The author may not publish manuscripts dealing with essentially the same research in more than one journal or primary publication. Simultaneous submission of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable.

Reference to sources

- The author is obliged to always cite the sources in an appropriate manner and to indicate the authors to whom the work refers.

Authorship of the work

- The authorship of the paper must be correctly indicated. The submission of a manuscript for publication presupposes that all persons listed as authors were actually involved in the creation of the work and have all given their consent to its publication.

Dangers for humans and animals

- If the work involves the use of chemicals and procedures or equipment whose use is hazardous, the author must clearly indicate this in the manuscript and ensure that any research involving humans or animals complies with national, local and institutional laws and regulations (e.g. WMA Declaration of Helsinki, NIH guideline on the use of laboratory animals, EU directive on the use of animals) and provide a certificate of research authorization if applicable.
- Authors should obtain explicit permission for research involving human subjects and respect their privacy.

Disclosure of information and conflicts of interest

- Authors are obliged to ensure that there are no potential conflicts of interest or influences from vested interests in their work that could affect the results or interpretation of the research findings.
- All sources of financial support for the project or research on which the work is based should be listed.

Significant errors in published work

- If the author discovers a significant error or inaccuracy in his/her own published work, he/she is obliged to inform the editor of the journal or the publisher immediately and to cooperate with the editor to publish an *erratum*, supplement or correction or to withdraw the work from publication if necessary.

2. Measures against unethical behavior

Recognizing unethical behavior

- Anyone can point out inappropriate and unethical behavior at any time and bring it to the attention of the editorial team and the publisher.
- The person reporting such behavior should provide the editor or publisher with sufficient information and evidence to initiate an investigation. All allegations will be taken seriously and treated impartially until the matter is resolved.

Investigation

- The decision to initiate an investigation into unethical behavior will be made by the editor-in-chief, who may consult and negotiate with the publisher.
- In the event of an investigation, evidence will be gathered, avoiding the dissemination of information outside the group of people involved in the investigation.

Minor violations

- Minor offenses will be dealt with by the editor-in-chief without the involvement of higher authorities. In all cases, the author should be given the opportunity to respond to any allegations.

Serious violations of the Code of Ethics

- Sanctions for serious forms of misconduct may include notification of the accused person's employer. In consultation with the publisher or relevant institutions, the editor will decide, if necessary, whether or not to involve the employer in the proceedings, either through an independent review of the available evidence or through further consultation with a specified number of experts.

Measures that can be taken following the discovery of violations

- Informing or clarifying the author or reviewer in the event of misunderstanding or failure to apply acceptable standards.
- Notifying the author or reviewer in writing of unacceptable behavior or issuing a warning.
- Publication of an official notice indicating inappropriate behavior.
- Publication of editorials highlighting misconduct.
- A formal letter to the head of the institution or company funding the author or reviewer.
- Formally withdrawing the publication from the journal and notifying the employer where the author or reviewer is employed, the repository service, and the publication's readership.
- Imposing a formal ban on the publication of articles by the person concerned for a specified period.
- Informing the relevant institutions of the case and its outcome with a view to further investigation and action.