

## **Publication Ethics & Publication Malpractice Statement**

We state the following principles of Publication Ethics and Publication Malpractice Statement based on the Code of Conduct and Best Practice Guidelines for Journal Editors of the Committee on Publication Ethics – COPE (available at <http://publicationethics.org/>).

### **Duties and responsibilities of editors and reviewers**

In our Journal, we have Editorial Board Members, Official External Reviewers and Managing Editors. Each member of the Editorial Board represents a school of linguistics, a university, or a country. The editorial committee members of the Journal actively participate in scholarly projects, thus contributing to scientific progress and expansion of the existing scope of knowledge in different fields of linguistics. Managing Editors help the authors format the text according to our Guidelines and Template (<https://lartis.sk/guidelines/>). When the text is ready, it is sent for reviewing. In the reviewing process not only the members of the editorial team are involved. We also invite outstanding scholars with matching fields of expertise, if necessary. The editors approve the final form and content of the Journal. Based on the overall quality of the submitted articles, the Editorial Board selects the contributions to be published. The Editorial Board is thus responsible for both the scientific and scholarly quality of the Journal.

### **Publication decisions**

The Editor-in-Chief is responsible for the blind peer-review by two reviewers who are experts in the field. The reviewers ensure that all manuscripts submitted to the Journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, copyright infringement and plagiarism. The submitted texts should offer thorough theoretical outlines of the issues under study, based on the citation of appropriate and up-to-date information sources as well as the use of relevant theoretical and methodological approaches. All the texts should express originality and novelty in relation to the themes covered and scientific problems addressed. The articles are written and submitted exclusively in English. Only the articles meeting all our requirements are accepted for the publication.

### **Peer review process**

Any manuscripts received for review must be treated as confidential documents; both authors' and peer reviewers' identities are protected. Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors' requests for raw data, clarifications, and proof of ethics approval, and copyright permissions. Reviewers' evaluations usually include an explicit recommendation of what to do to the manuscript and their comments are then seen by the author. Authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the Journal by the deadline given. We use a special table for communication with the reviewer, the example of which can be found in the Article Template (<https://lartis.sk/wp-content/uploads/2019/01/LArtTemplate.pdf>). Only those articles, which have two positive reviews, are found suitable for the publication.

### **Fair play**

The reviewers evaluate manuscripts exclusively on the basis of their academic and intellectual merit, without regard to the author's race, age, gender, sexual orientation, disability, ethnic origin, religious

belief, citizenship, political orientation or social class. Editors' decision to accept or reject a paper for publication should be based only on the paper's importance, originality, and clarity, and the study's relevance to the aim of the Journal.

### **Digital archiving**

We ensure digital preservation of access to the Journal content on the platform of our web site: <https://lartis.sk/issues/> Since 2018 our Journal is archived by Web Deposite: <https://portal.webdepozit.sk/webapp-portal/search-eborn?q=Lege+artis&m=2451%23%24a>.

### **Confidentiality**

Editor and any editorial staff member must not disclose any information about a submitted manuscript to anyone else than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher. Editors will ensure that material submitted remains confidential while under review. Each article is given ID, which is used till the article's acceptance or rejection.

### **Disclosure and conflicts of interest**

Unpublished materials disclosed in a submitted manuscript must 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. Editors should recuse themselves (i.e. should ask a co-editor, associate editor or other members of the Editorial Board instead to review and consider) from considering manuscripts, 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. Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication.

### **Procedures for dealing with unethical behaviour**

Unethical behaviour may be identified and brought to the attention of the editor and publisher at any time, by anyone. The reviewers must inform the editors in case they identify a possible violation of the ethical principles or any significant inadequacies of the reviewed text.

### **GDPR**

We want to inform our authors as well as visitors of our web site that we have completed and signed all the necessary documents required by General Data Protection Regulation (GDPR), which came into force on May 25, 2018. Since January 2019, we use the programme Analytics Google that allows us to trace the number of clicks and downloads of the documents uploaded to our web site and published articles. Analytical report of all the events will be done and presented to the public each January.

### **Duties and responsibilities of authors**

The Editorial Board expects the authors to submit their final to-be-published texts with regard to the set formal criteria, i.e. consistent and correct spelling, grammar, stylistics, and other formalities in accordance with our Guidelines for authors and citation rules. The Template and Guidelines available at <https://lartis.sk/guidelines/> are to be followed. Failure to follow them can be a reason for paper rejection.

The authors are obliged to include acknowledgment – such as information on the co-authors and research participants as well as additional information on financing or grant(s) dispensation via specific research projects – in the texts as submitted.

### **Publication and Submission fee**

We charge the authors for the processing and reviewing the article. The price is given on the Journal web site. The authors pay only in case their article has two positive reviews and is accepted for the publication. The authors who have their article declined do not pay for their reviewing.

### **Open Access Policy**

Since *Lege Artis* is an on-line journal, its authors are requested to sign an OPEN ACCESS AGREEMENT including AUTHOR'S RIGHTS TRANSFER. Users are allowed to copy and redistribute the material in printed or electronic format and build upon the material, without further permission or fees being required, provided that appropriate credit is given.

### **Reporting standards**

Authors of papers 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. Review and professional publication articles should also be accurate and objective, and editorial "opinion" works should be clearly identified as such.

### **Originality and plagiarism**

Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable. The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, this has been appropriately cited or quoted. The paper should not be a translated copy of the author's PhD or any other paper that was published before in another language. Suspected or confirmed plagiarism and self-plagiarism are considered a serious reason for paper rejection.

### **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. In general, an author should not submit for consideration in another journal a previously published paper.

### **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. As far as we are a linguistic journal, the number of co-authors is limited to three. Each co-author should present in the article their contribution into the research, reflected in the publications related to the research topic. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included in the author list and verify that all co-authors have seen and approved the final version of the manuscript and agreed to its submission for publication.

### **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. Examples of potential conflicts of interest, which should be disclosed, include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible. Readers should be informed about who has funded research and on the role of the funders in the research.

### **Access to Journal content**

The Journal has the open access to all the published articles and useful materials. We have the map of our authors' location, information about the editorial board and staff, as well as about our external reviewers, abstracting and indexing.