

Journal Policy, Publication Ethics & Publication Malpractice Statement

Aims and scope

Lege artis. Language yesterday, today, tomorrow is a scholarly journal in linguistics issued online by the University of SS Cyril and Methodius in Trnava twice a year. It aims to publish innovative research articles that contribute to an understanding of language-related issues from a synchronic and diachronic perspective. The Journal welcomes papers within a various range of language viewpoints including inter-disciplinary and multi-disciplinary approach. We have strong international Editorial Board and Official External Reviewers, each member of which represents a school of linguistics, a university or a country: China, Germany, Malaysia, the Netherlands, Norway, Poland, Russia, Slovakia, Spain, Ukraine, United Kingdom, and the USA.

The Journal's ISSN is 2453-8035; its publisher is the University of SS Cyril and Methodius in Trnava, Slovak Republic.

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/>).

I Duties and responsibilities of editors and reviewers

The Editorial Committee of **Lege artis** consists of Editors, Reviewers, Language and Managing Editors. 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/>), which highlight the peer review process, redundant publications, ethical approval and many other important things. 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 who approve the final form and content of the Journal are responsible for ensuring that authors receive useful and professional feedback and advice. Based on the overall quality of the submitted articles, their importance, originality and clarity, theoretical and methodological value, 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.

All the Editors', Reviewers' and staff members' names with their photos, contact data and the list of their most important publications are available on our web site: <https://lartis.sk/editorial-board/> and <https://lartis.sk/reviewers/>. The Journal team are open for personal professional contacts.

Since January 2019, we use the programme Google Analytics that allows us to track the number of clicks and downloads of the documents uploaded to our web site and published articles. The analytical report of all the events is presented to the public each January: <https://lartis.sk/annual-review-reports/>.

Publication decisions

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 and copyright infringement. 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. We publish only theoretical or research articles. 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. Reviewers should provide speedy, accurate, courteous, unbiased and justifiable reports. If reviewers suspect misconduct, they should write in confidence to Editor-in-Chief. 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 given deadline. We use a special table for communication with the reviewer, the example of which can be found in Article Template (<https://lartis.sk/guidelines/>). Only those articles, which have two positive reviews, are found suitable for 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 some issues of our Journal are archived by Web Deposit: <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 until the article's acceptance or rejection.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted manuscript must not be used in Editor's own research without the express written consent of the author. Privileged information or ideas obtained through

double-blind 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.

Publication ethics and procedures for dealing with unethical behaviour

Unethical behaviour may be identified and brought to the attention of Editor-in-Chief and the publisher at any time, by anyone. Reviewers and editors must inform Editor-in-Chief 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. The Journal's issues contain personal information about the authors of studies, specifically their names, addresses of the institutions they are affiliated with and e-mail contacts and their photos. As it is mentioned in our Guidelines, if, for some ethical reasons, the author refuses to upload his/her photograph, it may be substituted by an avatar of the corresponding sex. By submitting their manuscripts, the authors agree to publish their personal information on-line and sign the corresponding document (OPEN ACCESS AGREEMENT).

II 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. Template and Guidelines available at <https://lartis.sk/guidelines/> are to be followed. All the data presented in the article should be thoroughly and appropriately analysed. We have an obligatory paragraph **Aims and methods**, in which aims of the research must be clearly formulated and methods of analysis must be explained in detail. Failure to follow them and falsification of data constitute misconduct and can be a reason for paper rejection.

If there are several co-authors of the article, all authors must take public responsibility for the content of their paper. We welcome the team of authors up to two from one institution; up to three from several. In case the article represents the results of international cooperation, is based on many languages and has large volume, the number of co-authors may be larger but no more than three.

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.

Authors submit their manuscripts electronically, via our official e-mail address: journal@lartis.sk. If necessary, they may contact Editor-in-Chief personally via the official e-mail address: editor@lartis.sk.

Publication and submission fee

We charge the authors for the processing and reviewing the article. The price is given on the Journal's web site. The authors pay only in case their article has two positive reviews and is accepted for publication. The charge may be paid by the author(s), the scholarly institutions they are affiliated with, or their research funders. The authors who have their article declined do not pay for their reviewing. The Journal does not accept any commercial offers or voluntary financial (or other) gifts. The information about linguistic conferences is uploaded for free.

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, which can be downloaded from the Journal's web site: <https://lartis.sk/guidelines/>. 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 a thorough 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 must be 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. As far as we are a linguistic journal, any kind of plagiarism is easier to be tracked than in studies connected with experiments, technical innovations and patents. We use the latest version of Urkund antiplagiarism programme, which allows us to track borrowed fragments in more than ten languages. We accept for consideration papers with Similarity Index of no more than 15% and the level of originality correspondingly 85%.

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. 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 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.

Editorial Policy of *Lege artis. Language yesterday, today, tomorrow* journal
University of SS Cyril and Methodius in Trnava, Slovak Republic
ISSN 2453-8035