

Ethics statement

Editorial Board of the scientific journal „Rozprawy Społeczne” (“Social Dissertations”) is committed to upholding standards of ethical behaviour at all stages of the publication process recommended by COPE (Committee on Publication Ethics). Detailed information about criteria can be found in COPE Flowcharts:

https://publicationethics.org/files/Full%20set%20of%20English%20flowcharts_9Nov2016.pdf

1. Publication and authorship

The editors of „Rozprawy Społeczne” (“Social Dissertations”) journal accept the articles which have not been published before and which meet the following criteria:

- compliance with the requirements formulated in „Guidelines for authors/ rules for publishing”,
- use of research results which have not been previously described in any other article as well as have not been published in other journals,
- signing of the following declarations by the authors: author’s declaration concerning transfer of author’s economic rights and declaration of ethics including: declaration on non-existence of conflict of interests and (in case when a given article was written by two or more authors) declaration on participation of the individual authors in the creation of the publication,
- thorough elaboration of list of references and use of principles of quoting accepted by the journal- within the reference list only the items which have been quoted in the articles ought to be present.

The editors will not accept any forms of plagiarism whatsoever (including auto-plagiarism copying the entire works or their parts without indicating the source, signing only by one’s name the work which was written jointly with someone else or with other persons, usurpation of authorship, publishing someone else’s work with amendments, ie. editorial or stylistic changes).

2. Responsibility of the authors

The authors who submit their works for publishing in the journal „Rozprawy Społeczne” (“Social Dissertations”) are obliged to:

- complete their work in accordance with their best knowledge and with proper care,
- participation in the review process, that is they are obliged to implement any suggested changes and corrections and correct all indicated errors (by the reviewer but also by the editing team of the journal). In case when the authors disagree with the selected remarks or suggestions of the reviewer or editor, they ought to justify their objection in writing,
- declare the input into the creation of the article and course of research if the study is of research character, through filling out the declaration of inputs by individual authors into the creation of the publication (see point 1),
- responsibility for all data used within the article to be real and authentic,
- indication in a separate part of the work of gratitude towards any institutions or persons who contributed to the creation of the study but who cannot be indicated as its co-authors, as well as a clear information that the work was created thanks to the financing, ie. in the form of grants, subventions, project etc.,

3. Scientific review/ responsibility of the reviewer

The reviewers who cooperate with the journal „**Rozprawy Społeczne**” (“**Social Dissertations**”) are obliged to:

- conduct a review within the established deadline, with the use of review form approved by the editors (additional comments drawn up separately are also allowed, as well as indication of errors, comments etc. within the work itself). The review ought to end with a clear opinion regarding approval of the article for publication or its denial.
- formulate an objective, constructive, reliable and just review,
- respect all the principles of confidentiality,
- declare any possible forms of occurrence of conflict of interests (a conflict of interests which occurs between the reviewer and the author concerns direct personal relationships, legal relationship, conflict; work submission relations, direct scientific cooperation within the two years preceding the preparation of review),
- conduct the reviews of only those articles which meet their research interests and the field of science which they deal with,
- offer the authors broadening their knowledge by the works previously published concerning a given issue if there is a necessity for it (i.e. lack of reference in the text to a given work/works results in it being considered as i.e. not thorough enough, out of date etc.),
- disregard any personal prejudices and subjectivity while reviewing the work, avoid emotional comments within the review,
- disclose any discovered cases of plagiarism or other abnormalities in ethical sense.

4. Responsibility of the editors

The editors of „**Rozprawy Społeczne**” (“**Social Dissertations**”) journal are obliged to:

- ensure that there is no conflict of interests within the review process as well as within the process of rejection or approval of articles,
- have full responsibility and authority when rejecting or approving a justifiable and reasonable selection of articles,
- eliminate and document all cases of breaching and disobeying the rules of ethics which are in place in science, including disclosed cases of scientific unreliability- „ghostwriting” (omitting within author’s list or within thank you notes persons or institutions who had an input or contributed to the creation of a given work) and „guest authorship/ honorary authorship” (indicating as co-author a person who had little or no input in the work). For this reason, the editors declare that any disclosed cases of „ghostwriting” and of „guest authorship” will be exposed, including reporting their occurrence to the appropriate authorities, including institutions which employ the authors,
- inform the authors of any noticed errors and request for their correction or deletion,
- look after the correct course of review process (anonymity of a review, mediating between the authors and the reviewer)
- accept a refusal of performing the review in justified by reviewer cases (ie. when the reviewer declares that the work does not match his or her research interests and fields of science he or she deals with.),

- correct the editorial, style, grammar, spelling and pronunciation errors, as well as use abbreviations without informing the authors. In case of disclosing conceptual errors, the editors ought to consult their correction with the authors,
- pass onto the authors at the stage of graphic design a PDF file with an article in order for them to conduct author's review and final approval of the content of the article,
- send the authors for correction the works which have not been done in compliance with the publishing rules,
- examine any cases of complaints by the authors.

5. Ethical aspects of publication

The editors of the journal „**Rozprawy Społeczne**” (“**Social Dissertations**”) declare that:

- monitoring of applying by all the persons involved in the editing process all the ethical principles formulated within the hereby declaration is conducted,
- the following principles of rejecting articles is applied:
 - the rejection of an article post initial decision of the Editor-in chief or Thematic editor regarding non-compliance with the requirements of science, non-compliance of the subject with the profile of the journal, gross linguistic errors, poor literature list, discovery of any cases of lack of thoroughness as specified in the hereby declaration.
 - rejection of an article post negative review
 - rejection of an article in case of non-submission by the authors of the author's declaration concerning transfer all proprietary rights, declaration of non-occurrence of conflict of interests and (in case when the article was written by two or more authors) a declaration of input of individual authors in the creation of the publication.
- ensure maintaining integrity of scientific works, that is in case of identifying errors in the already published article which contains inaccuracies, misleading data or false data, the information of this fact ought to be published in a visible place, the article ought to be withdrawn, also from reference databases, in order to prevent quoting it.
- remain ready to publish all corrections, explanations, cancellations and disclaimers in case this is found to be necessary.