

## **Publishing ethics**

### **Ethical guidelines for authors**

1. All authors must warrant that their article is their own original work, which does not infringe the intellectual property rights of any other person or entity, and cannot be construed as plagiarizing any other published work.
2. All authors are equally held accountable for the content of a submitted manuscript or published paper.
3. The corresponding author must ensure all named co-authors consent to publication and to being named as a co-author.
4. Authors must not submit a manuscript to more than one journal simultaneously.
5. Authors must appropriately cite all relevant publications. Information obtained privately, should not be used or reported in the author's work unless fully cited, and with the permission of that third party.
6. Authors must make available all necessary formal and documented ethical approval from an appropriate research ethics committee, including evidence of anonymization and informed consent from the client(s) or patient(s) studied, if appropriate.
7. Authors must follow national and international procedures that govern the ethics of experimentation on humans and animals. If required, authors must facilitate access to data sets described in the article.
8. Authors must declare any potential conflict of interest – be it professional or financial – which could be held to arise with respect to the article.
9. Authors must disclose all sources of funding for the research reported in the paper.

### **Ethical guidelines for peer reviewers**

1. Reviewers must give unbiased consideration to each manuscript submitted for consideration for publication, and should judge each on its merits, without regard to race, religion, nationality, sex, seniority, or institutional affiliation of the author(s).
2. Reviewers should declare any potential conflict of interest
3. Reviewers must keep the peer review process confidential
4. Reviewers should provide a constructive, comprehensive, evidenced, and appropriately substantial peer review report.
5. Reviewers must avoid making statements in their report which might be construed as impugning any person's reputation.
6. Reviewers should make all reasonable effort to submit their report and recommendation in a timely manner

7. Reviewers should call to the journal editor's attention any significant similarity in text with other articles.