

## **Rules for publication ethics applied in the "Thomistic Yearbook" (according to COPE – *Committee on Publication Ethics*)**

Publishing an academic article (also a review, report, translation, etc. in the "Thomistic Yearbook") involves many stages of the editorial process, the fulfillment of which is a condition for publishing the submitted text.

At each stage, both the Author, but also the Editorial Board, Referees and Publisher are responsible for implementing certain ethical standards.

The Thomistic Yearbook commits to adhering to ethical standards at all stages of the publication process.

Below is a summary of key expectations towards the Editorial Board, Referees and Authors.

### 1. Editorial policy

- The editors work in a professional, objective and honest manner. The editorial board fulfills its obligations without discrimination based on sex, religious or political beliefs, sexual orientation, ethnic or geographical origin of the Authors.

- Submitted papers are considered and accepted solely on the basis of their academic value without taking into account the commercial aspect.

- Editorial Board adheres to the principles of prudence when dealing with ethical or conflict issues. It provides the opportunity to respond to any complaints. All complaints are investigated regardless of when the publication was accepted, approved or published. Complaints related documentation shall be maintained.

- The editors have the full right to reject or accept the article. If any errors are found, the author of the publication asks for correction or withdrawal.

The Thomistic Yearbook implements the 'ghostwriting firewall' procedure, 'guest authorship' and a stringent plagiarism detection policy, which is referred to in a separate annex. All Authors must complete and sign the declaration regarding "ghostwriting", "guest authorship". All detected cases of "ghostwriting" and "guest authorship" will be disclosed, and the relevant institutions notified. Editors are always ready to publish corrections, clarifications, withdrawals and apologies if necessary.

### 2. Referees's rules of conduct

- In the editorial process, Referees contribute to the decision to publish articles and help to improve its quality by providing objective opinion on the version provided by the Editorial Board.

- Reviewers' rulings should be objective.

- To preserve the confidentiality of any information provided by the Editor or Author, Referees do not store or copy the original text.

- Referees notify the Editorial Board of published content that is similar to or identical to the subject being reviewed.

- Referees notify the Editor about potential conflicts of interest (financial, institutional, cooperation or other) and if necessary are ready to withdraw from reviewing the author's text.

- Reviewers should indicate published papers that were not cited in the author's article.

- The reviewed articles are treated as confidential.

### 3. Authors' conduct rules

- The authors sign the license agreement and the authors' submission form, which represents that all data in the article is true and authentic and that the article is the result of their own work.

- Authors are required to confirm that the submitted paper is not taken into account or accepted for publication in another journal or monograph. They are obliged to recognize and quote those parts of the article that overlap with already published content as a source.

- Authors inform about sources and institutions which financially enabled or supported the preparation of the text for publication.

- Authors report any potential conflicts of interest (e.g. where the Author has a conflicting interest - real or apparent - that could be considered as having undesirable effects on his obligations at any stage of the publication process).

- Authors immediately notify the Editorial Board about the identification of a significant error in their publication.

- Authors work with the Editorial Board to publish errata, supplement, rectify or withdraw the document, if deemed necessary. In such a case, the authors are obliged to submit their resignation or correct mistakes.