

**ETHICAL PRINCIPLES AND PREVENTION OF MALPRACTICE  
IN PUBLISHING SCIENTIFIC WORKS  
IN PIOTRKÓW HISTORICAL ANNALS**

All parties involved in the publication process (editor-in-chef, author, reviewer and the publisher) should get acquainted with standards of ethical conduct used in Piotrków Historical Journal.

Submitting a text to Piotrków Historical Annals means that its author has read and accepted the above ethical principles. In addition, the Author files a special declaration which confirms that the text is original and that he or she has got acquainted with the ethical principles (appendix 1).

Accepting the request to write a review of a text submitted to Piotrków Historical Annals means that the reviewer has read and accepted the above ethical principles.

The following information concerning the publication ethics for Piotrków Historical Annals is based on guidelines for best practices for scholarly journal editors prepared by the Committee on Publication Ethics (COPE).

**RESPONSIBILITIES OF THE EDITORIAL TEAM**

**Responsibility**

The editorial team of a journal are responsible for decisions as to which articles submitted to the team should be published and, additionally, they are also responsible for everything that has been published in the journal. When making these decisions, the editorial team follow the policy of the editorial committee of the journal, as well as legal requirements applicable for defamation, copyright infringement and plagiarism. When making decisions concerning publication the editorial team may consult the reviewers. The editorial team adheres to standards accepted for academic publications, excludes practice which might jeopardise ethical and intellectual standards, and is always ready to publish corrections, explanations, cancellation and apologies if such need should arise.

**Impartiality and justice**

The editorial team evaluates the submitted articles with regards to their contents, irrespective of race, sex, sexual orientation, religious beliefs, ethnic background, citizenship or political views of the authors. The editorial team does not disclose any information

concerning the article under consideration to parties other than the authors, reviewers or potential reviewers.

### **Confidentiality**

Members of the editorial team may not disclose any information concerning the submitted articles to parties other than the authors, reviewers, potential reviewers, other editorial consultants (e.g. translators or proofreaders) and the publisher.

### **Disclosure of information, conflicts of interest and other issues**

If withdrawal of an article from the publishing process or introduction of corrections concerning articles which have already been published in Piotrków Historical Annals is under consideration, the editor shall follow COPE's Guidelines for Retracting Articles.

Unpublished materials included in the submitted work may not be used in their own research by members of the editorial team without written consent from the author. Privileged information or ideas obtained in the course of the reviewing process should be treated as confidential and may not be used for personal benefit.

The editorial team is obliged to ensure that issues other than content-related have no influence on decisions made in the editorial process.

The editorial team strives at guaranteeing a fair and substantial review. Prior to commencing the article examination process, the member of the editorial board should reveal any possible conflicts of interest resulting from competition, cooperation or other relations and connections with each of the authors, companies or (possibly) institutions related with articles proposed for publication. If any of such situations should occur, the member of the editorial board should ask other members to undertake the examination process and to review the article without his or her participation. The editorial team require that all collaborators should reveal significant conflicts of competitive interests. The team also publish corrections if conflicting interests were revealed after publishing the article. If necessary, the editorial team undertake appropriate action such as retracting the publication or publishing a correction.

### **Involvement and cooperation in research**

The editorial team, as well as its individual members, guard accuracy of their own journal by introducing corrections and retracting articles, as well as investigating suspicious research or supposed inadvertences in publications. The editorial team, as well as its

individual members, must investigate editorial inadvertences and errors in reviews. They are also obliged to undertake appropriate action if ethical objections have been raised with regard to a submitted work or published article.

## **RESPONSIBILITIES OF THE REVIEWERS**

### **Contribution to editorial decisions**

A review helps the editor in making editorial decisions and, through communication between the editorial team and the author, is also expected to help the author improve the article.

### **Timeliness**

Each person invited to write a review who does not feel competent enough for reviewing the article or knows that he or she may not be able to write the review within the specified deadline, must immediately inform the editor so that another reviewer can be requested to write the review.

### **Confidentiality**

Each reviewed article must be treated as a confidential document. It cannot be shown to or discussed with other parties without consent from the editor.

### **Objectivity**

Reviews should be written in an objective manner. Personal critique of the author is unacceptable. Reviewers should state their opinions clearly, using adequate arguments to support their points.

### **Confirmation of information sources**

Reviewers should refer to appropriate previously published academic works which were not quoted by the authors. Each statement that an observation or argumentation in the reviewed article has been previously published, should be supported with an appropriate quotation and reference to a specific academic work. The reviewer should also point out to the editorial team any significant similarities or coinciding data between the reviewed article and other published works.

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

Privileged information or ideas obtained in the reviewing process should be treated as confidential and may not be used for personal benefit. Reviewers should not undertake to review articles in which they have conflicts of interests resulting from competition, cooperation or other relations and connections with any of the authors, companies or institutions related to the article.

## **RESPONSIBILITIES OF AUTHORS**

### **Standards in announcing research results**

Authors who announce the results of original research should present a thorough report from the work they conducted, as well as an objective discussion of results and determination of their importance. Basic data should be presented thoroughly. The work should include a sufficient number of details and references to scientific literature for others to be able to repeat the work. Providing false or intentionally untrue statements is unethical.

### **Originality and plagiarism**

Authors should make sure that the work they have written is original in its entirety. If the authors used works and/or words by other authors, they should be properly referenced or quoted.

### **Multiple, redundant or simultaneous publication**

The author should not publish academic works which describe the same research in more than one journal or other original publication (e.g. a chapter in a monograph). Simultaneous submitting of the same article to more than one journal is unethical.

### **Acknowledgements and specification of information sources**

Articles should include acknowledgements to persons or institutions which conducted work for the author. Authors should also reference the publications which had significant influence on the character of the submitted works.

### **Authorship of the article**

Authorship should be restricted to those persons who contributed considerably to the concept, implementation of research and interpretation of the published research results. All

the people who significantly contributed to origination of the work should be listed as co-authors. Persons who participated in certain parts of the research work which resulted in the article, should be listed in the “Acknowledgements” section. The main author (or the author who is responsible for the correspondence) should ensure that all the co-authors (according to the above definition) have been listed as the co-authors of the article and that there are no inappropriate persons among the co-authors. The main author (or the author who is responsible for the correspondence) should ensure that all the co-authors have seen and approved the final version of the article and agreed for it to be published.

### **Disclosure of data and conflicts of interests**

All the authors must reveal in the article any financial or other substantial conflicts of interests, which could be interpreted as influencing the results or their interpretation. All sources of financial support for the research which resulted in writing the article should be revealed.

### **Errors in publications**

If the author should discover any significant errors or inaccuracies in his or her own work, which has been published, it is his or her responsibility to immediately inform the editor of the journal or the publisher and to co-operate with them with the aim of retracting the article or publishing an appropriate errata.

## **DECLARATION OF THE EDITORIAL TEAM AND THE PUBLISHER**

1/ In cases of an alleged or verified scientific unreliability, dishonest publication or plagiarism, the publisher, in close cooperation with the editorial team of the journal, shall undertake all appropriate measures in order to explain the situation and introduce corrections to the article in question. This includes prompt publication of an errata or, where appropriate, full retraction of the work from the journal.

2/ In the event of an alleged or verified ethical doubt, the editorial team and the publisher of Piotrków Historical Annals shall proceed in accordance with diagrams prepared by the Committee on Publication Ethics (COPE).