

## PUBLISHING ETHICS (according to COPE and Elsevier guidelines )

### DUTIES OF AUTHORS

Only original research should be presented and authors should ensure that a text is entirely original work. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

The key criterion is also objectivity in analysis and presentation of scientific problem. Data should be represented accurately. A manuscript should contain references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

If works of other authors have been used in a manuscript, this must be appropriately cited or quoted. Authors should cite publications that have been influential in determining the nature of the scientific problem analysed in a manuscript. Information obtained privately (in conversation, correspondence, or discussion with third parties), must not be used or reported in a manuscript without explicit, written permission from the source.

As cases of *guest authorship* and *ghostwriting* constitute unethical behavior and are unacceptable, authorship must be limited to persons who have made a significant contribution to the conception, design, execution, or interpretation of the study. Persons who have made significant contributions should be listed as co-authors. The corresponding author should ensure that all co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper. All authors of a manuscript are required to submit the *Transfer of Copyright Agreement* – a consent to submit a manuscript for publication, as well as an assurance that copyrights of third parties have not been breached.

Authors should disclose any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscripts. All sources of financial support for the project should be disclosed. Potential conflicts of interest should be disclosed as soon as possible.

When a significant error or inaccuracy in a published article is discovered by an author, he/she is obliged to notify the journal editor or publisher promptly and to cooperate with the editor to retract or correct the text. If a third party informs the editor or the publisher that a published article contains a significant error, the author is informed and asked to retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

## DUTIES OF EDITORS/ EDITORIAL BOARD

The Editorial Board of the academic journal “**Strategic Review**” decides which of articles submitted to the journal should be published. Scientific, original character of a text is taken into consideration, as well as conformity with the journal's thematic profile, without distinction based on race, nationality, ethnic origin, religion, gender, sexual orientation, political opinions of authors. The Editorial Board is also guided by the policy adopted in order to avoid cases of *guest authorship*, *ghostwriting*, and plagiarism.

Information about submitted manuscripts is disclosed only to corresponding authors, reviewers and the publisher.

As a double-blind review procedure is adopted by the academic journal “**Strategic Review**”, names of authors are not disclosed to reviewers and *vice versa*.

In case of ethical complaints presented to the Editorial Board, authors of manuscripts are informed in writing and asked to consider complaints or claims made and to answer officially. Further communications to the relevant institutions and research bodies are possible. If the complaint is upheld, the publication of a correction, retraction, expression of concern, or other note, as may be relevant. Every reported act of unethical publishing behavior is analysed, even if it is discovered after publication.

## DUTIES OF REVIEWERS

Double-blind peer review procedure adopted by the academic journal “**Strategic Review**” is regarded as an essential component of formal scholarly communication and a key element of scientific methodology. Manuscripts submitted are reviewed by qualified academic reviewers.

A reviewer selected by the Editorial Board, who feels unqualified to review a manuscript or knows that its prompt review will be impossible, should notify the Editorial Board and refuse to take part in the review process.

Manuscripts received for review are treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor. A submitted manuscript must not be used in reviewers' own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Comments should be delivered clearly and with supporting arguments.

During the review process, the following evaluation criteria should be taken into consideration: original and scientific character of a text; conformity with the thematic profile of the journal; clarity in realization of scientific aims and presentation of scientific problem; appropriate usage of literature; justification of statements and conclusions. Reviewers should identify relevant published work that has not been cited by the authors. Reviewers should also inform of any substantial similarity or overlap between the manuscript under

consideration and any other published paper of which they have knowledge.

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