

## **Publication Ethics and Publication Malpractice Statement**

The ethics statements for “Proceedings of the International Scientific Conference of Daugavpils University” are based on the Committee on Publication Ethics (COPE) Best Practice Guidelines for Journal Editors. The publication of an article in a peer reviewed journal model for our “Proceedings of the International Scientific Conference of Daugavpils University”. All parties involved in to the act of publishing (authors of the paper, the editor(s), the peer reviewer, the publisher etc.) should respect and agree with these standards.

### **Publication decisions**

“Proceedings of the international scientific conference of Daugavpils University” publishes original papers, based on the presentations at the international conference, held in Daugavpils every year in April. The editorial board and reviewers are responsible for deciding which of the articles submitted to the proceedings should be published.

### **Publication and authorship**

All submitted papers before publishing will be reviewed by reviewers that are experts in the area of the particular paper. The factors that are taken into account during the review are:

- novelty of the theme and scientific level of manuscript;
- style and compliance of key words and summary with the content of manuscript;
- compliance with conventions for publication.

The possible decisions of reviewers include acceptance, acceptance with revisions, or rejection. Rejected articles will not be re-reviewed. If authors are encouraged to revise, there is no guarantee that the revised submission will be accepted. One research paper cannot be published in more than one journal. No plagiarism, copyright infringement or presentation of fraudulent data is allowed. All papers should include a list of references.

### **Authors' responsibilities**

Authors must sign and scan author's guarantee form that certifies:

- their manuscript is their original work;
- the manuscript is not currently being considered for publication elsewhere;
- the manuscript has not previously been published elsewhere.

If author discovers a significant error or inaccuracy in the peer review paper, author must promptly notify the proceedings' editor and cooperate with the editor to retract or correct paper.

Each author is obliged to participate in the peer review process and provide retractions or corrections of mistakes. All authors mentioned in the paper must have significantly contributed to the current research. Authors must notify the Editors of any conflicts of interest.

### **Reviewers' responsibilities**

Information regarding papers is confidential and material under review must be treated as confidential and should not be shared or discussed with anyone outside except the editor. All reviews should be conducted objectively, with no personal criticism of the author.

It is expected that reviewers:

- express their views clearly with supporting arguments;
- identify relevant published work that has not been cited by the author;
- will inform the Editor in Chief's attention in case of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge;
- will not review 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.

### **Editors' responsibilities**

Editors have responsibilities toward the authors, the peer reviewers, the proceeding's readers and the scientific community. They guarantee the quality of the papers and the integrity of the academic record and do not allow any conflicts of interest between staff, authors, reviewers and board members, preserve the anonymity of reviewers and have a clear picture of a research's funding sources.

Editors make final decision to reject or accept an article by taking into account papers' importance, originality, clarity, relevance to publication's scope, and ensure that all research material conforms to internationally accepted ethical guidelines.

Editors publish errata pages or make corrections when needed and act if they suspect misconduct, whether a paper is published or unpublished, and make all reasonable attempts to persist in obtaining a resolution to the problem.

Editors should not reject papers based on suspicions. They should have proof of misconduct and neither reverse their decisions nor overturn the ones of previous editors without serious reason.