ACTA HISTORIAE ARTIS SLOVENICA
PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT

Publishing ethics monitoring is a crucial aspect of the editorial and peer-review process of the journal *Acta historiae artis Slovenica*, and lies within the responsibility of the editorial board. The standards of expected ethical behaviour for all parties involved in publishing in *Acta historiae artis Slovenica* are based on the existing Elsevier policies and Guidelines of COPE (Committee on Publication Ethics).

Main references:
Cope Codes of Conduct: http://publicationethics.org/resources;
Elsevier Publishing Ethics Resource Kit: http://www.elsevier.com/editors/perk

1. **Publication and authorship**
   - All articles, published in *Acta historiae artis Slovenica* have to comprise a list of references which correspond with the journal's guidelines for listing references (i.e. Guidelines for Authors, available at http://uifs1.zrc-sazu.si/files/GUIDELINES%20FOR%20AUTHORS.pdf The financial support for the research conducted for the purposes of the articles and the publication of photographic material and archival data should be mentioned in the references; double funding and conflicts of interest should be avoided.
   - The editorial board tolerates no plagiarism or fraudulent data.
   - As a rule, *Acta historiae artis Slovenica* does not accept texts which have previously been published or are being considered for publication elsewhere. In such cases this fact should be made clear to readers.

2. **Authors' responsibilities**
   - The research conducted for the articles published in *Acta historiae artis Slovenica* has to be conducted in an ethical and responsible manner and should comply with all relevant legislation.
   - Authors take full responsibility for submitted and published work.
   - Authors are responsible for obtaining copyright permission for publishing reproductions or other sources.
   - Authors should adhere to publication requirements that submitted work is original, is not plagiarised, and has not been published elsewhere.
   - Relevant previous findings, both by other researchers and by the authors, should be properly acknowledged and referenced. Data originated by other researchers should be properly acknowledged and should not be presented as if they were the authors' own. Original wording taken directly from other publications should appear in quotation marks with the appropriate citations.

- Authors should present their results clearly, honestly, and without falsification or inappropriate data manipulation; research images (e.g. photographic material) and representation of other sources (e.g. archival material) should not be modified in a misleading way.
- Authors should strive to describe their methods clearly and unambiguously so that their findings can be confirmed by others.
- The authorship of research publications should accurately reflect individuals' contributions to the work; if an article is the work of a research team, the consent of all the co-authors is required.
- The authors are obliged to participate in peer review process.
- All authors are obliged to inform the editor promptly if they discover an error in any submitted, accepted or published work. Authors should cooperate with editors in issuing corrections or retractions when required.
- Authors should inform editors if findings presented in *Acta historiae artis Slovenica* have been published previously or are under consideration for publication elsewhere. Authors should provide copies of related publications or work submitted to other journals.
- Translations and adaptations for different audiences should be clearly identified as such, should acknowledge the original source, and should respect relevant copyright conventions and permission requirements.

See also: Responsible Research Publication: International Standards for Authors:
http://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011.pdf

3. Editors' responsibilities
- Based on a peer-review process, editors have a complete authority to either accept or reject an article and take all reasonable steps in order to ensure the quality of the published contents.
- Editors should strive to meet the needs of readers and authors.
- Editors should omit the possibilities of conflicts of interest with respect to articles   they accept/reject.
- Editors should make fair decisions independent from commercial consideration and should ensure a fair and appropriate reviewing process.
- If errors are found in an article, editors should always be willing to publish correction or promote retraction.
- Editors should publish guidance to authors, which should be updated.
- Editors should retain anonymity of reviewers.

See also:
Cope's New Code of Conduct: http://publicationethics.org/files/u2/New_Code.pdf
Responsible Research Publication: International Standards for Editors:
http://publicationethics.org/files/International%20standard_editors_for%20website_11_Nov_2011.pdf
Cope Short Guide to Ethical Editing for New Editors:
http://publicationethics.org/files/short%20guide%20to%20ethical%20editing%20for%20new%20editors.pdf

4. Reviewers' Responsibilities

- Reviewers should always make objective judgements.
- Reviewers should agree to only review manuscripts which in subject correspond to their expertise.
- Reviewers should have no conflict of interest with respect to the research, the authors and/or the research funders.
- During peer review process, reviewers are bound not to use any data obtained for their own or any other's advantage.
- Reviewers should emphasise or remind of relevant published work which is not cited.
- Reviewers should strive to adapt the review process according to *Acta historiae artis Slovenica* quality standards and time schedule.
- Reviewers are bound to evaluate articles for their intellectual context without regard to the origin of the manuscript, author's race, gender, sexual orientation, religious or political beliefs, nationality and ethical origin, and with no regards to the commercial aspects.
- Reviewed articles should be treated confidentially.

See also: Cope Ethical Guidelines for Peer Reviewers:
http://publicationethics.org/files/Ethical_guidelines_for_peer_reviewers_0.pdf

5. Publishing ethics

- Monitoring/safeguarding publishing ethics is the responsibility of the editorial board;
- The editorial board follows the guidelines for retracting articles issued by COPE (see: http://publicationethics.org/files/retraction%20guidelines.pdf).
- The editorial board strives to maintain the integrity of the academic record.
- The editorial board is bound to prevent business needs from compromising intellectual and ethical standards.

See also:
Cope Code of Conduct for Journal Publishers:
http://publicationethics.org/files/Code_of_conduct_for_publishers_Mar11.pdf
Cope's Code of Conduct: http://publicationethics.org/files/u2/New_Code.pdf;
Cope Retraction Guidelines: http://publicationethics.org/files/retraction%20guidelines.pdf