

# **ETHICAL STANDARDS OF THE INTERNATIONAL JOURNAL OF EDUCATION AND SCIENCE (IJES)**

## **1. Introduction**

1.1. The editorial board of the International Journal of Education and Science (IJES) seeks to meet the standards of ethical behavior at all stages of the publication process. The editorial board keeps up with international publication conventions, recommendations and requirements of the Committee on Publication Ethics (COPE) and the Scopus Publishing Ethics Resource Kit (PERK) that develop standards and main principles of publication requirements, as well as regulate their fulfillment.

The International Journal of Education and Science (IJES) meets high standards of scientific publication ethics.

The journal's Code of Publication Ethics combines and covers general principles and rules that the participants in the scientific publication process, i.e. authors, reviewers, editors, publishers, distributors and readers, must follow in their relations.

## **2. Obligations of Editors of the International Journal of Education and Science (IJES)**

2.1. *Publication decision.* The editor-in-chief of the International Journal of Education and Science (IJES) is ultimately responsible for making decisions on manuscript publication based on the journal's policy, as well as legal and legislative requirements regarding copyright infringement, particularly plagiarism.

When making a decision on manuscript publication, the editor-in-chief has to consult with the deputy editor-in-chief, members of the editorial board and reviewers.

2.2. *Moral rectitude.* Editors make an impartial assessment of intellectual content of manuscripts regardless of the race, skin color, gender, sexual orientation, religion, ethnic origin, nationality and political views of author(s).

2.3. *Confidentiality.* The editor-in-chief and editorial board must not disclose information on a submitted manuscript to third parties except for an author and potential reviewers, as well as, in certain circumstances, members of the editorial board, if necessary.

2.4. *Disclosure policy and conflicts of interests*

2.4.1. Unpublished data received from the manuscript submitted for review cannot be used for personal research without the author's written consent. Any information or ideas received over the course of the editorial assessment of the manuscript must be confidential and cannot be used for personal benefit.

2.4.2. Editors must engage members of the editorial board or other editors to review manuscripts if a conflict of interest is revealed due to competing, collaborative and other relations and cooperation with authors, companies or other organizations related to the manuscript.

2.5. *Publication supervision.* The editor who has convincing evidence of the error or invalid data in the paper must inform the editorial board and publisher about it in order to make changes to or withdraw the publication as soon as possible.

2.6. *Cooperation as part of research.* The editor along with the publisher must take appropriate measures in case of ethical claims about reviewed manuscripts or already published materials. In general, such measures involve interaction with authors of the manuscript and substantiation of the corresponding complaint or requirement, as well as they can imply interaction with corresponding organizations and research centers.

### **3. Obligations of Reviewers of the International Journal of Education and Science (IJES)**

3.1. *Influence on a publication decision.* The reviewer's expert assessment helps the editor to make a decision on publishing the manuscript. Besides, the reviewer's substantiated point of view can help the author to improve the quality of their own work.

3.2. *Confidentiality.* All manuscripts accepted for the peer review must be treated as confidential documents and can be read by or discussed with someone else exclusively with the consent of the journal's editorial board.

3.3. *Impartiality.* Reviewers must be impartial, provide detailed and constructive assessment, give clear arguments, as well as substantiate their recommendations.

3.4. *Identifying primary sources.* Reviewers must identify significant published works that correspond to the topic but are not included in the manuscript's reference list. Any (observation, conclusion or argument) made beforehand must be properly cited. The reviewer must also draw the editor's attention to the considerable similarity between the reviewed manuscript and any other published work.

3.5. *Disclosure policy and conflicts of interests*

3.5.1. Unpublished data from the manuscript submitted for review cannot be used for personal research without the author's written consent. Any information or ideas received over the course of the peer review of the manuscript must be confidential and cannot be used for personal benefit.

3.5.2. Reviewers must not review manuscripts if a conflict of interest is revealed due to competing, common and other relations and cooperation with authors, companies or other organizations related to the manuscript.

### **4. Obligations of the Authors that Submit Materials to the International Journal of Education and Science (IJES)**

4.1. *Manuscript requirements.* Authors of original papers must substantiate the significance of research and provide consistent results of the conducted work. The data that form the basis of the work must be presented correctly. The work must contain enough information and references to primary sources so that other scholars could reproduce the information of research in the future. Wrong statements and their intentional misinterpretation are treated as violation of the Code of Publication Ethics and are unacceptable.

4.2. *Data access and storage.* Authors must be prepared to provide public access to raw data of research and to the materials they used additionally (according to the ALPSP-STM Statement on Data and Databases) at the request of the editorial board or reviewers. The author must store such data even after the publication of the manuscript.

4.3. *Authenticity and plagiarism*

4.3.1. The manuscript submitted by the author to the journal's editorial board must be an original work. If other scientists' research works, ideas or statements are used, the author must prepare them properly in the form of references or citations.

4.3.2. Presenting someone's research as the author's own work, copying or rephrasing essential elements of someone's works (without attribution), claiming someone's research findings as the author's own are some of the forms of plagiarism. Plagiarism in all forms is illegal and unacceptable.

4.4. *Multiple, redundant and simultaneous publications*

4.4.1. The author must not publish the manuscript describing the same research that was published in previous papers. In addition, the author cannot submit the same paper to several journals at the same time. Submitting the same material to more than one journal at the same time is treated as unethical behavior and is unacceptable.

4.4.2. Publication of particular types of papers (e.g. recommendations or translations) in more than one journal can be justified if the author meets certain conditions. Authors and editors of journals that are interested in publishing a certain paper must agree to the secondary publication that contains the same data and interpretation that the primarily published work does. The reference to primary research must be given in the reference list of the secondary publication.

4.5. *Defining primary sources.* Authors must refer to publications that had a significant impact on research. Data that was received privately, for example over the course of conversation, correspondence or discussion with third parties must not be used without a written consent of the primary source. The information received from confidential sources, such as assessment of manuscripts or provision of grants, must not be used without a clear written consent of authors of the work.

4.6. *Authorship of the publication*

4.6.1. Only those people who made a significant contribution to the formation of the study concept, development, execution or interpretation of submitted research can be authors of the publication. Everyone who made a significant contribution to presented research is mentioned as a **co-author**. Everyone who made an essential contribution to a certain part of the research project must be mentioned as a **research participant**.

4.6.2. The author must ascertain that all **co-authors** of research are mentioned in the paper. The author must also guarantee that people who did not take part in research are not mentioned as co-authors. In addition, all co-authors must read the final version of the work and agree to its submission for publication.

4.7. *Use of humans and animals in research.* If it is assumed that animals or humans are used in the work as the research object, authors must guarantee that it is stated in the manuscript that all stages of research comply with the legislation and regulatory documents of research organizations and approved by an appropriate committee. The manuscript must clearly indicate that everyone who became the research subject has given the informed consent. Authors should always respect the right to the integrity and privacy of personal life.

4.8. *Disclosure policy and conflicts of interests.* Authors must provide the editorial board with information on all financial agreements with companies or their individual representatives that can be related to the subject of the paper. The journal's editorial board insists that authors of papers do not have financial relations with a company (or its competitor) that creates a product mentioned in the paper. The journal's policy also requires that reviewers, associate editors and editorial board mention all relations that could cause a conflict of interests related to the reviewed manuscript in their letter to the editor-in-chief.

4.9. *Significant errors in published works.* If the author finds significant errors in the publication, they must inform the journal's editor about them and establish interaction to promptly withdraw the publication and correct the errors. If the editor or the publishing company receives the information from a third party that the publication contains significant errors, the author undertakes to withdraw the work or correct the errors as soon as possible.

## **5. Obligations of the Publisher of the International Journal of Education and Science**

5.1. The publisher must follow the principles and procedures that facilitate the execution of ethical obligations by the journal's editors, reviewers and authors in accordance with these requirements.

5.2. The publishing company must provide assistance to the journal's editors in handling claims about ethical aspects of the published materials and help to cooperate with other journals and/or publishing companies.

5.3. The publisher must contribute to the appropriate research practice and introduce industry standards to improve ethics recommendations and procedures for withdrawing publications and correcting errors.

## Attitude Towards Plagiarism

The journal's editorial board thinks that the use of other scientists' ideas and works without proper citation is illegal activity.

Copying any part of someone's publication and the author's own previously published works without proper citation is considered plagiarism. The editorial board reserves the absolute right to refuse to review the submitted manuscript if it contains small or significant borrowings from other publications without proper citation and can cancel the publication on complaint about the revealed plagiarism.

Considering cases of possible violations, the journal's editorial board follows recommendations developed by the Committee on Publication Ethics (COPE). The journal collects statistics on all cases of scientific dishonesty, particularly violation of ethical principles of scientific publications.

### Retraction. Publication Withdrawal.

Withdrawal of a paper (retraction) is a mechanism for correcting the published information and ensuring its integrity. The retraction is also used to notify readers about cases of publications duplication (when authors provide the same data in multiple publications), plagiarism and non-disclosure of conflicts of interests that could influence the interpretation of data and recommendations on its use. The International Journal of Education and Science (IJES) follows the COPE policy in such cases. The information about retraction is published on the website of the journal.

All papers of the journal are publicly available, which means that they are distributed in accordance with the Creative Commons Attribution License (CC BY 4.0) that allows unlimited use, distribution and copying by any means, which ensures proper citation of the original paper.

When developing the ethical standards, the journal's editorial board followed the recommendations of:

- [Elsevier](#) publishing company;
- [Committee on Publication Ethics \(COPE\)](#).