

## **PUBLICATION ETHICS OF THE REGIONOLOGY JOURNAL**

The Editorial Staff of the REGIONOLOGY journal (hereinafter — the Journal) adheres to the principles of publication ethics accepted by the international editorial and publishing community that are presented, in particular, in recommendations of the Committee on Publication Ethics (COPE), takes into account the experience of international scientific journals and publishers, and is guided by the Declaration of the Association of Scientific Editors and Publishers, ‘Ethical Principles for Scientific Publications’, which was adopted at the general meeting of the Association of Scientific Editors and Publishers, held in the framework of 5th International Scientific and Practical Conference ‘World-Class Scientific Publication — 2016: Publishing Ethics, Peer-Review and Content Preparation’ (Moscow, 20 May 2016).

In order to avoid improper publication activities and to ensure high quality scientific publications in the Journal, the Founder (Publisher), the Editorial Board, the Editorial Staff, authors and reviewers as members of the scientific publication process must comply with the principles of publication ethics and take all measures to prevent their violation.

### **General Principles of Publication Ethics**

#### **for All Participants of the Journal’s Scientific Publication Process**

All participants of the Journal’s scientific publication process shall:

- give priority to importance of scientific content, accuracy and originality of scientific results as well as scientific novelty of the published materials;
- be respectful to each other;
- take into account confidentiality of the information prior to its publication;
- avoid conflicts of interest and resolve them in case there are any.

### **Principles of Publication Ethics**

#### **in the Activities of the Founder (Publisher) of the Journal**

The Founder (Publisher) of the Journal in their activities shall:

- make sure that all participants of the scientific publication process comply with the publication ethics principles of the Journal;
- assist the Editorial Staff in reviewing claims to ethical standards of published materials and provide support when interacting with other scientific periodicals, if it facilitates the Editorial Staff work;
- always be ready to publish rebuttals, apologies, explanations in the Journal and to present such information on the official website of the Journal, if required;
- not prevent the Editorial Staff from rejecting papers containing plagiarism, compilation, pseudoscientific facts, falsification and fabrication of data, etc.;

— not consider scientific publication in the Journal a commercial project and not seek profit;

— ensure that the Journal's issues are timely released.

### **Principles of Publication Ethics**

#### **in the Activities of the Editorial Board of the Journal**

In its activities, the Editorial Board shall:

— consider all the materials submitted for publication in the Journal objectively and without prejudice;

— show respect to intellectual work of authors;

— take into account the opinion of the reviewers and recommendations of the Editorial Staff when making final decisions on publication of a paper.

### **Principles of Publication Ethics**

#### **to Be Followed by the Editorial Staff of the Journal**

The Journal's Editorial Staff in their activities shall:

— interact with authors and other participants of the scientific publication process based on the principles of fairness, courtesy, objectivity, honesty and transparency;

— take all measures to ensure high quality of papers published in the Journal;

— keep confidential the information obtained in the course of work on copyrighted material and not use it for the purpose of receiving any benefit;

— help make the review process at the Journal fair, timely, thorough and correct.

### **Principles of Publication Ethics**

#### **to Be Followed by the Author**

The author shall ensure that the materials submitted to the Journal comply with the principles of reliability, validity, fairness, balance, originality, transparency and have no traces of 'guest', 'gift' or anonymous authorship.

When submitting materials to the Journal, the author shall:

— understand that their research should be carried out at a high level, carefully, in accordance with ethical and legal standards;

— present their research results honestly and without fabrication, falsification, or incorrect paraphrasing of the ideas of other researchers, unwarranted data and citation manipulation;

— describe their scientific ideas clearly and unambiguously, follow the rules of presentation of scientific papers;

— immediately notify the Editorial Staff of the Journal in case of errors or any omissions in their materials on the stages of submission, admission or publication. The author shall cooperate with the Editorial Staff of the Journal in case amendment, reduction or withdrawal of the work is necessary;

- cite only the works they acquainted themselves with;
- describe the results of their study objectively and fully in the context of previous studies. The author shall recognize the contributions of those individuals who influenced the course of the study and observe ethical principles when there is a need to criticize or comment on the scientific ideas of other researchers;
- not send to the Journal materials submitted simultaneously to other periodicals as well as materials, which, in most part, have already been published or are under consideration as an article or part of another paper, including those in other languages;
- guarantee originality of the research results contained in the materials sent to the Editorial Staff of the Journal. Borrowed data, tables, formulas, drawings or ideas shall have obligatory indication of authorship and the original source;
- specify all sources of funding for the study, including information about the sponsor of the study (if any);
- specify the individuals who contributed to the study as co-authors. The author shall not include individuals who took no part in the study as co-authors;
- respect the work of the Editorial Staff, Editorial Board and reviewers of the Journal, eliminate the specified shortcomings or make strong arguments to refute the comments in a timely manner.

### **Principles of Publication Ethics to Be Followed by the Reviewer**

Peer review is an important stage of assessing the quality of scientific research. Reviewer as one of the participants of the scientific publication process shall adhere in their work the principles of confidentiality, constructive criticism, competence, impartiality and integrity, disclosure of information about conflicts of interests and timeliness. The reviewer provides scientific expertise of the author's materials, therefore it must be objective. If the reviewer has any interest that may interfere with the objectivity of a review, they shall either reject the review or inform the Editorial Staff of the Journal about the conflict of interest and ask how best to resolve it.

The reviewer shall:

- remember that the materials received for review must be treated as a confidential document, which cannot be shown to third parties. The reviewer shall not use information obtained in the course of the review for personal benefit or to benefit other persons or institutions;
- be guided by the fact that the materials to be peer-reviewed are intellectual property of the authors;
- confirm the positive aspects of the material, structurally identify its shortcomings and clearly identify ways to eliminate them;

- agree to review only the materials for examination of which they have sufficient knowledge and which they can review timely;
- write a review in a constructive manner, without bias, preconceived negative opinions, refraining from hostile or cynical statements and slanderous fabrications or derogatory comments;
- not delay the peer review process.

### **Conflict of Interest**

In order to prevent conflict of interest and in accordance with the current principles of publication ethics of the Journal, each party of the scientific publication process has the following responsibilities.

The Editorial Staff of the Journal shall:

- send materials for examination to another reviewer if the originally assigned reviewer has a conflict of interest with the author of the submitted materials;
- ask all other participants of the scientific publication process information about the likelihood of conflicts of interests;
- make decisions about publishing the author's information in relation to the conflict of scientific and (or) financial interests, if this information is not confidential and may affect evaluation of the scientific importance of the published materials by the readers or the scientific community;
- publish corrections if the conflict of interest revealed after the material was published.

The Editorial Board and the Founder (Publisher) of the Journal shall:

- not ignore the claims concerning materials under consideration or those published, and take all measures to restore the violated rights in case of a conflict situation.

The author shall:

- report their place of work (study) and the source of funding of the conducted study.

The reviewer shall:

- inform the Editorial Staff of the Journal about a conflict of interest and, in this case, reject the examination of the materials.

### **Violation**

In the event of a situation involving violation of publication ethics principles by the participants of the scientific publication process in the Journal, objective, and fair investigation is required to collect all the necessary information, but it should not be reported to anyone except those included in the investigation. Violation of publication ethics principles can be discovered and brought to the attention of the Editorial Staff and (or) Founder (Publisher) of the Journal by any person at any time with the provision of sufficient information and evidence.

Anonymous, as well as the unreasonable claims of individuals shall not be considered. Each participant of the scientific publication process in the Journal shall be given an opportunity to respond to any suspicions, reproaches or accusations.

The initial decision to carry out an investigation shall be taken by the Editorial Staff of the Journal. If the principles of publication ethics are violated by the Editorial Staff of the Journal, the initial decision to carry out an investigation shall be taken by the Founder (Publisher) of the Journal. In case of violation of the principles of publication ethics by the Editorial Staff of the Journal, the Founder (Publisher) of the Journal may apply disciplinary measures, up to its discontinuation.

If the principles of publication ethics are violated by the Founder (Publisher) of the Journal the Editorial Staff of the Journal together with the Journal's Editorial Board are obliged to inform them of the illegality of their actions.

If the principles of publication ethics are violated by the author, especially if the violation is blatant, the Editorial Staff of the Journal shall inform them about it as well as about the consequences which, in particular, include:

- notification to employer/donor/institution with which the author is affiliated;
- withdrawal (retraction) of the already published material violating the principles of publication ethics from the Journal and scientific information databases (citation of such publications shall be terminated) and the transfer of the information to the Database of retracted (withdrawn from publication) articles on the official website of the Association of Scientific Editors and Publishers (<http://rasep.ru/>). In this case, the Editorial Staff of the Journal is guided by the Rules of Retraction of Articles from publication developed by the abovementioned Association.

If the principles of publication ethics are violated by the reviewer, the Editorial Staff of the Journal shall inform them about it as well as about such consequences as:

- notification to the head of the institution where the reviewer of the Journal works or which finances its research activities;
- suspension from the review of materials for a certain period, up to final termination of professional cooperation.

If the principles of publication ethics are violated by the Editorial Board of the Journal, the Editorial Staff shall inform them about it and warn them that the composition of the Editorial Board may be revised.