

# Policies on Publishing Ethics

College Publications demands and maintains ethical publication practices in all its activities. We will investigate any potential breaches of the policies detailed here as per the [Committee on Publication Ethics](#) (COPE) guidelines. Contact the editorial office for further details or to raise any issues and concerns.

## Authorship

The list of authors should accurately reflect who carried out the research and who wrote the article.

The paper should make it clear who carried out the research and who wrote the publication. Following the [ICMJE guidelines](#), to be regarded as an author of a publication, one must have

- made substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
- drafted the article or revised it critically for important intellectual content;
- given final approval of the version to be published; and
- taken responsibility for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All and only those who meet the criteria above may be regarded as authors of a submission and all such authors must be listed as such in the publication.

## Competing interests

All authors, referees and editors must declare any conflicting or competing interests relating to a given submission.

Competing interests are defined as those that, through their potential influence on behaviour or content or from perception of such potential influences, could undermine the objectivity, integrity or perceived value of publication.

They may include:

- Any recent, current and anticipated membership, employment or source of funding (including personal financial interests) relating to any organisation that may gain or lose financially through publication.
- Having a personal or professional relationship with any of the authors.
- Having recently been a supervisor, mentor, mentee, close collaborator or joint grant holder with any of the authors.

Referees should declare their competing interests before agreeing to review a submission. It is a discretionary matter for the editor to decide whether to proceed with a referee who has declared a potential competing interest.

If an editor has a competing or conflicting interest which would interfere with any editorial decisions for a particular submission, they should notify the editorial office who will assign an alternative editor.

## Research standards

College Publications is committed to ensuring that sufficient standards of research conduct are met at all stages of publication. Breaches of these standards include:

- *Falsification.*  
The fabrication or manipulation (including selective omission) of data, research materials, equipment, or processes, such that the research, or the reporting of other research is not accurately represented.

- *Plagiarism.*  
As defined by the Office of Research Integrity:

*Plagiarism includes both the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another's work. It does not include authorship or credit disputes. The theft or misappropriation of intellectual property includes the unauthorized use of ideas or unique methods obtained by a privileged communication, such as a grant or manuscript review.*

The standards of research conduct are not breached by honest error or differences of opinion.

If an editor suspects that misconduct has occurred they will report it to the editor-in-chief. The editors will then assess the available evidence and, if the evidence of misconduct is compelling, they will request a response from the authors. If the response is unsatisfactory, the editors will act in accordance with [the relevant COPE guidelines](#). This may involve contacting the relevant head of department, employer or funding body. In cases of dual submission the other publishers may be contacted. If plagiarism or dual publication is detected after a submission has been published by College Publications, then suitable announcements or retractions will be made in accordance with the [COPE guidelines on retraction](#).

College publications only considers submissions which have not been published, or are not to be published elsewhere. This includes sections of text in otherwise original manuscripts which are copied verbatim from other works. This does not include:

- Abstracts and summaries of the research in question which may have been published elsewhere.
- Conference presentations that omit a significant amount of the submitted research, or unrefereed manuscripts posted on preprint servers such as *arXiv*.
- Material from a PhD thesis or other work published internally to an academic institution.
- Minor, unavoidable, overlaps with previous publications especially in the use of standard terminology, definitions or exposition.

In all these cases, the existence of these prior publications, or publications being considered elsewhere, must be made clear to the editorial office and in the body of the submission.

## Editorial standards

The content of a publication is entirely independent of College Publications' views on any scientific or policy issues. The editors' decisions are independent, final and will not be influenced in any way by College Publications.

## Peer review

College Publications requires editors to do all they can to ensure the peer review process is fair without bias.

Submissions to College Publications are generally peer reviewed in a single-blind fashion (author names are not concealed, but referee names are).

If discussions between an author, editor, and referee have taken place in confidence they will remain in confidence unless explicit consent has been given by all parties or there are exceptional circumstances.

Editors or board members are never involved in editorial decisions about their own work and in these cases papers will be referred to other editors or the editor-in-chief. College Publications does not tolerate abusive behaviour or correspondence towards either its staff or academic editors. Any author, editor or referee who engages in abusive behaviour or correspondence relating to a submission will be withdrawn from the publication process. In the case of an author, their submission will no longer be considered, in the case of an editor or referee, their services will no longer be solicited. In all cases, future submissions from an individual in breach of this policy will be considered only at the discretion of the editor in chief.

Referees, editors or other individuals privy to the work an author submits for publication must treat it in confidence until it has been published. Cases of referees who incorporate any work entrusted to them for review purposes into their own work without express permission will be treated as cases of plagiarism.

Authors may incorporate the content of any reviews into their work, but must do so only with suitable permissions and acknowledgements.

Authors may appeal editorial decisions by submitting a written statement to the editorial office. This will be passed to the editor-in-chief who may consider inviting comments from additional referees or an alternative editor as appropriate.