

## **Publication Ethics**

Turība University is committed to upholding standards of ethical behaviour at all stages of the publication process.

The editors are guided by international standards proposed by the Committee on Publication Ethics (COPE). By uploading an article for review, the author also confirms that he adheres to the following ethics of publication.

### **1. Responsibilities of the author**

Identified violations by the authors of publication ethics may entail the use by the editors of measures to eliminate violations up to the recall of articles.

#### **Study credibility**

The main responsibility of the author is to present the results of his research in the article as fully and reliably as possible, without misleading the readers and the editors. Both the data used and the discussion of the significance of the study should be reliable. Data refers to information obtained or used by the authors to formulate the main conclusions. The study should be sufficiently detailed to understand the essence of the work and refer to available sources of information.

#### **Citation**

The author is obliged to make references to those works that have had the greatest influence on his research, so that the reader can quickly turn to earlier original studies on the problem under consideration. The list of references should contain all sources that are mentioned by the author in the text of the article (does not apply to review articles).

#### **Originality of the article**

The author guarantees that the article and its materials are original, not previously published in Latvian or other languages. If the article has already been published, the author is obliged to notify the editors and provide the written consent of the copyright holder to re-publish. Submitting the article for consideration, the author confirms that it is not submitted for publication in another publication and will not be published in the future.

Submission of the manuscript to the journal „Acta Prosperitatis” and other publications at the same time before the author received notification of the rejection or removal of this article from publication is a violation of publication ethics. The publication of a more extensive study based on previously published abstracts or a brief description of the work is possible only if the author has notified the editorial office of the existence of a duplicate publication and has submitted permission from the copyright holder to re-publish.

Publication in the journal „Acta Prosperitatis” of plagiarism is unacceptable. Plagiarism means the use of ideas, methods and results of another author without his permission. Authors should not use verbatim or near verbatim copying or peripheralization of the text and research results presented in the works of another author. Self-plagiarism (or duplicate publication) is also not allowed - repetition of a previously published work or part of an author without the permission of the publication in which it was published. Repetition of one or two sentences from a previously published article of the same author is not a duplicate publication. Any literal quotation from previously published works should be enclosed in quotation marks.

#### **Recall of article**

If the editors receive information that the article published in the journal „Acta Prosperitatis” contains plagiarism or is a duplicate publication, the expediency of recalling the article is considered. The recall process includes the following steps:

- 1) The author, reader, reviewer, editor or publisher in writing notifies the editors of the violation.

2) The editorial board considers the received appeal and makes a decision on recall of the article or refusal to satisfy the appeal. If the decision is made in favor of recall, a written notice is sent to the author with a description of the violations identified.

3) In the printed and electronic versions of the journal, information about the recall of the article with the reason is published.

4) The article is withdrawn from all citation bases and electronic resources where the journal is present.

### **Team of authors**

The author, submitting the article and conducting correspondence with the editors, is required to obtain permission to transmit the article and materials to it from other co-authors. He guarantees that all co-authors are familiarized with the latest version of the article submitted to the editorial office, and all persons who have made a significant contribution to the study are included in the co-authors or are indicated in gratitude.

### **Conflict of interest**

The article should include all sources of funding for the research presented in the article. The manuscript must indicate any conflict of interest.

### **Correctness of presentation of drawings**

Authors must indicate the sources of all figures used in the article as research results or data. The use of non-original drawings is not allowed.

## **2. Ethical principles for reviewers**

### **Conflict of interest**

The reviewer is obliged to inform the publisher of any conflict of interest identified before the review begins. A conflict of interest may be caused by recent (during the last 5 years) or real cooperation, personal friendship, kinship, as well as the fact that the author of the article is the head or subordinate of the reviewer, scientific adviser or student, a person with whom the reviewer had or exists in current scientific confrontation. Also a conflict of interest is the case when the reviewer is economically profitable to reject or approve the manuscript for publication. The publisher decides how the conflict of interest identified contradicts an objective and impartial assessment.

### **Review Terms**

The reviewer should reject the proposal to review the article if he is sure that it is impossible to submit a review in due time.

### **Anonymity**

The reviewer must remain anonymous to the author. The name and contacts of the reviewer are known only by the editors.

### **Transfer of the article to third parties**

If it is necessary to discuss the article with third parties as part of a scientific consultation, the reviewer is obliged to notify the editors. The reviewer must not pass the review or article to third parties without the consent of the publisher.

### **Use of article materials**

The reviewer is not allowed to use information, data, theory or interpretations presented in the manuscript in his works until the publication of the article and without the permission of the author.

### **Justification for the assessment**

The reviewer must substantiate findings and evaluate all the main aspects of the article.

### **Detection of plagiarism and duplication**

The reviewer should inform the editors about cases of identifying matches of the submitted manuscript with previously published works. However, the decision to reject an article for this reason is the responsibility of the publisher.