

## ETHICAL GUIDELINES FOR JOURNAL PUBLICATION

The publication policy of the “*Journal scientific and applied research*” issued by the Faculty of Technical Sciences at “Konstantin Preslavsky” University of Shumen complies with the accepted international standards for publication ethics. The editorial boards consider it their inalienable obligation to observe the rules laid down in the guidelines of the Committee on Publication ethics (COPE): <http://publicationethics.org/resources/guidelines>. The Ethical rules apply to all of the participants in the publishing process: authors and reviewers, editors and publishers.

### Author’s rights and obligations

- Authors of a publication in the scientific journal are the persons who have made a significant contribution to the writing of the article. Anyone who has made a significant contribution to the article must identify themselves as co-authors. Misuse of copyright is ethically unacceptable.
- Authors must keep the raw data related to the article for editorial review, if requested, and long enough after the publication of the article.
- Any form of plagiarism is unacceptable. The materials presented must be original. If authors use parts of other works of their own or other persons’ works, they must be cited.
- Authors must report conflicts of interest that may affect the final results of the study. It is inadmissible to publish or use part of the material without the prior consent of the other co-authors.
- If the authors find significant errors in already published articles, the authors are obliged to immediately notify the Editorial Board and to cooperate for the withdrawal or correction of the publication.

### Reviewer’s rights and obligations

- In line with the best academic standards, we regard the review of materials as a creative process of cooperation between the author, the reviewers and the Editorial Board.
- The purpose of the review is to objectively evaluate, improve and develop the scientific quality of the proposed materials for publication. Constructive criticism is a necessary part of this process, and it must be sustained in a professional style and in accordance with the established ethical standards.
- Prior to preparing the review, each reviewer must be familiar with the ethical rules of conduct and established standards of the “*Journal scientific and applied research*” and perform the review with an inner conviction of their leading role in the process.
- The reviewer’s work is especially important for improving the quality of the materials offered for publication. Reviews play a crucial role in the Editorial Board’s decisions to publish specific articles.
- The reviewer is obliged to notify the editor in cases when s/he is insufficiently qualified to review a scientific material or is not able to review the manuscript immediately. S/he must then withdraw from the review process.

- The principle of confidentiality is fundamental for the reviewers' work. The reviewer is obliged NOT to disclose or discuss the content of the manuscript with another person, except in cases where s/he has received explicit permission from the editor of the publication.
- Reviewers are obliged to ensure that data and sources are cited and used correctly. In case of noticed violations (inaccuracies and omissions in the references or noticed duplication of parts of the material with an already published article) they must notify the editor.
- Reviewers must withdraw when there is a conflict of interest arising from professional, personal, financial and other relationships with the author.

### **Editor's rights and obligations**

- The Editorial Board decides which of the submitted materials will be published in the next issue of the publication. The decision must be based on the criteria for publication in the specific issue, the objectives and scope of the journal. A guiding principle in publishing is the importance of research for the development of the scientific knowledge and academic contribution in the scientific field. The Editorial Board is obliged to inform the author of all weaknesses and inaccuracies, without the elimination and correction of which the article will not be published.
- The evaluation of the manuscripts by the members of the Editorial Board must be done according to their scientific content, regardless of gender, race, religious beliefs, sexual orientation, ethnicity or political beliefs of the authors.
- The Editorial Board has the right to discuss the submitted materials only with the author, the reviewers and the publisher.
- Editors must refuse to review articles in which they have a conflict of interest based on competition or a collaborative relationship with any of the authors, sponsors or institutions associated with the publication.
- The Editorial Board is obliged to take immediate measures in case of a signal for unethical behavior, e.g. incorrect citation, plagiarism, inaccuracies in the data used and manipulation of results. Measures include contacts with affected parties and institutions to establish the veracity of ethical violations. As a result, the manuscript may be withdrawn or, if already printed, the ethical violations revealed may be published.
- If an article is rejected, the Editorial Board may recommend another publisher to the authors. Authors have the right to a new review, but only if they provide evidence of inaccuracies on the part of the reviewers. In this case, a new expert commission can be formed, which gives a final review.

### **Publisher's rights and obligations**

- The publisher does not participate in the decision-making by the Editorial Board for the publication of the individual articles.

