

# Publication Ethics

Editorial policy of the Journal is based on the recommendations of international organizations on the ethics of scientific publications:

- [Code of Conduct and Best Practice Guidelines for Journal Editors](#)
- [Code of Conduct for Journal Publishers](#)
- [Principles of Transparency and Best Practice in Scholarly Publishing](#)
- [COPE Ethical Guidelines for Peer Reviewers](#)
- [International standards for editors and authors, developed by the Committee on Publication Ethics \(COPE\)](#)
- [Guidelines and recommendations of the European Association of Science Editors \(EASE\)](#)

All the participants of the preparation for publication in the Journal: authors, reviewers, Editorial Board members, publishing house representatives should follow the standards of the publication ethics set forth below. In case any malpractice of the principles is suspected, the Editorial Board will follow the instructions of COPE.

The scientific peer-reviewed journal *Kuděj. Časopis pro kulturní dějiny* is a non-commercial publication.

## **The ethical policy of the journal:**

- The journal is willing to publish revisions, explanations, apologies and refutations when necessary.
- The Editorial Board bounds itself not to leave without an answer any claims or complaints regarding the submitted manuscripts or published materials and to take all measures to restore rights if a conflict situation arises.
- The Editorial Board abides by the Code of Conduct and Best Practice Guidelines for Journal Editors and by the principles of the Committee on Publication Ethics (COPE).
- All the authors are equal in their rights as well as duties. The Editorial Board does not pursue the waiver policy for any particular group of authors.
- The Editorial Board is faithful to the principles of intellectual honesty.
- The Editorial Board assures that no unpublished materials from submitted or declined papers will be used by its members for personal advantage or passed to third parties.
- When editing special issues of the journal the Editorial Board reserves the right to change the structure of the journal (e. g. to reduce the number of sections) and to invite co-editors for preparing a thematic issue.

- Fee for publication statement. No publication fee is charged for papers published in *Kuděj. Časopis pro kulturní dějiny*. Article processing charges are not applied. Publication of articles and other materials in the journal does not entail any royalty to the authors thereof.

- Conflict of interests statement. Reviewers and authors are required to reveal any possible conflict of interests before taking up the review. In case of revealing of concealment of information regarding any possible conflict of interests and (or) providing the unauthentic information, the author may be refused in publication. The Editorial Board assures the absence of any conflict of interests during the peer-review procedure.

In case of conflict of interests the Editorial Board assures to take any measure possible to eliminate it.

#### **The journal's policy regarding the readers:**

- The Editorial Board seeks to constantly improve the journal.
- The Editorial Board disposes of procedures aimed at assuring the quality of scientific publications.
- The Editorial Board is faithful to the principles of scientific honesty.
- The Editorial Board assures that all the publications are refereed by well-qualified specialists.
- The Editorial Board assures that all the materials published by its members are refereed on equal terms as those by other authors.
- The Editorial Board makes efforts to broaden the base of reviewers.
- The journal only publishes original studies and articles.

#### **The responsibilities of the Editorial Board:**

- The Editorial Board commits itself to selecting and inviting competent reviewers with no possible conflict of interest with a given author.
- The Editorial Board assures that all the materials published by its members are reviewed on equal terms with those by other authors.
- The Editorial Board assures double anonymity in peer-review and the impartiality of review.
- The Editorial Board publishes full requirements to the authors in every issue as well as on the website of the journal. The rules are regularly renewed, with references to recommendations to authors by international associations being provided.
- The Editorial Board assures that the authors will be responded to in a timely manner (from one month to three months).
- Decisions on accepting or rejecting an article are made based on its scientific significance, originality, clarity, data trustworthiness and its conformity to the subject matter of the journal.
- Decisions concerning publication are not revoked unless new circumstances arise.

- The Editorial Board publishes only original studies and articles that were not previously published in whole or in part and were not submitted to another journal.
- Book-reviews and announces submitted are analysed at the Editorial Board meetings and are not peer-reviewed. A book sent to the editorial office will not be "automatically" reviewed without further contact with the author.
- The Editorial Board seeks to broaden the base of reviewers and assures that it is representative of the general orientation of the journal.
- Reviewers are selected and invited from a wide range of institutions.
- Privacy statement. Information about the authors (surname, name, family name, affiliation, e-mail, contact number), which is provided by them for publication in the journal, is available only for the Editorial Board. The following data is published for the convenience of the authors with the aim of the full and correct account of publications and their citation by the corresponding bibliography companies and providing the possibility of contacting the authors and the scientific society. Personal information provided by the authors in addition to the enumerated below includes additional e-mails and phones. These will be used only for contacting the authors in the process of preparing the publication.

The Editorial Board may not transmit this information to the third party, who can use in for some other purposes.

#### **The author's duties:**

- Authorship statement. Authors may use the article elsewhere after publication without prior permission from *Kuděj. Časopis pro kulturní dějiny*, provided that *Kuděj. Časopis pro kulturní dějiny* is acknowledged in writing as the original source of publication and that *Kuděj. Časopis pro kulturní dějiny* is notified, so that our records show that permission has in fact been granted for its use.
- The Editorial Board requests that authors who submit their articles to *Kuděj. Časopis pro kulturní dějiny* do not submit the same articles to other journals at the same time.
- Republishing a paper is possible by way of exception, for example in case it is published in a different language and only with the copyright holder's consent.
- The author is obliged to participate in peer-review process.
- The author accepts responsibility for evaluations, views and attitudes expounded in the paper. The Editorial Board members and the Editor-in-chief assume no liability for the author's attitudes and reserve the right to share them or not.
- The author assures that the results of research presented in the submitted papers are original. If some ideas or expressions are borrowed from other authors, the title and author of the source should be indicated. Any form of plagiarism (including citing without indicating the source or appropriating another person's results of research) is unacceptable.
- Persons who significantly contributed to the research should be indicated as the co-authors of the paper. It is unacceptable to indicate as co-authors persons who did not take part in the research.

- If the author finds grave mistakes or inaccuracies in the paper after its submission or publication, he or she should inform the Editorial Board.

- Authors send their texts to the electronic address [casopiskudej@kfi.zcu.cz](mailto:casopiskudej@kfi.zcu.cz) in attachment which includes two files:

1. information on the author

- institutional affiliation

- scientific interests

- recent publications

2. the manuscript proper

- The Editorial Board reserves the right to decline an article if it does not meet the formatting requirements. The authors are invited to read the corresponding requirements.

#### **The reviewers' responsibilities and the procedure of reviewing:**

- All the texts submitted to the Editorial Board are peer-reviewed.

- Texts are refereed by two independent reviewers. Both members of the Editorial Board and independent experts can be invited to write a review. For the sake of impartiality all the articles, after being selected by the Editor-in-chief, are subjected to double-blind reviewing, the author's identity remaining unknown both to reviewers and to Editorial Board members; the reviewer also remains anonymous to the authors.

- The articles to be reviewed should be anonymous, all the references to the author's other works being concealed. Information on the author and his or her electronic address should be indicated in a different file.

- Reviewers and Editorial Board members should not show papers sent for scientific assessment to third parties.

- Plagiarism check is part of the referees' duties. The referee is to specifically indicate the result of plagiarism check and the way it was conducted.

- Reviewed articles should be treated confidentially.

- After the procedure of reviewing is over, the author is notified in written, whether:

- his or her article is accepted for publication

- it is accepted on condition of introducing some corrections

- it is declined

- Reviewers are required to keep the reviewed papers secret.

- Reviewers are encouraged to comment on the degree of originality of the article being refereed and are obliged to check the possibility of plagiarism.
- Reviewers should provide an impartial and well-founded assessment of the results of research expounded in the paper.
- Unpublished data contained in manuscripts under analysis should not be used for the reviewer's personal advantage.
- Scientific translations and commentaries are published only with copyright and, therefore, with copyright holders' consent. The authors of translations are to obtain the necessary copyright from copyright holders. The Editorial Board assumes the editing work on translations. Scientific translations are published only after being edited, reviewed and revised.
- The editing changes are usually agreed to with the author if they imply major alterations of the text, modifying its style or meaning. In case of minor changes the Editorial Board reserves the right to publish the paper without contacting the author.