

## **Principles of Publishing Ethics of the Journal Ratio Publica**

The Principles of Publication Ethics of the journal Ratio Publica (hereinafter referred to as the "Principles") regulate the duties of the author, editor and reviewer. Their goal is to prevent possible illegal and unethical practices in all phases of the publication process in Ratio Publica. The Principles are based on COPE (Committee on Publication Ethics) sources. If a question is not covered by these Principles, then the COPE sources apply supportively (these are available at:

[https://publicationethics.org/files/u2/Best\\_Practice.pdf](https://publicationethics.org/files/u2/Best_Practice.pdf),  
<https://publicationethics.org/resources/guidelines-new/cope-ethical-guidelines-peer-reviewers>,  
[https://publicationethics.org/files/2003pdf12\\_0.pdf](https://publicationethics.org/files/2003pdf12_0.pdf)).

The author always submits to the editors the original text for which he or she has the copyright. Any form of plagiarism, submission of manuscripts that have already been published elsewhere, presentation of inaccurate data, etc. are considered unethical. Such works will not be published.

### **Duties of Authors**

By sending the manuscript to the editors, the author confirms that:

- the submitted text is his or her original work, which has not yet been published in the submitted language version and has not been sent anywhere else for review,
- it is also a text that the author does not intend to publish elsewhere in the period between its submission and the complete end of the review process (i.e. from sending, through the review process, to the decision of the editors), i.e. he does not intend to send it to the review process to another publisher until the end of the review process,
- the author is the sole owner of the copyright in the submitted manuscript, if it is a co-authored work, then lists all the co-authors and has their consent to the publication of the work,
- the author has complied with all the formal requirements laid down by the publisher, including the rules for citing the sources cited and referred to by the author in the manuscript,
- the author also complied with the citation ethics and stated in the manuscript sent all the sources used,
- at any time during the review process, the author will notify the publisher of any doubts which may arise as to the originality and authorship of the manuscript submitted.

### **Duties of the Publisher**

#### **Editors:**

- are responsible for the content and overall quality of the journal, ensuring that original and high-quality contributions corresponding to the focus of the journal are published.
- guarantee that all published texts have undergone a proper and thorough review process, where this consists of an initial assessment by the editor and a subsequent assessment by at least two anonymous reviewers,
- are obliged to ensure that the information concerning the submitted manuscript remains confidential (e.g. reviews),
- ensure that the review is prepared by a person professionally qualified to prepare such a review, so that the review is a quality feedback to the author, and at the same time by a person who is not expected to have a possible conflict of interest,

- on the basis of the reviews decide on the acceptance, resp. non-acceptance of the manuscript for publication. It is unacceptable for anything other than the academic quality of the submitted manuscript to be taken in account in the decision-making process.
- if the editors suspect that the manuscript sent to them is not original, then they will not publish such a text in the journal.

### **Duties of Reviewers**

The reviewer, who accepted the manuscript for evaluation, hereby confirms that:

- as soon as he or she identifies a potential conflict of interest, he or she shall immediately notify the editors,
- he or she respects that the information relating to the manuscript and its contents is and must remain confidential,
- he or she respects the anonymity of the review process,
- whenever he or she becomes aware of any information concerning the manuscript which could lead to its rejection, he or she shall immediately inform the editors,
- he or she will meet the deadlines set by the editors,
- whenever he or she suspects that the manuscript is plagiarized, he or she shall immediately notify the editors,
- he or she will evaluate the manuscript impartially and carry out a constructive assessment of the manuscript, where his or her comments may contribute to the improvement or precision of the text, or may provide quality feedback for the author,
- he or she undertakes to refrain from any personal attacks on the author, his or her task being to evaluate the manuscript objectively,
- he or she is committed to evaluate the manuscript which he or she has accepted for evaluation only on the basis of its professional content and academic quality,
- if he or she accepts the manuscript for evaluation and subsequently finds out that he or she is not sufficiently qualified for its assessment, or that he or she cannot process the review for any other objective reason, he or she shall immediately forward this information to the editors.