

# **ISPF-LAB - Code of Conduct**

## **Duties of the Author**

Authors must ensure that the submitted article is original, not plagiarised in whole or in part, and does not contain fraudulent data. They must also ensure that the submitted article is not, in whole or in part, a republication of their previous work; or, if there are particular reasons for such republication (e.g., translations of texts that have appeared in different languages, reworking and updating, etc.), they must make these explicit in an appropriate manner. In the absence of appropriate acknowledgement, the reuse of texts, data, images of others, as well as the paraphrasing of the texts and ideas of others, is considered plagiarism. All references to the work or ideas of others must be acknowledged appropriately.

The status of Author shall be limited to those who have contributed significantly to the conception, design, execution or interpretation of the work. It is the responsibility of the Authors to ensure that all those who have contributed to the work are properly acknowledged and that the list of Authors accurately reflects individual contributions.

Authors must ensure that copyrighted material within their contribution is not reproduced without permission.

Authors must ensure that the submitted manuscript is not under consideration for publication elsewhere.

## **Peer review and Reviewer's duties**

ISPF-LAB applies a double blind peer review procedure.

Referees are selected on the basis of their expertise. During the review process Referees and Authors remain anonymous to each other. Referees are responsible for being objective in their judgments; for having no conflicts of interest with respect to the research, the authors and/or the funders of the research; for reporting relevant publications not cited by the authors; for treating the reviewed articles confidentially.

Any comments by the Referee concerning a derivation of the reviewed text from uncited work must be accompanied by the relevant citation. The Referee must draw attention to any substantial similarity or overlap between the manuscript under review and other published work of which they have personal knowledge.

## **Duties of the Editors**

The Editors in Chief are responsible for deciding which of the submitted articles should be published. In making such decisions, they must always be guided by the quality of the articles and their impact on researchers and readers. They may also consult with other members of the Editorial Board or of the Scientific Committee or with the Reviewers, but they have full authority to reject/accept an article, to publish it only when they are reasonably certain of its quality, to promote the publication of corrections or to withdraw the article if errors are found. The Editors in Chief also undertake to preserve the anonymity of reviewers and to have no conflict of interest in relation to articles they rejects/accepts.

## **Conflicts of Interest**

Potential conflicts of interest must be disclosed as soon as possible.

A conflict of interest arises when an individual's private interests might influence the objectivity of their judgement to such an extent that a reasonable observer might question whether the individual's behaviour is motivated by considerations of their competing interests.

It is the responsibility of the submitting author to declare whether the co-authors have a conflict of interest. All Authors must declare any financial or other conflicts of interest in their manuscript. All sources of financial support for the project must be disclosed.

## **Publication ethics issues**

The Editors in Chief and the members of the Editorial Board ensure the monitoring and safeguarding of fair procedures: a strict policy regarding plagiarism and fraudulent data, a commitment to publish corrections, clarifications and retractions when necessary, and strict control that economic and extra-scientific interests in general do not compromise necessary intellectual and ethical standards. If, after appropriate investigation, an article is found to be fraudulent, it will be withdrawn. The withdrawal will be clearly identifiable by readers and indexing systems.