



## **ARCHIVE OF SOCIAL SCIENCES AND HUMANITIES**

### **Code of Ethics**

1. The publishing house applies the principles of publishing ethics aimed at counteracting unfair publishing practices, following the guidelines of the COPE Committee on Publication Ethics ) <https://publicationethics.org/>
2. Before being accepted for publication, the publications submitted to the publishing house are verified in compliance with the principles of publishing ethics, reliability, and scientific or professional value.
3. The publishing house applies the principles of fair play: race, sex, religion, origin, citizenship, or political beliefs of the authors do not affect the evaluation of the texts in any way. The publishing policy applied is independent. The texts are assessed only in terms of content. Before being accepted for publication, the publications submitted to the Publishing House are verified in their compliance with the principles of publishing ethics.
4. The publisher decides which texts will be published. When accepting texts for publication, reviewers' opinions are taken into account regarding the scientific value of the work, reliability, and originality of the approach to the problem, transparency of the argument, and usefulness in library practice.
5. The rules for qualifying monographs and articles for publication are transparent, and the procedures are applied to ensure the publication's high substantive and editorial quality.
6. Scientific editors of publications care for the scientific accuracy of the prepared works. For its preservation, they can make changes and corrections. In each case, they are obliged to ensure that the people who contribute to the publication accept its form after the scientific editorial office.
7. The Editorial Office uses all available means to prevent plagiarism, abuse, and publication of false data. In the event of suspicion of unfair practices (plagiarism, falsification of research results), is obliged to withdraw the text from the joint publication.
8. The publishing house undertakes the activities of "ghostwriting" and "guest authorship".



9. Unpublished texts may not be used by the publishing house employees or by any other persons participating in the publishing process without the written consent of the authors.
10. The publisher ensures the confidentiality and security of personal data (RODO).
11. The publisher has the right to withdraw the publication after its release if: 1. there is evidence of the unreliability of research results and/or data falsification, as well as in the case of unintentional errors (e.g. methodological errors, calculation errors); 2. the work is plagiarized or violates the principles of publishing ethics.
12. Papers describing research (including experiments) involving human subjects must state that they were conducted following ethical standards / with the approval of the relevant ethics committee (institutional and national) and the 1964 Declaration of Helsinki (and its subsequent amendments). All subjects gave their informed consent to be included in the study.
13. Papers describing experiments on animals may be accepted for publication only if the experiment complies with the legal requirements in United Kingdom and with the Directive of the Council of the European Communities of November 24, 1986, or the Guide of the National Institute of Health (National Institute of Health Publications No. 80; 23, Revised 1978) to the care and use of laboratory animals in the experimental procedure. Authors must provide a complete description of anesthesia and surgical procedures. Rules for the author.
14. The author must provide a reliable description of the research work carried out and an objective interpretation of the results. The papers should contain information enabling the identification of data sources. Presenting and interpreting data and research results inconsistent with the principles of publishing ethics is unacceptable. It may result in the withdrawal of the text.
15. The author is obliged to list the publications in the attachment bibliography that he used in creating the text. The author may only submit his original texts for publication. Research and/or information from other scientists used in the publication should indicate that it is a quotation. Plagiarism or falsification of data is unacceptable.
16. Authors submitting multi-author texts for publication are required to disclose the contribution of individual authors to its creation (including the affiliation of the authors



and information about who is the author of the concept, assumptions, methods, protocol, etc. used to create the text). Ghostwriting, guest authorship is a manifestation of scientific misconduct and any detected cases should be exposed, including notification of relevant entities such as the author's employing institutions, scientific societies, scientific editors associations, etc.

17. Authors who are researchers must provide the publisher with an ORCID (*Open Researcher*) identification code and Contributor ID). Principles of reviewing publications.
18. The reviewer prepares reviews at the request of the publisher. In this way, it influences the decisions made by the publishing house. In agreement with the author, it may also affect the final shape and improvement of the published work.
19. Scientific publications are reviewed by researchers from academic centers throughout Poland, in exceptional cases from abroad and by specialists in the issues discussed in it.
20. The reviewer is obliged to deliver the review within the set deadline. Suppose, for some reason (content-related, lack of time, etc.), he is unable to meet the deadline or undertake a review. In that case, he should immediately inform the publisher about it.
21. All reviewed papers and their reviews are confidential. Disclosure of works and/or to third parties is unacceptable (except for people involved in the publishing process).
22. The review should be objective. The author's personal criticism of the work is considered inappropriate, to say the least. All comments of the reviewer should be adequately argued. The reviewer should indicate and report any significant similarities of the reviewed text to other works to the publisher.
23. The reviewer may not use the reviewed work for his personal needs and benefits. Should not judge the text where there may be a conflict of interest with the author, of which he should notify the publisher.