

ETHICS AND PUBLICATION POLICY OF THE JOURNAL LINGUA ET VITA

1. ETHICS OF PUBLISHING

- 1.1 The Publication Ethics and Policy of the scientific journal *Lingua et Vita* is a fundamental document that commits to ethical principles and best practices (according to COPE) in publishing papers of the highest quality.
- 1.2 The fulfilment of the ethics and publication policy requires active participation and adherence to the principles by all the parties concerned – authors, reviewers, and the editorial board of the journal.

2. PUBLICATION POLICY

- 2.1 Papers published in the scientific journal *Lingua et Vita* (hereinafter referred to as the journal) are focused on the research of language, culture, communication and literature in the languages taught at the Faculty of Applied Languages of the University of Economics in Bratislava. The Editorial Board of the journal is responsible for deciding which of the submitted papers will be published.
- 2.2 The Editorial Board of the Journal shall be governed by the policies of the Editorial Board of the Journal, subject to the applicable legal requirements, in particular those relating to slander, copyright infringement, and plagiarism.
- 2.3 All submitted papers are evaluated in a double-blind peer-review manner (the authors' and reviewers' identities are mutually concealed), in terms of content, regardless of the author's race, gender, sexual orientation, religious beliefs, ethnicity, citizenship, or political views.
- 2.4 Members of the Journal's Editorial Board shall not disclose any information about a submitted manuscript to anyone other than the responsible author, reviewers, and other editorial advisors. Unpublished material contained in manuscripts shall not be used in the editor's own research without the express written permission of the author.

3. PUBLICATION ETHICS

3.1 Principles of publication ethics for authors of papers

- 3.1.1 The author submits an original paper and at the same time shall not submit this paper to another publication. Parallel submission of the same manuscript to more than one journal or publication is unethical and unacceptable.
- 3.1.2 The submitted paper adheres to citation standards.
- 3.1.3 Any form of plagiarism must not be present in the paper.
- 3.1.4 The paper contains sufficient detail to cite it further.
- 3.1.5 Research results are presented directly and without improper manipulation. Fraudulent data and knowingly presenting inaccurate information is unacceptable.
- 3.1.6 The research results presented have been obtained within the framework of the relevant legislation.
- 3.1.7 The present paper contains a complete list of information sources used (i.e. references).
- 3.1.8 The present paper contains a complete list of authors who have contributed to the reported research (i.e. paper). All those who have made a significant contribution to the conception, implementation, or interpretation of the submitted paper are listed as co-authors. Compliance is ensured by the responsible author. The inclusion of additional authors is not acceptable.

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- 3.1.9 The author(s) of the paper take full responsibility for the submitted paper(s).
- 3.1.10 If the paper contains descriptions of substances, chemicals, processes, or equipment that may be a source of hazard, the authors shall identify them.
- 3.1.11 All relevant sources of financial support are disclosed in the paper.
- 3.1.12 If an author discovers a significant error or inaccuracy in a submitted and published paper, it is the author's responsibility to immediately inform the journal's editorial board and work with them to withdraw the paper or to publish the errata.
- 3.1.13 Any fraudulent or knowingly inaccurate facts stated in the paper constitute unethical behaviour and are unacceptable.

3.2 Principles of publication ethics for reviewers

- 3.2.1 The reviewer communicates with the chairman of the editorial board and participates in editorial decisions.
- 3.2.2 Through editorial communication, the reviewer assists the author in improving the submitted manuscript.
- 3.2.3 Any reviewer who feels inadequately qualified to evaluate a submitted manuscript, or who knows that he or she does not have sufficient time to evaluate the manuscript, shall immediately notify the Chair of the Technical Board of this fact.
- 3.2.4 The reviewer has the right to refuse to review a manuscript in case of bias or for any other reason.
- 3.2.5 Each submitted manuscript shall be treated as a confidential document. The content of the submissions shall not be published or otherwise disclosed by the reviewer to any third party.
- 3.2.6 The information obtained through the evaluation process shall be confidential and shall not be used for personal purposes.
- 3.2.7 Submissions are evaluated objectively, without bias or favoring the paper of any nature.
- 3.2.8 The reviewer shall always express his/her opinion only with appropriate supporting arguments.
- 3.2.9 The reviewer assesses the paper exclusively within his/her area of expertise.
- 3.2.10 The reviewer shall assess the paper within a sufficient time frame to ensure a comprehensive assessment of the paper.
- 3.2.11 The review shall be constructive and impartial, free of any hostile, insulting, unfair, or unnecessarily derogatory comments.
- 3.2.12 The reviewer identifies relevant published studies that the authors did not cite. The reviewer will alert the editors to any substantial similarity or overlap between other papers and other published data of which they have personal knowledge.

3.3 Principles of Publication Ethics for the Editorial Board

- 3.3.1 The Editorial Board oversees the responsibilities of authors and referees with an interest in ensuring that the journal is published with adherence to this document.
- 3.3.2 The Editorial Board has the right to accept or reject the papers based solely on their importance, originality, and contribution to the focus of the journal.
- 3.3.3 Assessing all the papers the Editorial Board shall act without bias or favouring in terms of the origin of the papers

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- 3.3.4 The Editorial Board has the right to judge the quality of a paper on the basis of form, not on the basis of the expertise of the paper.
- 3.3.5 The Editorial Board has the right to reject a paper if it finds that the principles of Publication Ethics have not been observed.
- 3.3.6 The Editorial Board preserves the anonymity of the opponents.

4. FINAL PROVISIONS

- 4.1 This Ethics and Publication Policy Document of Lingua et Vita is based on the Code of Ethics of Lingua et Vita.
- 4.2 This Ethics and Publication Policy Document of Lingua et Vita is binding on all internal contributors and external contributors.
- 4.3 This Ethics and Publication Policy document was discussed by the Editorial Board of Lingua et Vita on the 30th of September 2019 and is published on the journal's web portal www.linguaetvita.sk.

