

# *Ethical standards of the publication process*

## **Editorial responsibility**

The editorial Board of the journal "Bulletin of psychophysiology" follows the ethical standards adopted by the international scientific society. In its activities, the editorial Board is based on the recommendations adopted at the General meeting of HENRI, held within the framework of the 5th International scientific and practical conference "International scientific publication-2016: solving problems of publishing ethics, reviewing and preparing publications" (Moscow, May 20, 2016), recommendations of the Committee on publication ethics (COPE), as well as other international associations of editors and publishers.

The publishing process includes many stages, each of which plays an important role. Accordingly, the author, the journal editor, the peer reviewer, the publisher and the representative of the organization that owns the journal, are obliged to observe ethical standards at all stages of production, starting from providing articles to publish in the journal.

Ethical requirements

## **1. Editorial policy of the journal**

- The editorial Board is responsible for deciding which of the submitted manuscripts will be accepted for publication. The editorial Board makes a decision on publication, guided by the journal's policy, taking into account the current legislation in the field of copyright, avoiding libel and plagiarism. The editorial evaluation of the manuscript does not depend on the race, ethnicity, gender, religious beliefs, citizenship, or political beliefs of the authors. The decision to publish an article is made solely on the basis of its scientific significance, originality, clarity of presentation and compliance of the research topic with the direction of the journal.

-All editorial staff are responsible for disclosing any information about the received manuscript to third parties who are not among the authors, reviewers, potential reviewers and publishers.

-The editorial team of the journal is guided by the principles of science, objectivity, professionalism, and impartiality.

- Interaction with authors is based on the principles of fairness, courtesy, objectivity, honesty and transparency.

## **2. The responsibility of the reviewer**

### **Contribution to the editorial decision.**

The review process is designed to assist the editorial Board in making editorial decisions, and can also help the author improve the submitted manuscript.

### **Timeliness (efficiency).**

If selected by the editors, the reviewer does not feel qualified to review the manuscript or realizes that can't prepare a review in these edited terms, he shall within three days from the date of receipt of the article to report the abandonment of the review process. In this case, the article is sent for examination to another reviewer on the recommendation of the person responsible for the category.

### **Privacy.**

Any material received for review should be treated as confidential. Such materials should not be disclosed to third parties or discussed with them without prior approval from the editorial Board.

### **Standards of objectivity.**

The review should be conducted on an objective basis. Personal criticism of the author is unacceptable. The reviewer's opinion should be clearly stated and supported by arguments.

### **Confirmation of sources.**

Reviewer's duties is to determine cases where the relevant material published work has not been cited in the text of the manuscript or provided in the bibliography. It should also determine whether all statements, conclusions, and ideas drawn from other publications have appropriate references to the source. If the reviewer finds a significant match or similarity of the manuscript submitted for review with any other published material known to him, he is obliged to notify the editorial Board.

### **Disclosure and conflict of interest.**

Non-disclosed information and ideas received by the reviewer during the review of the manuscript should be considered confidential and can not be used for personal purposes. Experts cannot review manuscripts for which they have a conflict of interest due to competitive, collegial, or other relationships with the authors of the manuscript, as well as companies or institutions related to the manuscript.

All manuscripts published in the journal "Bulletin of psychophysiology" are subject to mandatory review by one member of the editorial Board.

## **3. The responsibility of the authors**

### **Reliability and standards of the study.**

If the manuscript is based on an original study, the authors must provide reliable results of the work done and an objective discussion of the significance of the study. The manuscript should contain all the key data, an accurate description of the research details, and links to ensure reproducibility of the results. Falsification of data or deliberately incorrect statements in the manuscript are considered unethical and unacceptable.

### **Data availability.**

In addition to the manuscript, the editorial Board may request the original data from the authors. The author should be ready to provide access to them, provided that the opening of access does not violate the privacy of the participants in the experiment and the rights of the person or company that owns the data.

### **Originality, plagiarism and indication of sources.**

Authors are required to send only original works to the editor. When mentioning works by other authors, it is necessary to observe accuracy when quoting and specifying the source. Publications that had a significant impact in the preparation of the study or determined its format should also be mentioned.

### **Multiple, repeated, or competing publications.**

In General, materials describing the content of the same study should not be published in more than one journal. Sending a manuscript to more than one journal is considered unethical and unacceptable. Copyrighted materials that have already been published cannot be sent to the journal for publication. In addition, materials that are under review in the editorial office of the journal can not be sent to another journal for publication as an author's article. When submitting an article, the author must inform the editor of all previous submissions of the work that may be considered a duplicate or double publication. The author should warn the editor if the manuscript contains information published by the author in previous messages or submitted for another publication. In such cases, the new article should contain links to the previous material.

### **Authorship criteria.**

The list of authors is limited to those who have made a significant contribution to 1) the concept and design of the study, the acquisition and interpretation of data; 2) the preparation of the first version of the article or its revision aimed at improving the quality; 3) the final approval of the print version. Each author must take sufficient part in the work to be publicly responsible for the relevant part of the content of the article.

Participation that consists only in providing funding or selecting material for an article does not justify inclusion in the author's group. The overall leadership of the research team is also not considered sufficient for authorship.

All persons listed as authors must approve the final version of the manuscript, as well as its submission to the journal for publication. The consent of all authors to the publication is mandatory.

**Conflict of interest.** To submit an article to the journal, all authors must sign a cover letter stating that there are financial or other significant conflicts of interest that may be considered to have influenced the results of the study or their interpretation. All sources of funding for the described work must be specified.

### **Participate in the review.**

Based on the results of the review, the article can be sent to the author for revision. Authors should take an active part in the review process, answering questions in a timely manner and, if necessary, making corrections to the manuscript in accordance with the requirements of the reviewer.

### **Declaration of privacy**

Publication information author responsible for correspondence (name, surname, patronymic name of an affiliated organization, the organization address, email address, phone number readers with the author), provided for publication in the journal it is in the interest of the authors for full and correct accounting publications and their citation bibliografski relevant organizations and enable contacts of the authors with the scientific community.

Personal information provided by the authors to the journal, in addition to the information listed above, including additional email addresses and phone numbers, will be used exclusively for contacts with the authors in the process of preparing the article for publication. The editorial Board undertakes not to transfer this personal information to third parties who may use it for other purposes.

## **4. BORROWING AND PLAGIARISM**

When reviewing an article, the editorial Board of the journal can check the material using the anti-Plagiarism system. If multiple borrowings are detected, the editorial Board acts in accordance with the COPE rules.

**According to HENRI's recommendations unethical behavior in the field of scientific publications is the following:**

1. The requirement for authors to independently submit reviews of their own articles, as well as contractual and pseudo-licensing. This practice implies that there is no review in the journal.
2. Offer of Agency services. Providing such services to authors as "turnkey publication", correspondence with the editorial Board on behalf of the author, completion of articles by the agent on the recommendations of the reviewer, preparation of paid reviews.
3. Selling co-authorship, gift co-authorship, changing the composition of authors. The inclusion of authors who have not made an intellectual contribution to the research is a violation of copyright and ethical standards, since it not only misleads readers, but is also regarded as fraud.
4. Publication of materials of correspondence "scientific" conferences. Since the practice of such conferences is directly related to fraud and fraud in the field of science, the publication of the materials of these conferences is regarded as unethical, contributing to the dissemination of pseudoscientific texts.
5. Sending texts of articles to other journals without the consent of the authors. Publishing an article in a journal that was not approved by the author is a violation of the author's interests.
6. Transfer of authors' materials to third parties. Sending the materials of articles sent to the editorial Board to third parties, except for reviewers and editorial staff, is a violation of copyright and the principle of confidentiality of editorial processes.
7. Manipulation of the citation. Artificial increase in scientometric indexes, excessive self-citation and friendly citation, irrelevant links mislead readers and are interpreted as fraud.
8. Plagiarism, falsifications and fabrications. The editorial Board works in good faith with the texts of articles, preventing the appearance of unscrupulous scientific publications containing plagiarism, falsification and fabrication of data on the pages of its publications.