

Ethical Guidelines for Publications in CEB

[based on <https://publicationethics.org/files/2008%20Code%20of%20Conduct.pdf> and <https://academic.oup.com/journals/pages/authors/ethics>]

Publication Ethics

CEB is committed to maintaining the highest standards of publication ethics and to supporting ethical research practices.

CEB adheres to the COPE Codes of Conduct for Journal Publishers, Editors and Reviewers.

General duties and responsibilities of CEB Editors

Editors are responsible for everything published in their journals. They should:

- constantly improve the journal;
- ensure the quality of the material they publish;
- maintain the integrity of the academic record;
- preclude business needs from compromising intellectual standards;
- always be willing to publish corrections, clarifications, retractions and apologies when needed;
- take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred;
- in no case shall editors encourage such misconduct, or knowingly allow such misconduct to take place;
- in the event that a journal's editors are made aware of any allegation of research misconduct, the editor shall deal with allegations appropriately

Relations with CEB readers

Readers are informed about who has funded research and on the role of the funders in the research.

Relations with CEB authors

Editors take all reasonable steps to ensure the quality of the material they publish,

Editors' decisions to accept or reject a paper for publication are based only on the paper's importance, originality, and clarity, and the study's relevance to the remit of the journal.

Editors publish guidance to authors on everything that is expected of them.

The peer-review process

A description of peer review process is published, and Editors are ready to justify any important deviation from the described processes. Peer-review is defined as obtaining advice on individual manuscripts from reviewers' expert in the field. Judgments should be objective. Reviewers should have no conflict of interest. Reviewed articles should be treated confidentially prior to their publication.

Relations with reviewers

Editors publish guidance to reviewers on everything that is expected of them.

Complaints

Editors respond promptly to complaints and ensure there is a way for dissatisfied complainants to take complaints further.

Encouraging academic integrity

Editors ensure that research material they publish conforms to internationally accepted ethical guidelines.

Editors seek assurances that all research has been approved by an appropriate body (e.g. research ethics committee, institutional review board). However, Editors recognise that such approval does not guarantee that the research is ethical.

Pursuing misconduct

Editors have a duty to act if they suspect misconduct. This duty extends to both published and unpublished papers.

Editors do not simply reject papers that raise concerns about possible misconduct. They are ethically obliged to pursue alleged cases.

Editors first seek a response from those accused. If they are not satisfied with the response, they ask the relevant employers or some appropriate body (perhaps a regulatory body) to investigate.

Ensuring the integrity of the academic record

Whenever it is recognised that a significant inaccuracy, misleading statement or distorted report has been published, it must be corrected promptly and with due prominence.

If, after an appropriate investigation, an item proves to be fraudulent, it should be retracted. The retraction should be clearly identifiable to readers and indexing systems.

Authorship

All published articles contain clear and accurate attribution of authorship. It is the responsibility of the author to ensure that all authors that contributed to the work are fairly acknowledged and that the published author list accurately reflects individual contributions. Where authorship disputes arise, journal's editorial team follows the COPE guidelines detailed [here](#).

a. Attribution and acknowledgement

Authorship is confined to those who have made a significant contribution to the design and execution of the work described. CEB requires a short description of each authors' contribution to be included with the submitted files or as part of the acknowledgements section of an article.

b. Changes in authorship

Requests for changes to authorship must be directed to the journal editor. Requests will be dealt with fairly and in accordance with the relevant COPE guidelines. Changes in authorship will only be permitted where valid reasons are provided and all authors are in agreement with the change. Post-publication changes to authorship will typically be made via a published correction.

- Request for addition of extra author before publication: http://publicationethics.org/files/u7140/Authorship%20A_0.pdf
- Request removal of author before publication: <http://publicationethics.org/files/u7140/Authorship%20B.pdf>
- Request for addition of extra author post publication: <http://publicationethics.org/files/u7140/Authorship%20C.pdf>
- Request for removal of author post-publication: <http://publicationethics.org/files/u7140/Authorship%20C.pdf>

c. 'Ghost,' 'guest,' or 'gift' authorship

CEB considers all forms of ghost, guest, and gift authorship to be unethical. Any allegation of ghost, guest, or gift authorship will be investigated in accordance with the COPE guidelines listed [here](#). Where such practices are identified the authors in question will be removed from an article through a post-publication correction or erratum. In addition the journal may choose to notify the institutional or local ethics committee for the authors in question.

'Ghost' authorship refers to the practice of using a non-named author to write or prepare an article for publication. Ghost authors are typically (but not exclusively) paid sponsors, employees, junior researchers, or external academic affiliates.

'Guest' or **'gift'** authorship refers to the practice of naming an individual that made little or no contribution to a study as an author on an article. Gift authors are typically (but not exclusively) senior researchers, affiliated researchers, friends, or colleagues of the principle author. There are also organisations that offer gift authorship for a fee.

Plagiarism

CEB evaluate submissions on the understanding that they are the original work of the authors. We expect that references made in a manuscript or article to another person's work or idea will be credited appropriately. Equally we expect authors to gain all appropriate permissions prior to publication.

Re-use of text, data, figures, or images without appropriate acknowledgment or permission is considered plagiarism, as is the paraphrasing of text, concepts, and ideas. All allegations of plagiarism are investigated thoroughly and in accordance with COPE guidelines detailed [here](#). Many journals now systematically run submitted papers through plagiarism-detection software

to identify possible cases. Journals will typically stipulate how they employ such software - whether systematically or selectively - in their submission guidelines.

Conflict of interest

CEB is committed to transparency in areas of potential conflict of interest which relate to authors, editors and peer reviewers.

a. Authors

Conflict of interest exists when an author's private interests might be seen as influencing the objectivity of research or experiment, to the point that a reasonable observer might wonder if the individual's behaviour or judgement was motivated by considerations of his or her competing interests. It is the responsibility of a manuscript's corresponding author to confirm if co-authors hold any conflict of interest. The corresponding author may be required to coordinate completion of written forms from each co-author and submit these to the editor or journal administrator prior to acceptance. The following should also be declared, either through the Acknowledgements section of the manuscript or at the point of submission:

- All sources of research funding, including direct and indirect financial support, supply of equipment, or materials (including specialist statistical or writing assistance).
- The role of the research funder(s) or sponsor(s), if any, in the research design, execution, analysis, interpretation, and reporting.
- Any relevant financial and non-financial interests and relationships that might be considered likely to affect the interpretation of their findings or that editors, reviewers, or readers might reasonably wish to know. These might include, but are not limited to, patent or stock ownership, membership on a company's board of directors, membership of an advisory board or committee for a company, consultancy for a company, or receipt of speaker's fees from a company.

When considering whether to declare a conflicting interest or connection, we encourage authors to consider how they would answer the following question: *Is there any arrangement that would embarrass you or any of your co-authors if it was to emerge after publication and you had not declared it?*

b. Editors

Editors declare any potential conflict of interest that might arise during the term of editorship prior to entry into any agreement or position.

Editors are required to recuse themselves from individual manuscripts if they themselves have a potential conflict of interest and to avoid creating potential conflicts of interest through

assignment of handling editors or peer reviewers.

c. Referees

CEB encourage editors and journal administrators to consider potential conflicts of interest when assigning reviewers. Where a reviewer declares potential conflict of interest the editor should select alternative reviewers. Failure to declare conflict of interest may result in removal of the reviewer from the journal database.

d. Falsification and fabrication

Submitted papers found to include false or fabricated data prior to publication will be returned to the author immediately with a request for an explanation. If no explanation is received or if the explanation provided is considered unsatisfactory, the journal will notify the authors' institution, local ethical committee, or superior. The journal may also refuse to accept further submissions from the author for a defined period. Examples of data falsification or fabrication include: image manipulation; cropping of gels/images to change context; omission of selected data; or making-up data sets. The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted.

Authorship of the paper: Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study.

Data Access and Retention: Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data.

Acknowledgement of Sources: Proper acknowledgment.

Reporting Standards: Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance.

Multiple, Redundant or Concurrent Publication: An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication.

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