ANGLO SAXONICA

PUBLICATION ETHICS AND
PUBLICATION MALPRACTICE STATEMENT

A peer-reviewed journal committed to ensuring the highest standards of publication ethics, Anglo Saxonica adheres to strict codes of ethical behavior, namely the following principles of Publication Ethics and Publication Malpractice Statement, based on the Code of Conduct and Best Practice Guidelines for Journal Editors of the Committee on Publication Ethics – COPE.

RESPONSIBILITIES OF THE EDITORS AND EDITORIAL BOARD OF ANGLO SAXONICA

The editors and the executive editorial board of Anglo Saxonica are responsible for:

- deciding which of the manuscripts submitted to the journal should be published; in making these decisions, they are guided by the policies of the journal (available at http://www.ulices.org/anglo-saxonica/anglo-saxonica.html) and by legal requirements regarding libel, copyright infringement and plagiarism;
- offering guidance to guest editors, authors and reviewers on everything that is expected of them and also information on the peer review processes;
- providing new editorial board members with guidelines on what is expected of them and keeping existing members updated on new policies and developments;
- evaluating manuscripts exclusively on the basis of their academic and intellectual merit, without regard to the author(s)’ race, age, gender, sexual orientation, disability, ethnic origin, religious belief, citizenship, political orientation or social class;
- ensuring a fair and unbiased double-blind peer review of the manuscripts and that all information related to them is kept confidential, keeping both authors’ and peer reviewers’ identities protected;
- guaranteeing that appropriate reviewers are selected;
- developing and maintaining a database of suitable reviewers and updating it based on reviewer performance;
certifying that unpublished materials included in a submitted manuscript are not used in an editor’s own research without the express written consent of the author;
• taking reasonable responsive measures when ethical complaints are presented concerning a submitted or published manuscript. In cases of suspected misconduct, they follow the Code of Conduct and Best Practice Guidelines for Journal Editors of the Committee on Publication Ethics – COPE;
• publishing corrections, clarifications, retractions and apologies whenever needed.

GUEST EDITORS’ RESPONSIBILITIES

Guest editors are responsible for

• defining the subject matter and role of every article in a thematic issue;
• providing clear guidelines to authors regarding the topic and boundaries of their contributions and the overall design of the issue;
• ensuring, in collaboration with the executive editorial board, that appropriate reviewers are selected for all the articles (whether they have been commissioned or submitted as a result of a call for papers);
• establishing a timeline for draft paper submission, peer review, revision and final paper submission with the executive editorial board, and ensuring that all deadlines are met;
• writing the Introduction to the issue.

AUTHORS’ RESPONSIBILITIES

• Authors should not submit the same manuscript simultaneously to more than one publication at a time;
• Authors must ensure that they have written original work and that others authors and sources have been appropriately credited and referenced;
• Authors submitting their work to Anglo Saxonica for publication as an original article must confirm that this represents their own contributions and has not been plagiarized in whole or in part from other works without clearly citing the source;
• Authors must ensure that the manuscript has not been published elsewhere.
The corresponding author with the journal should ensure that all appropriate co-authors are included in the author list of the manuscript, and that there is a full consensus of all co-authors in approving the final version of the paper and its submission for publication;
Authors should disclose financial or other conflict of interest that might influence the results or interpretation of their manuscript. All sources of financial support should be disclosed;
When an author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to promptly notify the journal editors and cooperate with them to retract or correct the manuscript.

REVIEWERS’ RESPONSIBILITIES

Peer review assists the editors and executive editorial board of Anglo Saxonica in making editorial decisions and, through the editorial communication with the author, may also assist the authors in improving the manuscript;
Any invited referee who feels unqualified to review the research presented in a manuscript or knows that its timely review will be impossible should immediately notify the editors so that alternative reviewers can be contacted;
Any manuscripts received for review must be treated as confidential documents;
Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage;
Reviewers must report to the editors if they are aware of copyright infringement and plagiarism on the authors’ part;
Reviews should be conducted objectively, and observations should be formulated clearly with supporting arguments, so that authors can use them for improving the paper;
Reviewers should evaluate manuscripts based on content without regard to the authors’ race, age, gender, ethnic origin, sexual orientation, disability, religious belief, citizenship, political orientation or social class;
Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the articles.

PUBLISHER’S RESPONSIBILITIES

As publisher of Anglo Saxonica, the University of Lisbon Centre for English Studies (CEAUL/ULICES)

- provides practical support to the editors and executive editorial board of Anglo Saxonica so that they can follow the COPE Code of Conduct for Journals;
- ensures the autonomy of editorial decisions;
- protects intellectual property and copyright;
- ensures that good practice is maintained to the standards defined above.