

Code of Ethics

Paragraph 1. Key terms

1. Code of Ethics - a system of standards of professional conduct in relations between Authors, Reviewers and Editors in the creation, dissemination and use of scientific publications. The Code of Ethics is designed to provide a set of standards to which Authors, Reviewers and Editors are expected to adhere.
2. Editor - a representative of the scientific journal or publisher, providing training material for publication, as well as supporting communication with Authors and Readers of scientific publications .
3. Author - the person or group of persons (group of authors) involved in the creation of the publication of results of scientific research. The Main Author is charged on sending the paper/manuscript to the Journal.
4. Reviewer - expert acting on behalf of a scientific journal or publishing and conducting scientific expertise of copyright material to determine the feasibility of their publication.
5. Paper/manuscript - Autor/Autors effect included in written and/or graphic and tabular form, with current and efficient contribution to the development of a given discipline of science.
6. Journal – Annales Universitatis Mariae Curie-Skłodowska sectio H (Oeconomia), wydawane przez Wydział Ekonomiczny Uniwersytet Marii Curie – Skłodowskiej w Lublinie.

Paragraph 2. Duties of Editors

1. Editors are accountable for everything published in their Journal.
2. Editors strive to meet the needs of authors and reviewers.
3. Editors strive to constantly improve the Journal.
4. Editors have in - house procedures to assure the quality of the material to be published including plagiarism control for new articles.
5. Editors preclude business needs from compromising intellectual and ethical standards.
6. Editors must consider and balance the interests of many constituents, including readers, authors and reviewers.
7. All original studies should be peer reviewed before publication, taking into full account possible bias due to related or conflicting interests.
8. Editors should strive to ensure that peer review at their journal is fair, unbiased and timely.
9. Editors should have systems to ensure that material submitted to their journal remains confidential while under review.
10. Editors' decisions to accept or reject a paper for publication are based on the paper's importance, originality and clarity, and the study's validity and its relevance to the readership of the Journal. No other factors such as authors' origin, affiliation, academic title or experience play a decisive role in acceptance of manuscripts.
11. Editorial decisions are not affected by the origins of the manuscript, including nationality, ethnicity, political beliefs, race or religion of the authors. Decisions to edit and publish are not in any way determined by the policies of governments or other agencies outside of the Journal itself.
12. Editors obey laws on confidentiality in their own jurisdiction.
13. Editors reserve the right to collect all information on detected instances of "Ghostwriting" and "Ghost Authorship" (see Paragraph 5) and transmissions information about them to individuals (entities employing authors, societies scientific, editors of scientific publications etc.)
14. Editors protect the confidentiality of individual information obtained in the course of research or professional interactions.

Paragraph 3. Duties of Reviewers

1. Reviewers should evaluate manuscripts objectively, fairly and professionally. Reviewers should avoid personal biases in their comments and judgments.
2. Reviewers are required to disclose any potential competing interests before agreeing to review a submission.

3. Reviewers are encouraged to comment on ethical questions and possible research and publication misconduct raised by submissions as well as on the originality of submissions possibility of redundant publication or plagiarism.
4. In evaluating the manuscript and crafting comments to the Authors, Reviewers should always keep in mind that their review captures their scholarly judgment about the manuscript. Reviewers should be honest with the Author in terms of their concerns about the manuscript. Reviewers should explain and support their scholarly judgments adequately; that is, they should provide sufficient detail to the Author to justify their recommendation to the Editor.
5. Reviewers obey laws on confidentiality in their own jurisdiction.
6. Reviewers protect the confidentiality of individual information obtained in the course of research or professional interactions. It is important to recognize that the manuscript is confidential. Reviewers should not discuss the manuscript with anyone other than the Journal Editors, nor should they discuss any information from the manuscript without permission.
7. Right of Refusal - refusals to review a manuscript are from time to time necessary. For example, a Reviewer who feels inadequately qualified to judge the research reported in a manuscript should refuse to review the manuscript.

Paragraph 4. Duties of Authors

1. Authors have the ultimate responsibility for all materials included in a manuscript submitted to the Journal.
2. Publications submitted to the Journal should be original, reliable, objective and should match the subject matter of the Journal.
3. Authors must not submit the same work, in whole or in part, to two places of publication at the same time, or at any time while the manuscript is under review at Journal.
4. The Author/Authors of the publication are obliged to inform about the sources of financing publications, contributions from other institutions, associations, business entities, both in financial and substantive support as well sharing data, documents, information.
5. The manuscript must not have been previously published or accepted for publication elsewhere, either in whole (including book chapters) or in part (including paragraphs of text or exhibits), whether in Polish, English or another language.
6. If the manuscript contains materials that overlap with work that is previously published, that is in press, or that is under consideration for publication elsewhere, the Author must cite this work in the manuscript.
7. The manuscript should identify the origin, and originality, of any proprietary, non-standard datasets used in the paper, for example, a primary dataset created by the Author using a survey. If the proprietary dataset has been used elsewhere by this or another Author the manuscript should cite these other works, whether published or not.
8. Authors should not submit a manuscript to the Journal that was previously submitted to the Journal, sent out for review, and rejected after review by the Journal Editors. If an earlier version was previously rejected by the Journal, and the Author wishes to submit a revised version for review, this fact and the justification for resubmission should be clearly communicated by the Author to the Journal Editors at the time of submission.
9. While self-citation is encouraged, Authors should avoid excessively citing their earlier works in order to inflate their citation count. Authors should also avoid self-citation that might violate the double-blind review process.
10. Authors should be prompt with their manuscript revisions. If an Author cannot meet the deadline given, the Author should contact the Journals Editors as soon as possible to determine whether a longer time period or withdrawal from the review process should be chosen.
11. If the Author finds significant errors or inaccuracies in the article on the stage of examination or after its publication, it must as soon as possible notify the Editor.
12. The Journal has a mechanism for Authors to appeal against editorial decisions The author who wishes to appeal against the reviewing outcome needs to make a clearly justified statement and direct it to the Editor, see contact on the Journal website.

Paragraph 5. "Ghostwriting" and "Ghost Authorship"

1. Definition:

- a. "Ghostwriting" occurs when someone has made a substantial contribution to the publication without revealing his participation as one of the authors or without mention of his role in the acknowledgments in the publication.
 - b. "Guest authorship" occurs when the author's contribution is small or did not occur at all, yet despite this he/she is indicated as an author/co-author of the publication.
2. All the co-authors of the article meet the criterion of authorship, that is they have a creative contribution to the concept and design of the scientific research or data collection or data analysis and interpretation. They worked on the text or had their creative contribution consisting in substantial changes in the content (concerns substantive amendments, not stylistic). Co-authors are aware and accept that the text has been submitted for publication. They accept the final version before publication.
 3. The Author/Authors of the publication are required to disclose the contribution of individual persons in the creation of publications in percentages, with their affiliation and contribution, i.e. who is the Author of the concept, assumptions, methods, protocol, etc. used in the preparation of the publication. The Main Author is responsible for submitting the text for printing.

Paragraph 6. Conflicts of interests

1. Editors should have systems for managing their own conflicts of interest as well as those of their staff, Authors, Reviewers and Editors.
2. All disputes arising between Journal Editors, Reviewers and Authors shall be resolved amicably and while impossible by the general court of local jurisdiction for the Journal.