

Appendix no. 1. Principles of Publication Ethics of the FRSE Research and Publishing Unit

The FRSE Research & Publishing Office follows the principles set out in the Code of Conduct of the Committee on Publication Ethics (COPE): publicationethics.org/core-practices.

The principles of publication ethics listed below apply to all publications.

The Office provides guidelines for the Authors and Reviewers on its website. The guidelines explain the various stages of the publishing and editorial processes and inform about the rights and obligations of Authors and Reviewers. The rights and obligations of the Authors, Reviewers and staff of the FRSE Research & Publishing are also specified in the concluded publishing contracts. In the event that scientific misconduct is identified, the Office records all manifestations of such misconduct and informs the relevant parties.

I. Protection of copyright and intellectual property of third parties

1. When submitting a work for publication, the Author is obliged to guarantee the full originality of the work, and to avoid such occurrences as:
 - a. plagiarism, i.e. appropriation of someone else's work, data or ideas, in whole or in part, without indicating it in the text;
 - b. self-plagiarism (duplicating a publication), i.e. publishing one's own work in whole or in part more than once;
 - c. simultaneous submission of the same work to more than one publisher.
2. The Author may quote extensive excerpts from another text or graphic material from another person's work only with the written permission of the copyright holder. In the case of works of persons deceased not more than 70 years ago (according to the Polish Act of 4 February 1994 on Copyright and Related Rights), the author is obliged to seek permission from their heirs. Underneath each quoted element, the source should be described with the exact page number.
3. The Author submitting a publication to the FRSE Publishing House must clearly state the contribution of individuals to the work, including their affiliation, information on authorship of: the concept, methodological assumptions, substantive elaboration of results, etc. Individuals who did not contribute significantly to the content (e.g. organised the study, collected data or verified the language style of the article) should be listed in the acknowledgements section along with a description of their role.
4. By the procedure described above, the following irregularities can be avoided:
 - a. ghost authorship, i.e. the omission of persons who have significantly contributed to the work;
 - b. guest authorship, i.e. the attribution of authorship to persons who have not contributed to the submitted work.

II. Originality of the presented results

1. Other occurrences that are contrary to the principles of publication ethics include data fabrication, i.e. basing a scientific work on false results. This is the case when the data were not collected in the manner described in the methodology section and when the conclusions drawn are not justified by the collected material. Authors must describe in detail: the sampling method, the tools used, the data analysis methods and techniques. In order to allow replication of the procedures and control of the conclusions, the Authors are required to keep the raw data for at least five years after the publication of the texts based on these data.
2. It is also unacceptable to produce several texts on the basis of a single dataset collected to verify specific research problems or hypotheses, as this creates a false picture of the richness and replicability of the results. This restriction does not apply to public databases if they are used to verify new hypotheses.

III. Communicating the origin of the text and preventing conflicts of interest

1. If the text originates from a research project or grant, or is based on the Author's unpublished master's or doctoral thesis, appropriate information should be provided in a footnote to the title. In the case of a project, the title of the project, its reference number, the name of the institution where it is carried out and the name of the grantor should be provided. In the case of an unpublished thesis, the title of the thesis, the name of the supervisor and the name and department of the academic unit should be provided.
2. A conflict of interest occurs when research is funded by an organisation that has an interest in a particular outcome. Conflicts of interest may also have a non-financial basis, e.g. when the Author of the work and the Reviewer have had a direct personal or professional relationship in the last three years. In the first case, the Authors of the article are obliged to declare any actual or potential conflict of interest in the Statement of Text Originality. In the second case, the task of the editorial teams and the Scientific Board of the FRSE Publishing House is to select Reviewers in a way that will prevent such occurrence, while keeping the data confidential until publication.

IV. Consequences of non-compliance with ethical principles

1. In the event of a suspected occurrence of one of the listed forms of non-compliance with the principles of publication ethics, the Research & Publishing Office shall take the following actions:
 - a. asks the Author to clarify the situation. On this basis, the decision as to whether the suspicions are justified and require a revision of the work or its rejection is taken by the Director of the Office. The decision to reject a work should be preceded by an analysis of the work as a whole, the aim of which will be to identify fragments that are non-original, duplicated or taken from another work, while indicating their source. In justified cases, such an analysis is carried out by the Research & Publishing using an anti-plagiarism software;
 - b. reports the finding of a documented breach of the ethical principles to the Author's supervisor in the employing academic unit/institution and terminates the cooperation by not accepting the work for publication.

2. In the event of a serious breach of ethical principles being discovered after the text has been published, its distribution will be suspended and it will be removed from the FRSE online resources (czytelnia.frse.org.pl). Attempts will also be made to retract the text from other sources where it has been posted (e.g. full-text open access repositories), providing reasons for this decision.
3. This way, the FRSE Research & Publishing guarantees its readers that its publications are produced transparently, honestly and with respect for the work's authorship.