

## Principles of Publication Ethics of the FRSE Research and Publishing Department

The FRSE Research and Publishing Office follows the principles set out in the Core Practices of the Committee on Publication Ethics (COPE): [publicationethics.org/core-practices](https://publicationethics.org/core-practices).

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

The Department 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 Research and Publishing Department are also specified in the concluded publishing contracts. In the event that scientific misconduct is identified, the Department records all manifestations thereof and informs the relevant parties.

### 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 another person's work, data or ideas, in whole or in part, without indicating this in the text;
  - b. self-plagiarism (duplicate publication), i.e. publishing one's own work, in whole or in part, in more than one publishing outlet;
  - c. simultaneous submission of the same work to more than one publishing outlet.
2. The Author may quote extensive excerpts from another text or graphic material from another person's work only on condition of obtaining written consent from the copyright holder. In the case of works of persons deceased not more than 70 years ago, the Author is obliged to seek consent from the heirs to those rights. The source of each borrowed text element must be referenced with the exact page number.
3. The Author submitting a work for publication by FRSE Publishing must precisely indicate the contribution of individual persons to the creation of the work, including their affiliation, information on authorship of the concept, methodological assumptions and substantive elaboration of results. Persons who did not contribute significantly to the content (e.g. organised the study, collected data or provided linguistic editing of the article) should be listed in the acknowledgements section with a description of their role.
4. The Author submitting a work for publication must provide precise information on the extent to which tools based on artificial intelligence (AI) were used. FRSE Publishing House reserves the right to reject materials created using generative artificial intelligence.

5. By following the procedure described above, the following irregularities can be avoided:
  - a. ghostwriting, i.e. the omission of persons who have contributed to the creation of the work from the list of authors;
  - b. guest authorship, i.e. the attribution of authorship to persons who have not contributed to the submitted work

#### **Originality of the results presented**

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 applies where data were not collected in the manner described in the methodology section and where the conclusions drawn are not justified by the material collected. Authors must describe in detail: the sampling method, the tools used and the methods and techniques of data analysis. In order to enable verification of the procedures and conclusions, Authors are required to retain raw data for at least five years after the publication of the texts based on these data.
2. It is also inadmissible 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.

#### **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 following should be provided: its title, reference number, the name of the institution where it is carried out and the name of the funding body. In the case of an unpublished thesis, the following should be provided: its title, the name of the supervisor and the name and faculty of the academic unit.
2. A conflict of interest occurs when research is funded by an organisation that has an interest in obtaining a particular outcome. A conflict of interest may also have a non-financial basis, e.g. where the Author of the work and the Reviewer have had direct personal or professional relations within the last 3 years. In the first case, the Authors of the article are obliged to declare any actual or potential conflict of interest in the Declaration of Text Originality. In the second case, the task of the editorial teams and the Scientific Council of FRSE Publishing is to select Reviewers in a way that will prevent such occurrence, while maintaining data confidentiality until publication.

#### **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 and Publishing Department shall take the following actions:

- a. it requests 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 Department. The decision to reject a work should be preceded by an analysis of the work as a whole, aimed at identifying 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 and Publishing Department using an anti-plagiarism software;
  - b. it 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 the discovery of a serious breach of the ethical principles after the text has been published, its distribution will be suspended and it will be withdrawn from the FRSE online resources ([www.czytelnia.frse.org.pl](http://www.czytelnia.frse.org.pl)). Attempts will also be made to remove the text from other sources where it has been posted (e.g. full-text knowledge repositories), providing reasons for this decision.
3. This way, the Research and Publishing Department guarantees its Readers that its publications are produced in a transparent and fair manner, and with respect for authorship of the work.