

KOME's Publication Ethics and Malpractice Statement

Based on the Committee on Publication Ethics (COPE) Best Practice Guidelines for Journal Editors, available at www.publicationethics.org

I. Editor Responsibilities

I.1 Publication Decisions and Accountability

The co-EiCs are responsible for deciding which manuscripts submitted to the journal will be published. They base their decision mainly on the experts' and (if applicable) the assigned editorial board member's suggestions without being bound to them, and they are accountable for every item published in the journal. In making these decisions, the co-EiCs are also taking into account legal requirements regarding libel, copyright infringement, and plagiarism.

I.2 Fair Play

During the preliminary editorial review as well as during the final decision, the EiCs and the assigned editorial board members should evaluate manuscripts solely for their intellectual content, without regard to any characteristics of the author or the author's thoughts that have no bearing on the scientific quality of the research reported.

I.3 Conflict of Interests

All editors handling manuscripts should ensure a fair, non-biased peer-review process. In cases they have CoIs, handling editors should ask a co-editor or a member of the editorial board instead to handle the manuscript in question.

I.4 Confidentiality

The co-EiCs and the editorial board members are aware that any submitted manuscript, as well as any and all supplementary data and cover letters must be treated as confidential. With the exception of reviewers, potential reviewers and other editorial advisers (and in special cases; the publisher), they must not and will not disclose any information about a submitted manuscript to any third parties.

I.5 Expression of concerns, corrigenda, errata, and retractions

The co-EiCs will be guided by COPE's Retraction Guidelines when considering issuing a corrigendum/erratum, an expression of concern or a retraction in connection with articles already published in KOME. If receiving allegations of fraud, misconduct or plagiarism, the co-EiCs and the publisher will take appropriate measures to clarify the situation. If such claims are proved to be correct, the co-EiCs will arrange the publication of a corrigendum/erratum. In the most severe cases, the co-EiCs and the publisher will retract the affected work, and if the original claim is backed up with substantial evidence, they may issue an expression of concern to alert the journal's readership until further clarification is obtained.

I.6 About Submissions by our Editorial Staff

Future contributions by our editorial staff will fall into two categories. On the one hand, editorials, the writing of which is clearly part of the tasks of an editor, and possibly, on the other hand, „normal” original research or review papers. Editorials are not peer-reviewed, and do not require a formal submission to the journal: they always represent the editor’s opinion on a relevant issue independently from the fact that they are usually unsigned. Though there is some controversy regarding the practice of editors or editorial board members publishing in their own journal, we consider that there are reasons for allowing our editorial staff to publish in KOME, as we are against to limit possibilities of publication available to colleagues. We are convinced that an appropriate route to take in these cases is to make the review process as transparent and rigorous as possible. For this sake, the review process is slightly modified when handling a submission by the members of our editorial staff. In case of a manuscript submitted by one of our editors, the editor in question will be excluded from all aspects of the review process, including preliminary editorial decision about sending the manuscript to reviewers as well as the choice of peer reviewers. Final decisions about publication or rejection will be made by an editor who is not among the authors of the manuscript.

II. Reviewer Responsibilities

II.1 Contribution to Informed Editorial Decisions

EiCs base their decision on the external experts’ and the assigned editor’s suggestions. Reviewers -indirectly- also assists the author(s) in correcting and improving the manuscript.

II.2 Competence, Confidentiality, and Objectivity

An invited reviewer should turn down the invitation if s/he feel unqualified or do not feel well positioned to review the manuscript. Reviewers should be aware that any manuscript received for review, as well as any and all supplementary data must be treated as confidential. This means that they must not be shared and discussed with or shown to third parties. The reviewer’s report, which will be anonymized and sent to the author, should be as objective as possible, and all substantial statements must be accompanied by appropriate supporting arguments.

III. Author Responsibilities

III.1 Originality

Upon submission, the authors must ensure that their work is original, that the contribution has not been published before and has only being submitted to KOME – An International Journal of Pure Communication Inquiry. In addition, the manuscript must not be submitted elsewhere while in consideration for publication at KOME.

III.2 Authorship of a Manuscript

Authorship should only be assigned to those who have made a significant contribution to the results reported, and all such persons should be listed as co-authors. Less significant, but nonetheless substantive contributors should be named in the Acknowledgement. If other than the main author, the corresponding author should ensure that no appropriate coauthors are excluded from and no gift authors are included in the author list of the submitted manuscript. Otherwise, the main author is responsible for the above, and for having the approval of all co-authors to submit the manuscript for publication to KOME. After acceptance of a manuscript, adding a new co-author is subject to editorial approval.

III.3 Redundant (Duplicate) Publications

As stated in the section "Quality Standards," KOME expects original articles for submission that have not been published previously. The editors define attempt to redundant publication as submitting a paper that is identical to a previously published paper by the same author(s), without attribution to the original source(s). Usually, the editors tend to reject any paper belonging to this category. Nevertheless, there are instances when dual publication may be acceptable. Abstracts and posters at conferences as well as results presented at meetings are not considered by KOME as prior publications. Substantially rewritten and/or enhanced conference proceedings may also qualify for the status of "original articles" if they have min. 30-50% new content, and materials translated from an original publication in a different language can also be considered as non-redundant. In these cases, an attachment of the source article to the submission is strongly advised, and an in-text footnote referring to the source article, under the title of the submitted paper, must be included.

III.4 Plagiarism

The editors define plagiarism as the (verbatim or rephrased) use of someone else's words, work or ideas without adequately crediting the original source in the submitted article. If plagiarism is confirmed in a submission, the editors will discuss the situation with the author(s). If a satisfactory explanation from the author is provided to the editors, minor cases (e.g., one "honest error" or a non-native speaker copying only short phrases) will result in a request to rework the manuscript and include proper references. If a satisfactory explanation from the author is not provided to the editors, or clear plagiarism is detectable (copying large blocks of text, ideas or data presented as if they were by the author's etc.), the submitted paper will be rejected and the editors will contact author's institution, passing KOME's concerns to the author's superior, or a person in charge for research governance.

III.5 Disclosure and Conflicts of Interest

Author(s) must disclose upon submission:

- All forms of financial support, including grants, scholarships, commercial or non-profit company support for the project.

- Any commercial or financial involvements that might present an appearance of a conflict of interest related to the contribution. (After acceptance, such potential conflicts of interest will be discussed with the Editor as to whether disclosure of this information with the published

contribution is to be made in the journal. If the author declares no conflicts of interest, the following will be printed with the article: “The author(s) declares no conflict of interest”)

- That s/he have not agreed, either in speech or in writing with any sponsor of the research reported in the contribution that prevents him or her from publishing any results, from using any type of analysis or method which s/he find otherwise appropriate, or from commenting and interpreting the results in a way that s/he find otherwise appropriate.

- That s/he have not agreed, either in speech or in writing with any sponsor of the research reported in the contribution that binds him or her to publish any results in a specific order or context, or to use specific methods for analysis, or to comment or interpret any part of the contribution or materials used to prepare the contribution in a specific way.

III.6 At the Proof Stage of Publication

After his or her manuscript is finally accepted for publication, the author(s) have to sign and return the Publishing Agreement (with copyright assignment). Authors must be aware that after the first proof is returned to them, they cannot ask for adding new content or new references to the manuscript.

III.7 Legal Issues

All authors are responsible for the work reported in the manuscript, and they should obtain and enclose all necessary permissions for the reproduction as part of the contribution of copyright works (including artistic works, e.g., illustrations, photographs, charts, maps, other visual material, etc.) not legally owned by them. They should also ensure that the manuscript contains no unlawful statements and does not infringe any rights of others, and must agree to indemnify the journal owners and the Hungarian Communication Studies Association against any claims in respect of the above warranties.

III.8 Errors in Already Published Articles

If and when an author discovers a significant error, inaccuracy or omission in his or her article published in KOME, s/he is obliged to notify at least one co-EiC about the problem.