

PUBLISHING ETHICS

This Publication Ethics is based on the proceedings of the Committee on Publication Ethics (COPE).

"Bibliography" follows the ethical standards of scientific publication approved by the Committee on Publication Ethics (COPE). As for the "Bibliography" journal, it is important to lay down the standards of the expected ethical conduct for all parties involved in the act of publishing: the authors, the journal editorial board, the peer reviewers, and the publisher.

DUTIES OF AUTHORS

Manuscript requirements

Authors of original research papers should present an accurate account of the work performed as well as an objective discussion of its significance. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, this must be appropriately cited or quoted. Plagiarism takes many forms, from 'passing off' another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

Multiple and Concurrent Publication

The authors should ensure that they have written entirely original works. An author should not in general publish a manuscript describing essentially the same research in more than one journal of primary publication. An author mustn't submit for consideration in another journal a previously published paper.

Publication of some kinds of articles (e.g., translations) in more than one journal is sometimes justifiable, provided certain conditions are met. Authors and editors of the journals concerned must agree to the secondary publication, which must contain the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

Acknowledgement of Sources

Proper acknowledgment of the work of others must always be given. Authors have to cite publications that have been influential in determining the nature of the reported work. Information obtained in private conversation, correspondence, or discussion with third parties must not be used or reported without explicit, written permission from the source.

Authorship of the Paper

Авторами публикации могут выступать только лица, которые внесли значительный вклад в формирование замысла работы, разработку, исполнение или интерпретацию представленного исследования. Автор должен удостовериться, что все соавторы видели и одобрили окончательную версию работы и согласились с представлением ее к публикации.

Fundamental errors in published works

When an author discovers a significant error or inaccuracy in a published work, it is the author's obligation to promptly notify the editor of the journal and cooperate with him/her to retract or correct the paper, If the editor learn from a third party that a published work contains a significant error, it is the obligation of the author to retract or correct the paper as soon as possible.

DUTIES OF EDITORS

Decision for publication

With due respect of the peer reviewers' opinion, the editorial board of the "Bibliography" journal is solely responsible for deciding which of the articles submitted to the journal should be published. The importance of the work in question to researchers and readers must always underwrite such decisions. The Editor acts in compliance with the policy of the journal's Editorial Board and Staff and is constrained by such legal requirements as shall then be in force regarding law, copyright infringement, libel and plagiarism.

Confidentiality

The editorial board and staff of the "Bibliography" journal will not disclose without any need any information about a submitted manuscript to any third person other than the corresponding authors and reviewers.

Vigilance over published record

An editor presented with convincing evidence that the substance or conclusions of a published paper are erroneous should coordinate with the publisher to promote the prompt publication of a correction or retraction.

DUTIES OF REVIEWERS

Contribution to Editorial Decisions

Peer review assists the editor in making editorial decisions and may also assist the author in improving the paper. Publisher shares the view of many that all scholars who wish to contribute to publications have an obligation to do a fair share of reviewing.

Diligence

A reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor.

Confidentiality

Any manuscript received for review must be treated as a confidential document.

Objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.

Acknowledgement of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any previously reported statement (observation, derivation, or argument) should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

DUTIES OF THE PUBLISHER

The publisher should observe the policies and procedures for editors, reviewers and authors of the "Bibliography" journal who perform their ethical duties under these ethics guidelines.

The publisher should backup journal editors in the review of complaints raised in connection with ethical issues and help in communication with other journals where this contributes to the fulfilment of the editor's duties.

Publisher should provide a specialized legal support (review and counsel) if necessary.