

## **ARA Publication Ethics and Publication Malpractice Statement**

The ARA Reports [Caiete ARA] Journal follows the recommendations of the Committee on Publication Ethic – COPE, regarding principles of scientific research, research ethics, transparency, and best practice in scholarly publication, as available in the following documents: *Code of Conduct and Best Practice Guidelines for Journal Editors* and *Code of Conduct for Journal Publishers*.

The actors involved in the process of producing the journal – the editors, the reviewers, the authors, and the publisher – have responsibilities regarding their scientific work, briefly summarized as follows:

**EDITORS** are responsible for deciding which articles will be published, evaluating the papers exclusively on scientific criteria (originality, clarity, importance, validity) and the relevance to the journal's scope. They ensure a quality peer review process for all the manuscripts considered for publication. Any deviation from the rigours of scientific requirements (as plagiarism, copyright infringement, falsification etc.) is notified and reported as unethical publishing behaviour, taking appropriate measures (correction, retraction, expression of concern, etc.). The editorial board keeps the confidentiality regarding the submitted manuscripts, will not use unpublished information for their own research, and in case of conflict of interest the editors will recuse themselves from reviewing the manuscripts.

**AUTHORS** are responsible for personally drafting the manuscript as an original scholarly paper, acknowledging the sources and the work of others, containing an accurate presentation of the research conducted, followed by an objective analysis of its importance. The author should ensure access to primary sources used for research at the

request of the editorial board, as well as other competent scholar. Private sources (conversations, correspondence, etc.) must not be used without an explicit permission from the source. At the same time, the author must not repeatedly publish the same research in different papers, as it constitutes an unethical publishing behaviour. The same situation applies for introducing co-authors who have not brought a significant contribution to the paper (ghost and guest authorship). In situations when there are multiple authors, a corresponding author will mediate the review process and will verify that everyone approves the final version of the manuscript prior to publication. Conflicts of interest liable to influence the results of research should be disclosed by the author (financial support, membership, employment, affiliation, etc.). Authors are obliged to participate in the peer review process, offering clarifications, and, if needed, operating all the requested modifications within the given deadline. Should one discover significant errors or inaccuracies in the published work, it is their obligation to notify the editor and retract the paper, or correct it in form of an erratum.

REVIEWERS' contributions are essential in assisting editors making editorial decisions, improving the quality of the authors' contributions, and aiding the scientific process of publishing in general. Therefore, they are invited to notify the editor as soon as possible if they cannot assist in the limited time, due to various reason (lack of time, lack of expertise, conflict of interest). The referee must keep the confidentiality regarding the content of the manuscript, and must not use it for personal research. The review has to be objective; observations should be accompanied by clear arguments, directed only to the content, without personal reference to the author.

PUBLISHER has the responsibility to: communicate journal policies; protect intellectual property and copyright; define the relationship between publisher, editor and other parties in a contract; respect privacy; maintain the integrity of the academic content.