



### Ethics and Procedures

#### *General*

The editor(s) and publisher of this Journal believe that there are fundamental principles underlying scholarly or professional publishing. While this may not amount to a formal "code of conduct", these fundamental principles with respect to the authors' paper are that the paper should:

- be the authors' own original work,
- reflect the authors' own research and analysis and do so in a truthful and complete manner,
- properly credit the meaningful contributions of co-authors and co-researchers, and
- be appropriately placed in the context of prior and existing research.

Of equal importance are ethical guidelines dealing with research methods and research funding, including issues dealing with informed consent, research subject privacy rights, conflicts of interest, and sources of funding.

While it may not be possible to draft a "code" that applies adequately to all instances and circumstances, the editor(s) and publisher of the Journal believe it useful to outline our expectations of authors and procedures that the Journal will employ in the event of questions concerning author conduct. Procedures and guidelines with respect to such queries and investigations are outlined in the [Elsevier Position on Journal Publishing Ethics and Responsibilities<sup>1</sup>](#) and are incorporated herein by reference. These guidelines should be reviewed by all authors.

#### *Ethical requirements for the submitted paper*

- All research or methodologies identified as being conducted or developed by the authors or institutions will in fact have been so conducted or developed.
- Relevant prior and existing research and methodologies will be properly identified and referenced using the standard bibliographic and scientific conventions (see the section below on style requirements).
  - Any prior established research or methodologies that are contradicted by the paper are likely to be relevant and if not identified and referenced in the paper should be disclosed and identified in the submission to the Journal (e.g. in the cover letter).
- All reporting, writing, and editing that make up the content of the submitted paper shall be the original work of the authors and shall not plagiarize the work of others.
  - *Plagiarism* can mean the literal copying of the entirety of another's article or paper or other text.
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  - *Duplicate or double submission* means the submission of the same paper to more than one scholarly or professional journal while a decision from another journal on that same paper is still pending.
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- Exceptions for matters such as prior publication in a locally published journal in a language

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  - All participants in a research project that is the subject of a paper who made a substantive contribution to the research and the analysis presented in the paper should be identified or credited.
- To be identified as a co-author, however, the participant should have contributed to the conception and design of the project, drafted substantive portions of the paper or edited or revised same, and taken responsibility for the analysis and conclusions of the paper.
- Other participants with less responsibility – for example, those who merely assisted in carrying out the research – should be identified and acknowledged for their contributions.
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- Relevant conflicts of interest should be disclosed (see the [Elsevier Policy on Conflicts of Interest<sup>2</sup>](#)).

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<sup>2</sup> <http://www.elsevier.com/wps/find/authorshome.authors/ethicsinpublishing/conflictinterest>