
Public Sector Economics

Ethical guidelines for publication

THE JOURNAL

Public Sector Economics (below: PSE) is a double-blind peer-reviewed scientific journal published quarterly by the **Institute of Public Finance** (below: the publisher). PSE's objectives are to disseminate high-quality policy-relevant and applied research in public sector economics, and to promote exchange among researchers in academic and policy analysis institutions in this field.

The PSE is managed by the Editorial Board (below: the editors) comprising the Editor-in-Chief, Co-editors and Associate Editors. They are appointed by and report to the publisher. Both staff of the publisher and outside scholars are eligible to serve as editors. The editors are appointed for four-year terms and may serve up to three full terms. To create a staggering of terms, the publisher may appoint Co-editors for shorter terms.

The editors support and promote PSE by actively encouraging submissions in the academic and policy analysis communities, reviewing manuscripts, and organising annual conferences. The Editor-in-Chief is responsible for the general management of PSE, including the editorial decision process and day-to-day operational matters. The Co-editors advise the Editor-in-Chief on editorial issues and policies and assist her/him in strategic planning and the processing of materials for publication. Together with the Associate Editors, the Co-editors also evaluate the merit of submitted manuscripts and reviews by other experts and coordinate conferences and seminars sponsored by PSE. The editors meet at least twice each quarter to review the publication line-up and exchange views on the running of PSE.

The editors nominate, subject to approval by the publisher, a slate of prominent scholars from academic and policy research institutions to serve as Advisory Board members. The Advisory Board members are appointed for four-year terms and may serve two full terms. The Advisory Board meets biennially with the editors to review the activities and publications of PSE, as well as plans and other strategic issues related to the journal.

PSE provides open access to all of its content on the principle that making research freely available to the public supports the exchange of knowledge in the most productive manner. Free access is also associated with increased readership and the increased citation of authors' work.

The publisher ensures that PSE is securely archived and accessible on its internet website.

To ensure the high quality of PSE and the best practice in publication ethics, the publisher has established the following ethical guidelines.

EDITORIAL PROCESS

The editors seek manuscripts of high analytical quality in all fields of public sector economics. The submissions are first evaluated by the Editor-in-Chief and at least one more editor. In the interest of avoiding unnecessary editorial delays and of conserving reviewing resources, they can determine that a manuscript is unlikely to be appropriate for the PSE, without sending it to reviewers. “Appropriateness” may reflect the fit of the manuscript with the PSE's objectives, the editors' assessment of quality or originality, or other factors.

Authors are informed within two weeks about the standing of their submission: editorial rejection or initiation of the peer-reviewing process. The decision to reject under the editorial procedure cannot be appealed.

All manuscripts that pass the editorial review procedure are processed with the aid of standard plagiarism checking software. Those that satisfy the criteria of originality subsequently undergo double-blind peer review. The editors send the manuscript to at least two reviewers in anonymised form. The reviewers normally return their reports within four weeks. After the peer-reviewing process, the editors decide about the rejection or revision-and-resubmission in accordance with reviewers' suggestions and inform the authors. Revised-and-resubmitted manuscripts are sent back to reviewers for follow-up recommendations, which are normally returned within two weeks. The Editor-in-Chief consults other editors upon receipt of reviewers' follow-up recommendations and makes the final decision whether to publish the paper. She/he may ask the authors to make additional changes before the paper is published.

There is no submission fee. Manuscripts must be written in English and should be submitted with a concise abstract. The PSE does not normally publish manuscripts longer than 30 pages, including references, tables and graphs. The authors are asked to follow the instructions on the [PSE website](#) when preparing the manuscript for publication.

EDITORS

The editors evaluate all submitted manuscripts and peer reviews solely based on their intellectual content, without regard to the authors' and reviewers' nationality, gender, race, sexual orientation, religious belief, ethnic origin, citizenship, political philosophy or institutional affiliation.

After the initial editorial review, submissions are sent in anonymised form to reviewers. The editors and the PSE staff are not allowed to disclose any information about the status of submitted manuscripts to anyone other than the corresponding author, the reviewers, and the publisher. In addition, the editors and the PSE staff are not allowed to disclose any identifying information about the authors and reviewers to anyone other than the publisher.

Manuscripts submitted by the editors and papers solicited by the editors are subject to the full review process like all other submissions to the PSE.

The editors may not engage in editorial review process if they have any conflicts of interest resulting from competitive, collaborative, or other relevant relationships or connections with any of the authors, companies, or institutions associated with a submitted manuscript.

The editors may not use unpublished material disclosed in submitted manuscripts in their own research. They are obliged to keep confidential and not use for personal advantage any privileged information or ideas obtained through the editorial review process.

The editors systematically ensure that commercial considerations do not affect editorial decisions. Information on **PSE financing sources** is publicly available on its website.

The editors and the publisher will take adequate steps when ethical complaints about a submitted manuscript or article published in the PSE have been presented. They are obliged to follow the best practice recommended by the **Committee on Publication Ethics (COPE)** in such cases.

The editors make consistent efforts to align PSE policies and publication ethics with the best practice in academic publishing. They take all appropriate steps to educate authors and reviewers about the publication ethics and to eliminate instances of academic misconduct.

AUTHORS

Manuscripts are accepted for review with the understanding that they contain original work and have not been published or submitted for publication in any other journal. The authors should not submit for publication manuscripts describing essentially the same or marginally different research already published in other journals.

All those who have made significant contributions should be listed as co-authors. Others who have participated in certain aspects of the research project should be acknowledged. Unless otherwise indicated, the author who submitted the manuscript for publication will be considered as the corresponding author. She/he will be responsible for ensuring that all authors have approved the submission, re-submissions and the final version of the paper.

The authors should ensure that the work of others is acknowledged in their manuscripts in line with academic principles. The authors should cite publications that have been influential in determining the nature of their work. Plagiarism in all forms constitutes unethical behaviour and is unacceptable. The editors use industry standard software to check the degree of originality of submitted papers and detect instances of plagiarism.

Authors may be asked to provide raw data in connection with their submission and should be prepared to retain such data for a reasonable time after publication. Underlying data should be represented accurately in the paper. Empirical analysis should contain sufficient details on the methodology and estimation techniques to allow replication of the results.

The PSE uses Crossmark software to indicate whether the content of published papers has been updated, corrected, or retracted. When the authors discover a significant error or inaccuracy in their own published work, they must promptly notify the editors and cooperate on the issue. If the editors learn from a third party that a published work contains a significant error, the authors must correct or retract the article promptly, or provide evidence of the correctness of the original analysis.

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source. Information obtained by the authors in the course of confidential services such as refereeing manuscripts or reviewing grant applications cannot be used in manuscripts submitted to PSE without explicit permission of the persons concerned.

When submitting the manuscript, all authors should disclose any financial or other potential conflicts of interest that might be perceived as influencing the results or interpretation of their analysis. Examples of potential conflicts of interest to be disclosed include, but are not limited to: employment, consultancies, asset ownership, honoraria, paid expert testimony, patent applications or registrations, and other financial or commercial interests directly or indirectly related to the results of the study. The authors are requested to disclose all sources of financing if their manuscript is based on a research project financed by grants or other funding outside the institutions they are affiliated with. All sources of financial support for projects described in the manuscript should be disclosed. The publisher will require the authors to publish corrections if competing interests are revealed after publication, and may take other appropriate measures, including retraction of the publication.

In empirical papers using survey methodologies, the authors are responsible for ensuring that legal privacy rights of survey participants applicable in a given jurisdiction have been fully respected. Authors should in particular grant survey participants the right to decide what happens with identifiable personal data and other information gathered during a survey or an interview, including photographs, recordings, and other media formats used by the authors.

If authors use some copyright material (e.g. maps, drawings, lyrics) in their paper, they must obtain the right to use such material from copyright owner before publishing the paper in PSE.

REVIEWERS

Reviewer comments should acknowledge the positive aspects of the manuscript, identify negative aspects constructively, and indicate the improvements needed. The reviewers should explain and support their judgment clearly enough for editors and authors to understand the basis of the comments. The purpose of peer review is not to demonstrate the reviewer's proficiency in identifying flaws. The reviewers should respect the intellectual independence of the author. Personal criticism of the authors is inappropriate. All comments should be courteous and capable of withstanding public scrutiny.

Reviews should be conducted impartially and objectively. All comments by reviewers should be based solely on the manuscript's scientific merit, originality, quality of writing, the relevance to PSE objectives, and – should the reviewers come into possession of relevant information – without regard to the authors' nationality, gender, race, sexual orientation, religious belief, ethnic origin, citizenship, political philosophy or institutional affiliation.

Reviewers should notify the editor promptly if they feel they do not have adequate expertise to provide an authoritative assessment of the research reported in a manuscript. They should also notify the editors if they cannot meet the standard four-week deadline for review in the PSE.

In addition to the standard set of comments for the author, reviewers are invited but not obliged to provide a separate brief set of comments explaining their recommendation to the editors only.

Reviewers should 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, as well as any relevant published work that has not been cited by the authors.

Reviewers must treat any manuscript received for review as confidential. They should not share the manuscript or discuss it with others, except as authorised by the editors. They should not use unpublished materials disclosed in the manuscript they are reviewing in their own research. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Every effort should be made to avoid even the appearance that they might be taking advantage of information obtained through the review.

Reviewers should notify the editors and excuse themselves from the review process if they have conflicts of interest in a manuscript resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions associated with the manuscript.

Reviews in PSE are not remunerated. PSE continuously updates the [list of reviewers](#) on its website.

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