

Public Sector Economics

Ethical guidelines for journal publication

Public Sector Economics (below: the journal) is published by the **Institute of Public Finance** (below: the publisher). To ensure the high quality of the journal, the publisher has established guidelines based on the following sources:

(A) Elsevier Publishing Ethics Guidelines

(<http://www.elsevier.com/wps/find/authorsview.authors/rights>)

(B) Springer Editorial Policies

(<https://www.springer.com/gp/editorial-policies>), and

(C) COPE's Best Practice Guidelines for Journal Editors

(http://www.publicationethics.org/files/u2/Best_Practice.pdf).

The guidelines are divided into five sections. The first four sections describe respectively the duties of the editor, the editorial board members, the authors and the reviewers. The last section describes several other considerations.

1. EDITOR

1.1. ENSURING PUBLICATION ETHICS

The editor will actively seek the views of authors, readers, reviewers and the editorial board members so as to ensure the journal meets the highest academic standards of. The editor will take all steps to eliminate academic misconduct and to educate researchers about publication ethics. Journal policies will be kept in line with the latest findings in the field of *journalology* and the effects of journal policies on authors' and reviewers' behaviour.

1.2. PUBLICATION DECISIONS

The editor is responsible for deciding which of the articles submitted to the journal should be published. Decisions are driven by the quality and relevance of the article. In making decisions, the editor may consult reviewers and editorial board members.

1.3. FAIR PLAY

The editor evaluates manuscripts for their intellectual content without regard to the race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors. Submissions to the journal authored by the editor, the editorial staff or the editorial board members will be handled in such way as to ensure unbiased reviews.

1.4. CONFIDENTIALITY

The editor and the editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

1.5. DISCLOSURE AND CONFLICTS OF INTEREST

- a) Unpublished materials disclosed in a submitted manuscript must not be used in the editor's own research without the written consent of the author.
- b) Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.
- c) The editor should recuse her/himself from considering manuscripts in which he/she has conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions associated with that particular article.
- d) The editor should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. If needed, other appropriate actions should be taken, such as retraction of the publication.

1.6. INVOLVEMENT AND COOPERATION IN INVESTIGATIONS

The editor, in conjunction with the publisher, will take adequate steps when ethical complaints concerning a submitted manuscript or published article have been presented. Such measures will generally include contacting the authors of the manuscript or published article and giving due consideration to the respective complaint or claims made. They may also include further communications with the relevant institutions and research bodies. In cases in which a complaint is upheld, the publisher will issue a correction, retraction, a notice of removal, or other note, as may be relevant. Every reported act of unethical publishing behaviour must be looked into, even if it is revealed years after publication.

2. THE EDITORIAL BOARD MEMBERS

The publisher will insist on a highly competent editorial board whose members can actively contribute to the development and good management of the journal.

The functions and duties of the editorial board members are:

- supporting and promoting the journal,
- seeking out the best academic contributions and actively encouraging submissions of the manuscripts,
- accepting commissions to pre-review and review submissions, write editorials, reviews and commentaries on articles in their specialist area.

The editor is obliged to:

- consult the editorial board members at least once a year to gauge their opinions about the running of the journal,
- inform them of any changes to the policies of the journal and identify future challenges.

3. AUTHORS

3.1. REPORTING STANDARDS

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the article. An article should contain sufficient details and references to allow replication of the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable. Review and professional publication articles should also be accurate and objective, and works featuring editorial opinion should be clearly identified as such.

3.2. DATA ACCESS AND RETENTION

Authors may be asked to provide the raw data in connection with an article for editorial review and should in any event be prepared to retain such data for a reasonable time after publication.

3.3. ORIGINALITY AND PLAGIARISM

Only original academic contributions will be considered for publication in the journal. The authors should also ensure that the work of others is appropriately acknowledged in their manuscripts, in line with academic principles and practices. The authors should cite publications that have been influential in determining the nature of the reported work.

Plagiarism in all its forms constitutes unethical behaviour and is thus unacceptable.

Plagiarism can take many forms, such as copying or paraphrasing substantial fragments from other sources without attribution, claiming results from research conducted by others, and 'passing off' someone else's paper as the author's own work.

3.4. MULTIPLE, REDUNDANT OR CONCURRENT PUBLICATION

The authors should not submit for publication manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

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

3.5. ACKNOWLEDGEMENT OF SOURCES

Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the permission of the author(s) of the work involved in these services.

3.6. AUTHORSHIP OF THE ARTICLE

Authorship should be limited to those who have made a significant contribution to the conception, design, execution and interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain aspects of the research project, they should be acknowledged or listed as contributors.

It is the responsibility of the corresponding author to ensure that the list of authors is accurate and complete, as well as to make sure that all co-authors have approved the final version of the article and have agreed to its submission for publication.

3.7. DISCLOSURE AND CONFLICTS OF INTEREST

When submitting the manuscript, all authors should disclose any financial or other substantive conflict of interest that might be construed as influencing the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

Examples of potential conflicts of interest, which should be disclosed, include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding.

3.8. FUNDAMENTAL ERRORS IN PUBLISHED WORKS

When the authors discover a significant error or inaccuracy in their own published work, it is their obligation promptly to notify the editor or the publisher and cooperate with the editor on this issue. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the authors promptly to correct/retract the article or provide evidence of the correctness of the original article.

3.9. INFORMED CONSENT

All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken. This is especially true concerning images of vulnerable people (e.g. minors, patients, refugees, etc) or the use of images in sensitive contexts. In many instances, authors will need to secure written consent before including images.

Identifying details (such as names, dates of birth, identity numbers, and other information) of the participants that were studied should not be published in written descriptions and photographs unless the information is essential for scholarly purposes and the participant (or parent/guardian if the participant is a minor or incapable or legal representative) gave written informed consent for publication.

Informed consent for publication should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. Exceptions where it is not necessary to obtain consent is granted for reuse of images: If images are being

reused from prior publications, the Publisher will assume that the prior publication obtained the relevant information regarding consent. Authors should provide the appropriate attribution for republished images.

3.10. CONSENT TO PARTICIPATE

For all research involving human subjects, freely-given, informed consent to participate in the study must be obtained from participants (or their parent or legal guardian in the case of children under 18) and a statement to this effect should appear in the manuscript.

3.11. CONSENT TO PUBLISH

Individuals may consent to participate in a study, but object to having their data published in a journal article. Authors should make sure to also seek consent from individuals to publish their data prior to submitting their paper to a journal. This is in particular applicable to case studies.

4. THE REVIEWERS

4.1. CONTRIBUTION TO EDITORIAL DECISIONS

Peer review assists the editor in making editorial decisions and through the editorial communications with the authors may assist in improving the article. Peer review is an essential component of formal scholarly communication, and lies at the heart of the scientific method. The journal shares the view of many that all scholars who wish to contribute to publications have an obligation to do a fair share of reviewing.

4.2. PROMPTNESS

Any selected referee who feels unqualified to review the research reported in a manuscript, or knows that a prompt review will be impossible, should notify the editor and excuse themselves from the review process.

4.3. CONFIDENTIALITY

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

4.4. STANDARDS OF OBJECTIVITY

Reviews should be conducted objectively. Personal criticism of the author(s) is inappropriate. The reviewers should express their views clearly with supporting arguments.

4.5. ACKNOWLEDGEMENT OF SOURCES

When noticed, the reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. The reviewers should also call to the editor's attention any substantial similarity or overlap with the manuscript under consideration and any other published paper of which they have personal knowledge.

4.6. DISCLOSURE AND CONFLICT OF INTEREST

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. The reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions associated with the article.

5. OTHER CONSIDERATIONS

5.1. INTELLECTUAL PROPERTY

The journal will adopt procedures for detecting plagiarism in submitted items, both routinely and especially when suspicions are raised. The authors whose copyright has been breached or who have been the victims of plagiarism will gain support from the journal. The journal will take actions in accordance with Committee on Publication Ethics (COPE: <http://publicationethics.org/>).

5.2. COMMERCIAL ISSUES

The journal will ensure that commercial considerations do not affect editorial decisions. Information on income sources by which the journal is co-financed are publicly available on its website.

5.3. ENSURING THE INTEGRITY OF THE ACADEMIC RECORD

The publisher will ensure that published material is securely archived.

5.4. ANY FURTHER ETHICAL ISSUES

The following points are only intended to give a broad overview and are not exhaustive. We encourage our authors, reviewers, and editors to refer to the Committee on Publication Ethics (COPE) website <http://publicationethics.org>. Any further ethical issues are dealt with according to COPE recommendations.