

Journal *Studia Biblica Slovaca*

Rules and Regulations



2018

B. Ethics Policy

1. Basic Ethics Standards of Publishing in *StBiSl*

1. *StBiSl* publishes only those articles which neither the entire nor its parts nor its translations have been previously published elsewhere (either in a printed or an electronic medium) or which are not already under another review process other than *StBiSl*. This agreement and consent is automatically taken by the author by the very submitting of his manuscript to the *StBiSl* editorial office.

2. All the articles published in *StBiSl* have to meet the criteria of scientific research. They have to be able to present an issue in a respectful scientific debate, to offer new findings on the respective issue and above all to offer an innovative solution. *StBiSl* primarily accepts the articles from the field of biblical exegesis, biblical theology, philology and biblical archaeology and history. *StBiSl* also welcomes submissions in biblical exegetical studies of an interdisciplinary character, such as Judaic studies, patristic studies, liturgy, moral theology, etc.

3. *StBiSl* accepts only original, scientific and professional papers regarding knowledge generated by the latest research on biblical science. These have to be a product of the authors' own independent, scientific inquiry based on the research of the sources and scientific literature and a work written only by them. If citing, i.e. where material or data are taken from other literary sources – including their own published writings, the authors should clearly refer to it in the text of the manuscript by following the specific requirements of the BCS.

4. Submitted manuscripts undergo an anonymous peer review process by two or in case of necessity even by three peer reviewers. The reviewers' identity remains strictly anonymous to the author. The reviewers are chosen by the editor-in-chief principally from among the members of the EB as experts in the field of the reviewed manuscript. The editor-in-chief communicates the results of the review reports to the authors. As part of the review process, submitted articles may be checked with duplication-checking software. See *StBiSl Publication Ethics*.

5. *Review process and review reports*. Manuscripts submitted to *StBiSl* undergo an anonymous peer review process by two or three peer reviewers. The reviewers' identity remains strictly anonymous to the author. The reviewers are chosen by the editor-in-chief principally from among the members of the EB as experts in the field of the reviewed manuscript.

In his/her review report, the reviewer makes a clear recommendation either to publish, to revise and re-submit or not to publish a submission and provides reasons for his/her recommendation. If there are two review reports that give contradictory results, the ultimate decision lies with the editor-in-chief.

6. *Authorship*. Regarding authorship, all parties who have made a substantive contribution to the article should be listed. Principal authorship, authorship order, and other publication credits should be based on the relative scientific or professional contributions of the individuals involved, regardless of their status.

7. *Acknowledgements*. All those who have made a contribution to the article yet do not meet the criteria for authorship should be listed in an "Acknowledgements" section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support. Any personal acknowledgements should be supplied separately to the main text.

8. *Declaration of conflicting interest*. *StBiSl* requires that the authors by submitting their manuscripts declare to the *StBiSl* editorial office that there are no conflicting interests and respect the good practice in order to avoid any negative impact on their research outcomes.

2. *StBiSl* Publication Ethics and Policies

1. *Basic Instructions*

a. Since 2012, the publisher of *StBiSl* is Comenius University, Faculty of Roman Catholic Theology of Cyril and Methodius, Kapitulská 26, 814 58 Bratislava 1, Slovakia.

b. The editor-in-chief is the managing body of *StBiSl*. The deputy editor-in-chief assumes the role of editor-in-chief in his absence. The executive body consists in the redactors: review redactor, executive redactor and the members of the Editorial Board.

c. Members of the Editorial and the international Advisory Board are the notables in the field of biblical exegesis and biblical theology from Slovakia, Czech Republic and from abroad. The Editorial Board (hereafter EB) is responsible for the biblical scientific development in the articles submitted to *StBiSl*. It should avoid any malpractice in them and should oversee maintaining and promoting the requirements of *StBiSl* publication ethics as well as the quality of the submitted articles.

d. The below given requirements of *StBiSl* publication ethics are binding for all persons who are involved in the *StBiSl* publication process.

2. *Authorship and Responsibility of the Authors*

a. The authors should submit only original manuscripts which have been written only by them, which have not been previously published and have been submitted only to the periodical *StBiSl*. If the authors have taken some material or data from other sources – including their own published writing – the source must be clearly cited, and the obtained permission clearly stated. In the manuscript, there can be some parts which have been already published elsewhere, but the basic part of the manuscript must be original.

b. Authors should cite all the sources (including their already published owns) they have used or to which they have referred in their articles. It is required to give information about all the obtained permissions for publication or for referring to the sources, mainly if some source have not been published yet. By the very submission of their articles, authors declare that the data used in their articles is true and not manipulated.

c. Authors should ensure that their work does not infringe on any rights of others, including privacy rights and intellectual property rights.

d. Authors should adhere to all research ethics guidelines of their discipline.

e. Authors should contact the editor-in-chief to identify and correct any material errors upon discovery, whether prior or after to publication of their article. Authors are also bound to remove or to correct all material errors which have been indicated by the reviewers in the review report.

f. Authors should be transparent. For instance, if an author is not sure whether his/her paper meets the requirement of originality (e.g., whether it might constitute duplicate publication), (s)he should immediately inform the journal's editor-in-chief or executive editor. It is up to the editor to decide whether the paper is appropriate to publish. In that case, however, the author himself should clearly state any potential overlap in his/her paper.

g. Authors guarantee that authorship or co-authorship of the paper is accurately represented, including ensuring that all individuals credited as authors participated in the actual authorship of the work and that all who participated are credited and have given their consent for publication.

h. Authors should throughout their articles create the bibliographical references and provide a list of the bibliography at the end of the article according to the guidelines in *Instructions for the contributors*. They are fully responsible for right and accurate citations of the used literature and sources.

i. Authors should provide their contact details (name and surname, academic affiliation, professional or personal mailing address and e-mail) as well as the respective funding assistance. These details should be presented separately to the main text of the article to facilitate anonymous peer review process.

j. Plagiarism and the use of the unreliable sources is not tolerable.

k. Authors should ensure all the data, given in the article, are true and not manipulated. This also includes all their personal data which are required according to the rules of the *StBiSl* (see *Instructions for the contributors*).

l. Authors can appeal against the decision of the editor-in-chief, or the EB respectively. Unsolved problems are treated in accordance with the rules of Committee on Publication Ethics (COPE). See <http://publicationethics.org/resources/guidelines>.

3. *Review Process and Responsibility of Reviewers*

a. *StBiSl* operates an anonymous peer review process for articles. A necessary part of the peer review process is a reviewer's report. In it, a reviewer provides a constructive, fair, and informative critique of the author's work indicating weakness in scientific content and language and comments for improvement. He comments on the manuscript's quality, its originality, the level of innovation, and on the manuscript's contribution to the discussed matter.

b. Review reports should meet requirements for objectivity and confidentiality. The reviewers submit their report only to the editor-in-chief and he uses it as the basis for his final decision about publishing or not publishing of the article. The editor-in-chief can forward the report to the authors as the basis for the objectively given decision. Reviewers should submit their reports promptly to the editor-in-chief in a timely manner.

c. Reviewers should immediately alert the editor-in-chief of any real or potential competing interest that could affect the impartiality of their reviewing. They can even decline to review where appropriate. In any case, they should, however, conduct themselves fairly and impartially.

d. The reviewers' identity should remain strictly anonymous to the author of the manuscript both before and after the peer review process.

e. The review process is strictly anonymous. The names of the authors and the reviewers are known to neither party. The reviewer's identity remains strictly anonymous to the author unless the reviewer himself/herself decides to reveal his/her identity to the author.

f. The reviewer cannot be in any conflict of interest with the author's research, with the author himself/herself nor with the subjects who financially support the author's research and whose outcome is the author's article.

g. Reviewers are obliged to inform the editor-in-chief or the editorial office if a similar article has been previously published elsewhere or if in the article there have been used irrelevant works.

h. Any personal criticism of authors and offensive or derogatory language in the critique is inappropriate and the reviewers must avoid it.

4. *Priority Principles of the StBiSl Publication Ethics*

a. To ensure that articles published in *StBiSl* meet the international ethics principles and academic practices.

b. To prevent any negative influence on the intellectual rights and ethics principles or their misuse by the commerce.

c. To maintain an accurate and transparent academic record and publish corrections, clarifications, retractions of the article or its parts and apologies when necessary.

d. To ensure an anonymous peer review process.

e. To indicate suspicions of improper unethical behaviour and to take appropriate legal action when necessary.

5. *Responsibility of StBiSl Editors, Editorial Board and Publisher*

a. *StBiSl* editors (hereafter editors) should maintain and promote consistent ethical policies for *StBiSl*. Likewise, they should oversee and act to enforce those policies in a fair and consistent manner.

b. The editors should exercise the highest standards of personal integrity in their work. They should recognise and manage instances where they could have a competing interest or the appearance of a competing interest.

c. The editors work with authors, reviewers, and the members of the EB to ensure they are sufficiently advised regarding their journal's ethics and publishing policies and that the journal's stewardship on ethical matters is fair, unbiased, and timely.

d. It is the responsibility and the right of the editors to accept or to not accept the manuscripts sent to the review process which are not consistent with *StBiSl* scope.

e. The reviewers' reports are the basis for the editor-in-chief's decision about the manuscript publication. The editors have rights to publish the accepted manuscript in the whatever *StBiSl* issue.

f. The editor-in-chief cannot accept the publication of any manuscript that would not undergo the review process or whose review report was not positive. Without the review process, there can be accepted for the publication only the non-scientific contributions of informative nature, articles, monographs' reviews, announcements or news.

g. The EB members may send their manuscripts for the *StBiSl* review process. The review process is, however, the same for all the authors, regardless of the authors' role as editor in the EB.

h. The EB is committed to oversee, maintain and promote ethical policies for the *StBiSl* journal.

i. The EB is committed to maintaining an accurate and transparent academic record and to oversee that all the published manuscripts will meet the rules of the internationally accepted ethical politics and standards of academic work.

j. The EB guards the confidentiality of the authors' personal data, the review process, the review reports' contents and the content of the e-mail correspondence of the *StBiSl* EB with both the authors and the reviewers.

k. The *StBiSl* EB makes public, and occasionally also updates, the review process guidelines and the guidelines for manuscript style (see *Instructions for Contributors*) that should be followed. When the mistakes caused by the EB occur in the published issue, it is EB's duty to make the corrections public.

Only minor inconsistencies in the manuscripts will be corrected by the editors.

l. The reviewers' anonymity is strictly guarded.

m. The publisher is responsible for the prevention against any conflicting interests between the redactors, authors, reviewers and the members of the Editorial Board. Editor-in-chief, or his deputy respectively, resolves cases of publishing ethics abuse in accord with Committee On Publication Ethics (COPE) <https://publicationethics.org/> or Publishing Ethics Resource Kit (PERK), <https://www.elsevier.com/editors/perk>.

n. The publisher avoids any conflicting interests regarding the accepted or rejected manuscripts.

6. *Members of the StBiSl Editorial Staff*

a. Each member of the ES should promote fairness and equality, oppose discrimination, promote the transparency of and respect for the academic record, respect the confidentiality of others and be transparent about real or apparent competing interests.

b. *Plagiarism.* *StBiSl* and its publisher take issues of copyright infringement, plagiarism and other breaches of best practice in publication very seriously. Their effort is to protect the rights of the authors and always to investigate claims of plagiarism or misuse of published articles. The protection of the *StBiSl* journal's reputation against malpractice is an imperative.

c. Submitted articles to which reviewers have drawn the editor-in-chief's attention due to possible plagiarism may be checked with duplication-checking software. Where an article, for instance, is found to have plagiarised other works or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, ES and its publisher reserve the right to take action including, but not limited to: publishing an *erratum* or *corrigendum*; retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action in accordance with both the Slovak Republic and the European Union legislation.

d. *Contributor's Publishing Agreement.* By the submitting of the article to the *StBiSl* review process and by the article's acceptance for the publishing, the author gives his/her agreement with the publishing of the article in *StBiSl*. It is a kind of an exclusive licence agreement which means that the author retains copyright in the work but grants the *StBiSl* publisher the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than the *StBiSl* publisher. In this case copyright in the work will be assigned from the author to the society.

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