

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT [9th May 2018]

For all parties involved in the act of publishing it is important to agree upon standards of proper ethical behaviour. TATuP has laid down principles of expected ethical behaviour in its guidelines for authors (http://www.tatup.de/downloads/TATuP_author_guidelines.pdf) and reviewers (http://www.tatup.de/downloads/TATuP_Review-Guidelines_en.pdf).

TATuP supports best practice as developed by the Committee on Publication Ethics (COPE) in the Core Practices (<https://publicationethics.org/core-practices>). The following list of responsibilities of editors, authors, peer reviewers and publishers is intended to give a broad overview and is not exhaustive; it is consistent with COPE guidelines and the wording based on Elsevier's Publishing Ethics policy (<https://www.elsevier.com/about/our-business/policies/publishing-ethics>).

Editors' Responsibilities

Fair Play

Submitted manuscripts are evaluated for their intellectual content without regard to age, race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the author(s).

Confidentiality

The editors and any editorial staff of TATuP 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.

Disclosure and Conflicts of Interest

Unpublished materials disclosed in a submitted manuscript must not be used in the own research of an editor or a member of the editorial staff without the express written consent of the author(s). Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. The editors should recuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers.

Publication Decisions

The editors of TATuP are responsible for deciding which of the submitted articles should be published. The editors may be guided by the policies of the journal's Editorial Board and constrained by legal requirements regarding libel, copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making the decision.

Reviewers' Responsibilities

Contribution to Editorial Decisions

Peer review assists the editors of TATuP in making editorial decisions and through the editorial communications with the author(s) may also assist the author(s) in improving the paper. Any

selected referee who feels unqualified to peer review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the editors.

Confidentiality

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

Standards of Objectivity

Peer reviews should be conducted objectively. Personal criticism of the author(s) is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of Sources

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

Disclosure and Conflict of Interest

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the author(s). Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Peer reviewers should not consider evaluating 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 connected to the manuscripts.

Authors' Responsibilities

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 paper. The manuscript should contain sufficient detail and references to permit others to replicate 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 editorial 'opinion' works should be clearly identified as such.

Originality and Acknowledgement of Sources

Authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted and permission has been obtained where necessary. Proper acknowledgment of the work of others must always be given. 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 unacceptable.

Multiple, Redundant or Concurrent Publication

Authors should not in general publish 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.

Authorship

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or 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 substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Hazards and Human or Animal Subjects

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author(s) must clearly identify these in the manuscript. If the work involves the use of animal or human subjects, the author(s) should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) have approved them.

Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

Fundamental Errors in Published Works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editors or publisher and cooperate with the editors to retract or correct the paper.

Publisher's Confirmation

In the event that the publisher or editors are made aware of any allegation of research misconduct relating to a published article in TATuP, they will take all measures necessary, including the prompt publication of an erratum or, in the most severe cases, the complete retraction of the affected work (see also TATuP's Article Retraction Policy). The publisher and the editors shall follow COPE's guidelines in dealing with allegations of misconduct.