

## ETHICAL STANDARDS

The journal **Economy and Finance** (hereinafter **EF**) applies the ethical principles published by **COPE** (the Committee on Publication Ethics). For more information, see the COPE Core Practices <https://publicationethics.org/core-practices>

The Ethics applied are as follows:

### ETHICAL GUIDELINES FOR AUTHORS

#### Authorship

Every person listed as an author of an EF journal article should have made a significant contribution to the work concerned. This could be in terms of the research concept or design, gathering of data, or analysis and interpretation of data. As an author or co-author, you share responsibility and accountability for the content of your article.

What to avoid:

*Gift (guest) authorship*: where someone is added to the list of authors who has not been involved in writing the paper.

*Ghost authorship*: where someone actually involved in writing the paper is not included in the list of authors.

#### Plagiarism

Plagiarism is defined as: *“When somebody presents the work of others (data, words or theories) as if they were his/her own and without proper acknowledgment.”* (Source: COPE)

Plagiarism includes, but is not limited to:

- Directly copying text from other sources without attribution;
- Copying ideas, images, or data from other sources without attribution;
- Reusing text from your own previous publications without attribution or agreement of the editor;  
*Exception*: Reusing text from the Methods section in the author’s previous publications, with attribution to the source, is acceptable;
- Using an idea from another source with slightly modified language without attribution.

If plagiarism is detected during the peer review process, the manuscript will be rejected. The EF reserves the right to inform authors' institutions about plagiarism detected either before or after publication.

When citing others’ (or your own) previous work, please ensure you have:

- Clearly marked text quoted verbatim from another source with quotation marks;
- Attributed and referenced the source of the quotation clearly within the text and in the References section.

### Data fabrication / falsification

It is essential that all data are accurate, and representative of the authors' own research. Data sharing is more and more prevalent, increasing the transparency of raw data. It is recommended to upload raw data as a supplemental file for your publication.

### Conflicts of interest

It is very important to be honest about any conflicts of interest, be they sources of research funding, direct or indirect financial support, supply of equipment or materials, or other support.

If an author does not declare a conflict of interest to the journal upon submission, or during review, and it affects the actual or potential interpretation of the results, the paper may be rejected.

### Submitting a paper

Before submitting a study, authors should make sure they have:

- Read the journal's instructions for authors, and checked and followed any instructions regarding data sets, ethics or statements;
- Named all authors on the paper;
- Referenced all material in the text clearly and thoroughly;
- Carefully checked data and included any supplemental data required by the EF;
- Declared any relevant interests to the journal;
- Only submitted the paper to one journal at a time;
- Notified all co-authors once the paper has been submitted.

## ETHICAL GUIDELINES FOR PEER REVIEWERS

The EF journal applies a **double-blind review** policy. This means that the identities of the reviewers and the authors are not disclosed.

All peer reviewers must follow ethical guidelines for EF journal articles in review:

- Reviewers must give unbiased consideration to each manuscript submitted.
- Reviewers must declare any conflict of interest before agreeing to review a manuscript.
- Reviewers must keep the peer review process confidential. They must not share information or correspondence about a manuscript with anyone outside of the peer review process.
- Reviewers should provide a constructive, comprehensive, evidenced, and appropriately substantial peer review report.

- Reviewers should avoid making statements in their report that offend the dignity of the unknown author.
- Reviewers should make all reasonable effort to submit their report and recommendation on time. They should inform the editor if this is not possible.
- Reviewers should call to the EF editor’s attention any significant similarity between the manuscript under consideration and any published paper or submitted manuscripts of which they are aware.

We recommend that reviewers also adhere to [the COPE Ethical Guidelines for Peer Reviewers](#).

## ETHICAL GUIDELINES FOR EDITOR

The Editor must make every reasonable effort to adhere to the following ethical guidelines:

- The Editor should give unbiased consideration to each manuscript submitted for publication. He or she should judge each on its merits, without regard to race, religion, nationality, sex, seniority, or institutional affiliation of the author(s).
- The Editor must keep the peer review process confidential. He or she must not share information about a manuscript with anyone outside of the peer review process.
- If the Editor receives a credible allegation of misconduct by an author, reviewer, or journal editor, then he or she has a duty to investigate the matter in conjunction with the Chairman of the Editorial Board.
- The Editor may reject a submitted manuscript without formal peer review if he or she considers it to be inappropriate for the journal and outside its scope.
- The Editor should make all reasonable effort to process submissions on time.
- If the Editor receives convincing evidence that the main substance or conclusions of an article published in the journal are incorrect, then, in consultation with the Chairman of the Editorial Board, he or she should ensure the publication of an appropriate notice of correction.
- Any data or analysis presented in a submitted manuscript should not be used in the Editor’s own research without the consent of the author.

The role of the Editor in ensuring ethical integrity:

The Editor plays a vital role in safeguarding the integrity of the peer review process. The Editor should ensure that all submissions receive the same treatment according to the ethical guidelines.