

Code of Conduct for Publication Procedures and Ethics

This code of conduct defines the responsibility of De Gruyter as global publisher of primary research and review journals, and the Editors we work with, to ensure the legitimacy and quality of our published research.

Please note many individual journals have policies and guidelines that might go further than those set out here.

Editorial Independence & Standards

De Gruyter is committed to editorial independence. We continually review our editorial processes and standards to deliver this commitment against conflicting interests or any other form of influence.

De Gruyter is an international partner to all academic authors publishing with our journals worldwide. Our standards of publication quality are led by COPE Guidelines, and we work directly with Editor(s), Editorial teams and Supporting Editors/ Board Members to establish a dynamic and proactive approach to honing the best practices necessary to adhere to COPE Guidelines and to preventing publication misconduct. De Gruyter recognises that each published article optimises every journal that we publish (including those published in partnership) and we take our responsibility very seriously to earn our rightful place within the research network of scholars and the institutions and funding bodies that support them. Our aim above all is to contribute to the collective robustness of the scientific method.

Every journal is led by an Editor / Editor in Chief or team of Editors / Editors in Chief (“Editors”), entrusted with the responsibility for the quality and ethical considerations for every research article the journal publishes. Section Editors, Guest Editors and Editorial Board members (“Supporting Editors”) share responsibility for ensuring that the articles they approve for publication are of the utmost quality. In all respects, Editors and Supporting Editors are required to follow COPE Guidelines, share responsibility and take decisions independently of De Gruyter for what should be accepted and published in each journal.

In parallel, De Gruyter staff continually work to ensure that the best guidance, processes and guidelines are available to all journal editorial stakeholders. In difficult instances, especially where COPE guidelines are unavailable, Editors and De Gruyter will collaborate to deliver a decision.

Peer Review

Editors are expected to comply with the journal’s peer review policy (e.g. open, single-blind, doubleblind). Peer review is a requirement of all De Gruyter research publications, because qualified experts validate all submitted research and qualify the suitability for publication against individual journals’ aims and scope.

In order to maintain the integrity of the publication record, Editors are expected to ensure that all manuscripts reporting primary research or secondary analysis of primary research, accepted for publication in the journal are peer reviewed by reviewers who are competent in a relevant field and/ or have expertise in a relevant methodology, as judged by their publication record. Editors should ensure absence of conflicts of interest (e.g., recent collaboration with an article’s authors) for *all* peer reviewers. Special attention should be given to peer reviewers suggested by the authors of the manuscript.

Editors are expected to obtain a minimum of two peer reviewers for manuscripts reporting primary research or secondary analysis of primary research. It is understood there will be exceptions,

particularly in small and emerging disciplines where it is not feasible to invite two appropriate peerreviewers. Editors may confer with other Editors or reviewers when making publication decisions. The Editors should maintain the integrity of the academic record, preclude business needs from compromising intellectual and ethical standards, and always be willing to publish corrections, clarifications, retractions and apologies when needed.

Peer review reports should be in English (unless the journal historically supports additional languages) and provide constructive critical evaluations of the authors' work, particularly in relation to the appropriateness of methods used, whether the results are accurate, and whether the conclusions follow the logic of the results. Editorial decisions should not be based on short or insufficient peer reviewer reports where author guidance and reasoning is weak.

Institutional email addresses should be used to invite peer reviewers wherever possible. At least one reviewer not suggested by the author should review each manuscript. Manuscripts that do not report primary research or secondary analysis of primary research, such as Editorials, Book Reviews, Commentaries or Opinion articles, may be accepted without two peer review reports. In such instances articles should be assessed by the Editor(s), if the topic is in the area of their expertise. If the Editors are not relevant experts, such manuscripts should be assessed by at least one independent expert reviewer or alternate Supporting Editor (e.g., Editorial Board Member). Editor(s) are expected to prioritise use of De Gruyter's recommended online submission and peerreview system to preserve a full record of the peer review of each manuscript.

Ethical conduct of research

Work involving humans should comply with the principles laid down in the Declaration of Helsinki, as revised in 2013. At the end of the main text, the manuscript should contain a statement that the study has been approved by the Ethical Committee of the institution where the study was performed, and that the study subjects, or their legal guardians, gave informed consent for participation in the study. When reporting experiments on animals, authors should indicate whether institutional and national standards for the care and use of laboratory animals were followed. Please note the Journal's Author Statement Information for further details and orientation in formulation.

Fairness and Confidentiality

Editor(s) should evaluate manuscripts for intellectual content without regard to race, gender identity, sexual orientation, religion, ethnicity, disability, nationality, or political philosophy of the author(s). The Editors will not disclose any information about a manuscript under consideration to anyone other than the authors, reviewers and potential reviewers, and in some instances the Editorial Board Members, as appropriate. All manuscripts received for review must be treated as confidential documents. Editors and any 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.

Primacy of Individual Journal Editorial Policies

Individual journals are defined by the field of research depicted in the relevant editorial policies. Editors are expected to ensure that manuscripts accepted for publication comply to those policy parameters. The Editors and Supporting Editors are appointed because of their familiarity with specific research requirements and ethics standards for the relevant field.

Editors are expected to ensure submitted articles adhere to international standards and national guidelines, particularly those intended to protect the safety and rights of research participants.

For every journal, De Gruyter appoints a Journal Manager. Journal Managers at De Gruyter should be consulted in instances where the Editors are unsure of the appropriate standards or guidelines. Care is of particular

importance where research includes data from human subjects, to ensure published findings comply with local, national and international ethics standards. If necessary, Editors should request written evidence that submitted research meets the standards set out in the COPE Guidelines. In particular the COPE document entitled *Guidance for Editors: Research, Audit and Service Evaluations*. Editors should seek advice from the Publisher in difficult cases.

Manuscripts reporting research on human subjects, tissue or data should include a statement of independent ethics committee approval including the name of the ethics committee that approved the study and a statement of informed consent obtained from the participating human subjects to the study. Moreover, where the manuscript reports information, data, images or videos that might potentially identify an individual, we require a written statement of informed consent to publish those details.

Commitment to Transparency

We support transparency and openness around data, code, and other materials associated with research. We expect authors to maintain accurate records of supporting evidence necessary to allow others to understand, verify, and replicate new findings, and to supply or provide access to this supporting evidence, on reasonable request.

Conflicts of Interest

De Gruyter recognises that Editors may have conflicts of interests that on occasion may directly or indirectly influence decisions required on submitted manuscripts or their ability to independently oversee the editorial direction of the journal. Potential conflicts may include personal connections, professional commitments and financial obligations.

Editors should declare any conflict of interest (equivalent to the condition placed on authors of submitted manuscripts) and respect the peer review process by transferring obligations to Supporting Editors as required. The same would be applicable in the occasional instances where Editors publish in the journal for which they are responsible. Regardless, it is imperative that the primacy of the journal's editorial policies are applied.

Complaints, Appeals and Post-Publication Issues

Editors should respond promptly to complaints (from non-anonymous, pseudonymous and anonymous complainers alike) and, in collaboration with the Publisher, where applicable. Complaints against the Editors will be investigated by the Publisher in the first instance, but may be referred to COPE for advice if appropriate.

Issues of Censorship

De Gruyter adheres to the COPE Statement on Censorship. As a global publisher with a proud heritage in making research available, De Gruyter subscribes to the principles of academic freedom and editorial independence. Our goal is the provision of knowledge to the widest possible audience and to serve academic communities in all countries around the world equally.

In the event any article requires a misconduct review, specific investigative measures will take place. Such measures will include but not be limited to communicating with authors, assessment between Editors and Publisher representatives, and, where applicable, liaison with relevant institutions and research bodies.

An Editor presented with convincing evidence of misconduct should coordinate with the publisher

(and/ or society) to arrange the prompt publication of a correction, retraction, expression of concern, or other correction to the research record, as may be relevant.

Post-Publication Issues

The Editor(s) will consider retractions, corrections and amendments in accordance with [COPE's Guidelines for Retracting Articles](#). If an author submission is judged to contain an error, the journal will issue a corrigendum. Conversely, if the journal is found to have made an error, we will issue an erratum. Retractions are ordinarily reserved for articles that are so seriously flawed, that their findings or conclusions should not be relied upon, or contain substantial plagiarism or lifeendangering content.

Where a journal accepts an article, De Gruyter reserves the right to make minor changes such as those, which would likely occur during copyediting, typesetting or proofreading. However all such adaptations will be made in line with [COPE's Retraction Guidelines](#). In exceptional cases, we may remove an article from online publication where we believe it is necessary to comply with our legal obligations. This includes, without any limitation, where we have concerns that the article is defamatory, violates personal privacy or confidentiality laws, is the subject of a court order, or might pose a serious health risk to the general public. In these circumstances, we may decide to remove an article and publish a notice that clearly states why the full article was removed.

Unpublished materials disclosed in a submitted manuscript must not be used in an Editor(s) (or reviewers) own research without the express written consent of the author.