

Statement on the publishing ethics and policy on the violation of ethics

Guidelines for the publishing ethics in the STRUCTURE and ENVIRONMENT journal are based on the existing Elsevier principles.

One of the priorities of the editorial committee of the STRUCTURE and ENVIRONMENT journal is to publish high quality papers, ensuring a fair reviewing, editorial and publishing process. All persons involved in the publishing process in the STRUCTURE and ENVIRONMENT journal, i.e. authors, reviewers and editors, are expected to comply with the publishing ethics and policy on the violation of ethics.

Duties of Authors

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 and a paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

Authors may be asked to provide the research data supporting their paper for editorial review and should be prepared to provide public access to such data, if practicable, and should be prepared to retain such data for a reasonable number of years after publication.

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. Plagiarism takes many forms, from passing off another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical behaviour and is unacceptable.

An author should not in general publish manuscripts describing essentially the same research in more than one journal of primary publication and should not submit for consideration in another journal a paper that has been published previously. Submitting the same manuscript to more than one journal concurrently constitutes unethical behaviour and is unacceptable.

Authors should cite publications that influenced their work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written 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 explicit written permission of the author of the work involved in these services.

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 substantial contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the paper, they should be recognised as collaborators. The main author should ensure that all the co-authors are included on the paper, and that they have seen and approved the final version of the paper and have agreed to its submission for publication.

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

All authors should disclose in their manuscript any financial or other major conflicts of interest that could be viewed as inappropriately influencing the results or interpretation of their manuscript. All sources of financial support for a 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 and grants or other funding. Potential conflicts of interest should be disclosed at the earliest possible stage.

When an author discovers a significant error or inaccuracy in their own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper. If the editor or the publisher learn from a third party that a published work contains a significant error, it is the obligation of the author to retract or correct the paper, or provide evidence to the editor confirming correctness of the original study. The editors publish updated guidelines for authors specifying the requirements a submitted paper should comply with.

Duties of Editors

The editor ensures compliance of the papers published in the STRUCTURE and ENVIRONMENT journal with international ethics guidelines, i.e. ethical standards developed by COPE (Committee on Publication Ethics) and published online at : <http://publicationethics.org/>.

An editor of the STRUCTURE and ENVIRONMENT journal is responsible for deciding which of the papers submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always underwrite such decisions, The editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding issues such as libel, copyright infringement and plagiarism.

The editor should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

The editor and editorial team must not reveal any information concerning a submitted manuscript to anyone other than the relevant author, reviewers, potential reviewers, other editorial advisors and the publisher.

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Editors should pass a paper for review by a co-editor or another member of the editorial board in the case of a conflict of interest due to competitive activities based on collaboration or any other connection to any of the authors, companies or institutions connected to the manuscript. Any potential editorial conflicts of interest should be declared to the publisher, and then updated if and when new conflicts arise.

An editor should react and take relevant measures when complaints are made concerning the violation of ethics involving a submitted manuscript or published paper. Such measures will generally include contacting the author of the manuscript or paper and giving due consideration to the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies, and if the complaint is recognised, publication of a correction, retraction or other expression of concern. Each reported act of unethical publishing should be reviewed, even if it is detected many years after publication.

Each publication is reviewed by at least two external reviewers, papers are subject to a unilateral, anonymous review process, where the authors do not know the identity of the reviewers. A review is made in writing and it contains an explicit proposal to approve or reject a paper. If a paper is rejected, the publisher enables the author to appeal against the decision. The author appealing against the publisher's decision should clearly present and justify their point to the Editor-in-Chief, professor Zdzisława Owsiak (owskiak@tu.kielce.pl). The Editor-in-Chief should consider the author's request not to appoint a specific person as the reviewer, where it is justified and practical.

Duties of reviewers

(The guidelines are based on the existing guidelines of Elsevier and COPE Best Practice Guidelines for Journal Editors).

Peer review assists the editor in making editorial decisions and publishing a manuscript. Reviews should be conducted objectively and comments, accompanied by a clear explanation, may assist the author in improving the paper. Peer review is an essential component of formal scholarly communication, and lies at the heart of the scientific method. All scholars, who wish to contribute to publications, are obliged to fairly engage participate in reviews.

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and decline to participate in the review process.

Any manuscripts received for review must be treated as confidential documents. Reviewers must not share or discuss manuscripts with anyone without permission from the editor. Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.

Reviewers should highlight published work that has not been referenced by authors. Each time any previously published results are presented, they should be cited. A reviewer should also bring to the attention of the editor any substantial similarity or overlap between the manuscript under consideration and any other published paper of which the reviewer has personal knowledge. Reviewers are also encouraged to

make comments concerning ethical issues and possible violation of the principles of research and publication in a submitted paper, as well as its originality, redundancy or suspected plagiarism.

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. Information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not review manuscripts where 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 papers. Before agreeing to review, a reviewer shall sign a declaration that there are no potential conflicts of interest.

The journal has in place a system to protect the identity of reviewers and the identity of the persons reviewing respective papers is not revealed.

Relations with Readers

Readers are informed of the sources of financing a research or academic work the results of which are published. All publications are peer reviewed by reviewers whose experience corresponds to the academic area of the journal. The STRUCTURE and ENVIRONMENT journal does not publish non peer-reviewed papers.

Editorial Committee

Members of the editorial committee support and promote the journal, look for the best authors and the best work (e.g. by reading abstracts), actively encourage authors to submit papers and review papers.

Intellectual property

The publisher verifies alleged infringements of the laws and conventions concerning intellectual property and assists the authors whose copyright has been violated or who have become victims to plagiarism.

The publisher cooperates with the Publishing House of the Kielce University of Technology to protect copyright and persecute its violations (e.g. by requesting to retract or delete a material from a website) in articles published in the STRUCTURE and ENVIRONMENT journal.

Promoting discussion

The publisher promotes discussion and convincing criticism of papers published in the STRUCTURE and ENVIRONMENT journal. Authors of the papers that are subject to criticism are allowed to respond. They are asked to respond within two weeks. If they choose to do so, both the criticism and the response are published in the same issue, in the same order.

Commercial considerations

The policy of the STRUCTURE and ENVIRONMENT journal is intended to ensure that commercial considerations do not affect editorial decisions. Advertising is not allowed in papers. The published does not accept sponsored articles. Articles may be submitted by representatives of companies, but they are subject to the same review procedures and standards as all the other work.