

## **Studia UBB Digitalia**

### **Publication Ethics and Publication Malpractice Statement**

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When the article is accepted for publication, I, as the author and representative of the coauthors, hereby agree to transfer to Studia Universitatis Babeş-Bolyai all rights, including those pertaining to electronic forms and transmissions, under existing copyright laws, except those specified above.

## **Publication ethics**

The editor is responsible for deciding which of the articles submitted to the journal should be published.

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 libel, copyright infringement and plagiarism. The editor may confer with other editors or reviewers in making this decision.

## **Fair play**

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

## **Confidentiality**

The editor 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.

## **Disclosure and conflicts of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

## **Prevention and Fight against Plagiarism**

Authors of the journal must be aware and understand that Studia UBB intends to prevent, and also sanctions attempts and acts of plagiarism! Therefore authors are hereby advised that:

Plagiarism attempts discovered and documented during the review process (Editorial Office, peer review) lead to:

rejection of the manuscript for publication;  
definitive elimination of the author as future possible author of the journal;  
official information of the higher education or research institution of the author's affiliation; and  
information of the scholarly community and public opinion.

Upon notification on allegation of plagiarism for any article that has been previously published in Studia UBB, and following the thorough verification of the notification, the Editorial Office will take the following steps:

If the author involved is a Romanian citizen:

it will turn for expert advice to its affiliates, Index of allegations of plagiarized works in Romania;  
the legal document signed by the author on the originality of his work will be acted upon, and a complaint will be filed to the Public Prosecutor's office on the basis of Copyright Law;

in parallel with the legal procedure, the Editorial Office will also apply all steps taken in case of plagiarism attempts.

If the author is NOT a Romanian citizen, the Editorial Office will officially inform the higher education or research institution of the author's affiliation, making available all necessary documents (including the author's responsible declaration of originality) then the Editorial Office will advise the most important international databases about the allegation of plagiarism, and will publish (on the site, etc.) its official position on the matter.

As conceptual and general guidelines on plagiarism, the journal Studia UBB refers to: "What Constitutes Plagiarism?", in "Harvard Guide to Using Sources" <http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page342054>

## **Duties of Reviewers**

### ***Contribution to Editorial Decisions***

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

### ***Promptness***

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 excuse himself from the review process.

### ***Confidentiality***

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

### ***Standards of Objectivity***

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

### ***Acknowledgement of Sources***

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's 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***

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### **Duties of Authors**

#### ***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. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

#### ***Data Access and Retention***

Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

#### ***Originality and Plagiarism***

The 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.

#### ***Multiple, Redundant or Concurrent Publication***

An author 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.

#### ***Acknowledgement of Sources***

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.

#### ***Authorship of the Paper***

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.

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