

## **Ethical standards**

The Editorial Board of the journal “Zeszyty Naukowe. Zblizenia Cywilizacyjne” implements the best standards of publication ethics and take all possible measures against publication malpractices. The journal has adopted and applies the principles of publication ethics in accordance with the guidelines of the Committee on Publication Ethics (COPE). All parties involved in the publication process (editors, author, reviewer and publisher) should become familiar with the standards of ethical behavior used in “Zblizenia Cywilizacyjne”.

## **Duties and responsibilities of editors**

The editorial and scientific board of the journal consist of members who are recognized experts in the field. The full names and affiliations of the members are provided on the journal's website.

The journal provides contact information for the editorial office on the journal's web site. The editor is responsible for deciding which of the articles submitted to the journal should be published. 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. Editors' decision to accept or reject a paper for publication should be based only on the paper's importance, originality and clarity, and the study's relevance to the aim of journal.

All of a journal's content is subjected to double blind peer-review process before publication. Peer-review is defined as obtaining advice on individual manuscripts from reviewers' expert in the field.

The criteria for evaluating the article are objective. The review form is available in downloads. 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. Editors will ensure that material submitted remains confidential while under review.

Publishers and editors take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred. In no case the journal editors will encourage such misconduct, or knowingly allow such misconduct to take place.

In the event that a journal's publisher or editors are made aware of any allegation of research misconduct the publisher or editor shall deal with allegations appropriately. Publishers and editors are always encouraged to be willing to publish corrections, clarifications, retractions and apologies when needed.

## **Duties and responsibilities of authors**

There are no submission fees for manuscript processing.

The journal offers access to the contents in the open access system on the principles of non-exclusive license Creative Commons (CC BY-ND 4.0). There are also no fees to pay by the readers. The authors should ensure that they have prepared entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

Proper acknowledgment of the work of others must always be given. The authors are requested to disclose the following information: funding sources of the article, names of the people or institution that have been influential in determining the nature of the reported paper and whether the article was presented in another form, such as a poster/abstract at a conference.

Authorship should be limited to those who have made a significant contribution to the developing the concept and designing the study, collecting the data, analyzing and interpreting the data, preparing the draft of article, revising the article critically for important intellectual content.

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 authors are obliged to report to the editorial board every significant errors discovered in their own work and cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

## **Duties and responsibilities of reviewers**

Any selected reviewer who feels unqualified to review the article or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process. 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. Information disclosed in a submitted manuscript must not be used in a reviewer's own research without consent of the author.

Reviews should be conducted objectively. Reviewers should express their views clearly with supporting arguments. Reviewers should identify relevant published work that has not been cited by the authors. Reviewers 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. Reviewers should not consider 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 papers.