

## Ethical responsibilities of authors

Authors should refrain from misrepresenting research results which could damage the trust in the journal and ultimately the entire scientific endeavour. This can be achieved by following the rules of good scientific practice, which means that:

- the research results have not been submitted to more than one journal at the same time
- the research results have not been published previously (partly or in full), unless it concerns a resubmission of a rejected or withdrawn work or an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”))
- a single study is not split up into several parts and submitted to various journals or to one journal over time (e.g. “salami-publishing”)
- no data has been fabricated or manipulated (including images)
- no data, text, or theories by others are presented as if they were the authors own (“plagiarism”) unless proper acknowledgements are given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted  
Important note: The journal may use software to screen for plagiarism
- consent has been received from all co-authors and responsible authorities at the institute/organization where the work has been carried out *before* the work is submitted
- authors whose name appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results

In addition:

- Changes in the order of authors are not accepted *after* acceptance of a manuscript.
- Adding or deleting authors at revision stage are only accepted after receipt of written approval from all authors and detailed explanation about the role of the new author.
- Requests for adding or deleting authors after acceptance raises suspicion and could potentially lead to an investigation.
- Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results. This could be in the form of raw data, samples, records, consent forms, etc.

If there is a suspicion, the journal will carry out an investigation according to the COPE guidelines and the outcome could result in:

- Rejection of manuscript
- Contacting of institution and/or ethics committee
- Refusal to review new submissions



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