



**STATEMENT  
OF PUBLICATION ETHICS  
AND PUBLICATION MALPRACTICE**



In order to eliminate conduct that can raise concerns about publication ethics or publication malpractice, the Slovak National Library has published this Statement of Publication Ethics and Publication Malpractice (hereinafter referred to as the “Statement”).

The objective of the Statement is to demonstrably inform authors, co-authors, responsible editors and editors, as well as the publisher of *Knižnica* of the publishing requirements and criteria for evaluating draft contributions submitted for publication in *Knižnica*.

The content of the Statement may not be interpreted contrary to **Act No. 185/2015 Coll., the Copyright Act as amended** (hereinafter referred to as the “Copyright Act”), or any other generally binding legislation.

## Article I – Basic Terms

1) *Knižnica* (English equivalent: **The Library**) (hereinafter referred to as the “Journal”) is an international scientific journal, which is published electronically by the Slovak National Library, located at Námestie J. Cígera Hronského 1, 036 01 Martin, Slovak Republic.

2) The publisher (hereinafter referred to as the “Publisher”) is the Slovak National Library, located at Námestie J. Cígera Hronského 1, 036 01 Martin, Slovak Republic.

3) An author is a person who, based on scientific research, prepares and submits a draft contribution to the editor. A co-author is a person who has played a significant role in the submission of a draft contribution involving multiple co-authors. The author’s obligations mentioned in the Statement regarding the draft contribution shall also apply to the co-author(s).

4) A contribution is a work that may include figures, tables and graphs, written by an author or co-authors which is published in the Journal. It mainly has the form of an academic article, informative article or a review. An academic article is an original work that brings new information, conclusions, methods or findings to an area of study, or a summarizing article which compiles or synthesizes information from published sources, or describes and/or critically evaluates them. An informative article is a contribution that provides current information and news related to the expert focus of the Journal but does not necessarily meet the criteria of a scientific article. A submitted document will be considered a draft contribution until it is published.

## Article II – Submitting a Draft Contribution and Author Publication Ethics

1) A draft contribution must be duly and punctually submitted to the Publisher and must be in compliance with the **Instructions for the publication of articles and reviews in *Knižnica*. The author is responsible for the scientific and professional level of the draft contribution, the chosen methodology, as well as the interpretation of the conclusions.**

2) The author is responsible for the originality of the draft contribution. In the case of scientific articles characterized in Article I paragraph 4 of this Statement, scientific conclusions which have been or are currently the subject of a contribution in another journal and which are not amended by new findings, may not be published in the Journal.

3) The author is responsible for the copyright management of the draft contribution’s attachments. This statement does not apply to visual materials supplied by the editors on their own initiative and approved after consultations with the author.

- 4) The author is responsible for the correct citing of information sources which they have used when writing the draft contribution.
- 5) A co-author has the right to be listed as one of the authors of the draft contribution. In the case of a co-authored draft contribution, the co-authors shall decide on the order in which they will be listed in the draft contribution. A person who has not substantially contributed their own research or who was not involved in the preparation and writing of the draft contribution cannot be listed as a co-author.
- 6) The author is responsible for the correct crediting of people and organisations who have participated in the creation of the draft contribution, but whose participation does not have the character of co-authorship.
- 7) In the case of a draft contribution created by co-authors, the responsibility for individual parts of the draft contribution can be divided between them, and the co-authors are obliged to state this fact in the text of the draft contribution.
- 8) By submitting a draft contribution to the Publisher, the author waives any claim to submit the same draft contribution to a third party, i.e., another publisher, pursuant to the exclusive licence agreement concluded between the author and the Publisher. Sending the same draft contribution to a third party is unethical and unacceptable.
- 9) If the author is considering submitting an adapted contribution (translated into a different language, or a contribution that is an amended, abridged or extended version of the original draft contribution) to a third party, the author must inform the Publisher of this before submitting the draft contribution or attach such announcement at the end of the text of the draft contribution. The publisher of the adapted contribution must be informed that the original contribution was published in the Journal, and this information must be attached to the text of the adapted contribution.
- 10) The author is obliged to properly state in the draft contribution any fact which may or may not establish the suspicion of a conflict of interests.
- 11) The author must state all public funding sources that supported their research or the publishing of the research results, as well as any other support from public sources.
- 12) Incorrectly or insufficiently marked sources, persons, organisations according to the previous paragraphs, as well as any other breach of obligations in this article represent a violation of the basic ethical requirements for scientific work. Such acts or acts of omission are unacceptable.

### **Article III – Assessment of the Draft Contribution**

- 1) A duly and punctually submitted draft contribution will be assessed by the responsible/selected editor of the Journal, who will prepare a draft contribution report. An editor is an employee of the Publisher and performs their activities in the name of the Slovak National Library.
- 2) The draft contribution report may not be written by the responsible editor if:
  - a) there is a suspicion of a conflict of interests with regard to the relationship of the responsible editor to the subject matter of the draft contribution or to its author or co-authors; or
  - b) due to objective reasons, the editor does not have sufficient expert knowledge or experience in relation to the subject of the draft contribution.

In such cases, the chair of the editorial board will decide on the following steps, during which they may entrust the preparation of the draft contribution report to another member of the editorial board.

3) Based on the draft contribution report of the responsible editor, the draft contribution will be peer reviewed by two experts in the relevant scientific field or area. The Journal conducts two-sided anonymous review processes for draft contributions. The selection of the reviewers is made by the responsible editor, who may consult with the editorial board. A reviewer may be an individual who is not an employee of the department of publishing of the SNL. In the event of the suspicion of a conflict of interest regarding the reviewer, the responsible editor will decide based on the following steps.

4) The editor and reviewer will assess the content of the draft contribution irrespective of the race, gender, sexual orientation, religious beliefs, ethnic origin, nationality or political views of the author.

5) The editor and reviewer are obliged to assess the draft contribution objectively. The draft contribution report must contain arguments that clearly and comprehensively explain individual findings, as well as the final decision.

6) The author has the right to examine the texts of the draft contribution report. The author does not have the right to be informed of the identity of the editor or the reviewer of their draft contribution report. Conversely, the reviewer may not be informed of the identity of the author. In other words, the author and the reviewer will be mutually anonymous.

#### **Article IV – Decision on the Publication of the Draft Contribution**

1) The responsible editor is responsible for the decision on whether to publish the draft contribution in the Journal based on the peer reviews. When making this decision, the responsible editor is bound by the laws of the Slovak Republic, in particular the Copyright Act as well as the Statement. Furthermore, when making this decision, the responsible editor will assess the existence of suspicions of defamatory content, slander, false or misleading statements, copyright infringement, and plagiarism.

2) The editorial board reserves the right to make editorial, stylistic, and linguistic amendments without consulting with the author. Any content changes in the text will be made by the author in accordance with the review report.

3) If the draft contribution does not fulfill the formal requirements stated in the **Instructions to Authors to publish articles and reviews in the Journal, the author may be requested to modify it. If the author does not respond to the request, the draft contribution will be rejected.**

4) The responsible editor has the right to reject the publication of a draft contribution. The author will be notified in writing by the responsible editor as to why their draft contribution was rejected.

#### **Article V – Confidentiality**

1) A draft contribution is considered to be confidential during the assessment period and may not be the subject of discussion between editors, reviewers or third parties.

2) From the delivery of the draft contribution until its publishing in the Journal, neither the Publisher, nor the responsible editor, nor the peer reviewer is entitled to make all or part of the draft

contribution or any related information accessible to a third-party without the written consent of the author.

3) Unpublished information contained in the draft contribution may not be used by the Publisher, responsible editor, editor or peer reviewer for the purposes of their own research or publication without the written consent of the author.

## **Article VI – Final Provisions**

1) Any act or act of omission which has the nature of a violation of publication ethics or publication malpractice should be subject to the qualified assessment of the competent authority of the Publisher.

2) By signing the licence agreement (§ 65 of the Copyright Act) for publishing a draft contribution in the Journal, the author agrees to respect the provisions of the Statement. A violation of Article II of the Statement by the author can be considered as a severe breach of the author's contractual obligations.

3) Any violation of Articles III to V may be considered as a serious breach of the Publisher's contractual obligations.

The Statement shall enter into effect on 12 December 2022.

