Code of Ethics and Editorial Policy: The Ethical Norms to which our Editors and the Authors of Academic Publications Must Adhere

Preamble: The Editorial Board presumes that authors are familiar with general ethical standards concerning academic publications.

The Editorial Board of the journal is guided by the recommendations of the Committee on Ethics of Scientific Publications (COPE). Compliance with these standards is mandatory for all participants in the publication process.

RussianStudiesHu is an open access journal – all issues of the journal are available in electronic form at no cost on the journal's website.

1. General duties and responsibilities of Editors

Editors

1.1. are accountable for everything published in RussianStudiesHu;  
1.2. champion freedom of academic expression;  
1.3. publish corrections, clarifications, responses and apologies if deemed necessary.

2. Relations with authors

2.1. It is the Editors’ exclusive right to accept or reject a submission for publication, with consideration given to the paper’s academic quality and clarity, and its relevance for the journal.

2.2. If a submission is in receipt of funding of any kind the author must indicate this in the manuscript on its submission to the Editors.

2.3. Editors may reverse decisions to accept submissions if doubts arise concerning the academic integrity of the submission.

2.4. Editors are responsible for a fair and timely peer review of submissions, including confidential issues entailed by the process.

2.5. Editors are permitted to publish in their own journal. In this case, however, a special procedure must be implemented to preclude any direct or indirect influence on the side of the editor-author.
2.6. Editors are responsible for communication with authors and will recommend changes to the manuscript based on the opinion of peer-reviewers.

2.7. Editors are committed to ensuring an unbiased peer review process. Should a request come from an author to exclude an individual from the pool of reviewers for the given manuscript, the Editors will give such a request serious consideration.

2.8. RussianStudiesHu imposes no fees or processing and publication charges whatsoever on contributors.

2.9. Authors of RussianStudiesHu retain unrestricted copyright of their articles.

2.10. Authors guarantee that their articles are not under consideration by the editorial board of another journal and that they have not been published before.

2.11. Authors are responsible for the content of their articles. The articles must be original scientific works. If material is borrowed from other researchers, a correct corresponding reference should be made in accordance with the rules for the writing of journal articles. Reviews should also be accurate and objective, and the author's personal opinion should be clearly highlighted.

2.12. Authors are responsible for the presence of intentional or unintentional plagiarism. Unauthorized borrowing and reproduction in any element of the article is absolutely unacceptable. Borrowed elements reproduced with the consent of the copyright holders must be presented in the correct form and accompanied by a corresponding link.

3. Relations with reviewers

3.1. All articles of the journal are subject to mandatory peer review by independent experts.

3.2. Reviewers are selected by the Editorial Board exclusively on the basis of the reviewer’s competency in the given field.

3.3. Editors should require reviewers to disclose any potential competing interests before agreeing to review a submission and are responsible for protecting the reviewers’ identities.

3.4. Reviewers undertake not to disclose information about the articles submitted for review to third parties.

3.5. Reviewers are obliged to respect copyright and should under no circumstances use the original materials or fragments of them in their research or for personal purposes.

3.6. Reviewers undertake to carry out the review on a voluntary basis.
4. Sessions of the Editorial Board

4.1. The Editorial Board holds its meetings (in person or online) whenever the editor-in-chief feels it is necessary, but at least once a year, and discusses emerging issues on an ad hoc basis, as well as questions pertaining to the quality of the journal and its improvement.

5. Rejection and retraction of articles

5.1. If the editorial board has information that an article published in the journal RussianStudiesHu contains plagiarism, or the publication of the submitted data is contrary to the law, the issue of rejection/retraction (withdrawal) of the article is raised. The retraction process is as follows:

- The author, reader, reviewer, editor or publisher informs the editorial board in writing about the violation.

- The editorial board considers the appeal and makes a decision on the rejection/retraction of the article. When the decision has been made, the editorial board sends the author a letter with a description of the detected violations.

- The printed and electronic versions of the journal publish a notice of the retraction of the article with an indication of the reason.

- The editorial board withdraws the article from all citation databases and electronic resources in which the journal is included.

6. Settlement of issues leading to a legal procedure

6.1. Should any contested issue leading to a legal case between the Editorial Board and an author arise, the laws of Hungary are to be applied.