

## Code of Ethics, Editorial Policy and Peer Review Rules: 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 ([Committee on Publication Ethics](#)). 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. *RussianStudiesHu* adheres to the principles of The Budapest Open Access Initiative ([The Budapest Open Access Initiative](#)).

The prevention of unethical publication practices (malpractice, stating unreliable information and other forms of research misconduct), the ensuring the high quality of academic publications, public acceptance of an author's research results are the responsibilities of the editor or any editorial staff, the author, a reviewer, publishers, as well as institutions involved in the publication operation. All the aforementioned ones are required to follow ethical standards, norms and regulations and to take all rational measures to prevent their violation.

### 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; justify their decision in case of acceptance or rejection of the article;
- 1.4. responsible for elimination of business and political influence on decision making about publications;
- 1.5. make decisions based on the principle of justice and fairness, ensuring transparency at all stages of editor's activities;
- 1.6. responsible for withholding the information about submitted manuscripts to anyone other than corresponding authors, reviewers, other editorial advisers, and the publisher, as appropriate;
- 1.7. evaluating manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship or political philosophy of authors;

1.8. providing the author of the peer-reviewed article with the opportunity to explicit an authorial research standpoint;

1.9. not using information contained in unpublished articles for editor's research purposes.

## **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, having warned the authors about this and substantiated the opinion of the editorial board.

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.

2.13. Authors are responsible for guaranties that textual or graphic information publications/submissions having been published by the author prior or by other authors is cited ethically and to present the justification of inclusion of the aforementioned material through a written permission in the usage. There must be full and prominent disclosure of the original source; otherwise it is regarded as plagiarism.

2.14. Authors should immediately inform the editorial board or the publisher about the glaring error in the published paper.

2.15. Authors to enlist all co-authors of the article.

2.16. The author has the right to appeal against the editorial board's decision in line with the established procedures.

### **3. Relations with reviewers**

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

3.2. The Editor checks the relevance of the submitted article to the journal's scope and content, the requirements for the submitted article and handles it over to the editorial board, which decides upon the research quality of the manuscript.

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

3.4. The reviewer must have deep professional knowledge and work experience in a specific scientific area, be a recognized specialist in the subject of the reviewed materials.

3.5. Peer review is a double-blind review.

3.6. Review process is external. The reviewer cannot be represented by the author or co-author of the peer-reviewed manuscripts, as well as an employee of the organization where they are affiliated.

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

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

3.9. 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.

3.10. Reviewers undertake to carry out the review on a voluntary basis.

3.11. The reviewer evaluates the topicality and novelty of the research results submitted, their theoretical and practical significance, references. The reviewer provides the editor with an overall recommendation: a) the article should be accepted; b) the article needs revisions and may be resubmitted; c) the article should be rejected (mentioning the reasons).

3.12. The editorial board should send review to the authors of the article by e-mail within 7 days after receiving the review, without specifying the name of the reviewer.

3.13. If the reviewer recommends major or minor revisions, the editor sends a decision letter to the author suggesting that recommendations should be accepted for a revised variant of the article or rejected argumentatively.

3.14. The final decision on publication is made by the editorial board taking into consideration the reviewer's recommendations, research significance of the paper and its fitting to the journal scope. The rejected article cannot be resubmitted to the journal.

3.15. When the editorial board's decision on publication is made, the executive secretary informs the author about the decision and probable date of publication.

#### **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 by e-mail.

- When a complaint is received, the editor is obliged to record it in writing and, after careful consideration, draw up a report indicating all factual issues in the case for further transmission to the editorial board for consideration.

-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.

- Author(s) shall have the right to appeal a decision on violation. All appeals must be submitted in written form to the Editorial Board within 30 days of notification of the decision. The appeal must include a rebuttal of the decision, explaining in detail the author(s) rationale for why the decision was in error.

## **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.

(Augmented text,

13. 12. 2021.)