

## **The Code of Ethics of *ArteActa Journal*.**

The publication ethics of *ArteActa Journal* are based on the Code of Ethics of the Committee on Publication Ethics (COPE), available on-line at [www.publicationethics.org](http://www.publicationethics.org), and from examples of good praxis in the Czech and international academic environment (the rules for the publication ethics of such journals as *Studia Paedagogica*, *Theatralia*, *Elsevier - Publishing Ethics Resource Kit*, *Brünner Beiträge zur Germanistik und Nordistik*).

The Code of Ethics of *ArteActa Journal* consists of four parts dedicated to its obligations towards authors, reviewers, editors, and the publisher.

### **1. Obligations of Authors**

#### Authorship

Only those who have significantly contributed to the conception, form, or realization of the presented text, are referred to as the authors/co-authors of an article. All co-authors must be clearly listed in the text of the manuscript at the moment of its submission to the journal. Requests for the possible addition of co-authors after the acceptance of the manuscript are subject to the approval of the journal's editors.

The main author of the text guarantees that all co-authors have had at their disposal, in addition to having approved of, the final version of the contribution, and that they have agreed with the submission of this version for publication.

Other individuals who have shared some contribution to the creation of the manuscript in a definite artistic manner are mentioned in the relevant place of the text, including an explanation of their contribution.

#### Objectivity, Originality, and Citing Sources

Authors are accountable for their manuscript being original and genuine. If a different work, or quotation from a different work of their own or of other authors happens to be in the text, then these used and/or quoted works must be duly cited and utilized in accordance with the valid copyrights. In every case authors must present the authors of used works as well as the sources from which they attained them according to the citation norms valid for *ArteActa Journal*. Furthermore, authors also must undertake to cite publications or other works which, while not having been utilized word for word in the text, influenced the form of the suggested contribution to any significant degree.

In cases where the manuscript is the output of the author's original research, it is also necessary to present in the text, as precisely as possible, the referenced data in such a way that the information emerging from the texts is possible to replicate and further elaborate on. Authors should evaluate the results of their original research as objectively as possible, to the best of their abilities.

Fraudulent and intentionally misleading confirmations, as well as the use of other works without proper citations and without adherence to copyright laws is considered unethical behavior and is unacceptable. If authors discover a significant mistake or inaccuracy in their own published work, they are obliged to report it without delay to the editors of the journal and work together on either publishing the corrections or withdrawing the article. This obligation does not apply to cases when such an inaccuracy or mistake has occurred due to newly acquired knowledge which, at the time of the publication of the text for objective reasons, was not available to the author or authors.

In the case that the text or original research upon whose basis the manuscript originates was financed by external sources, authors must explicitly mention these supporters and external sources in the article. This informational obligation applies also to any substantial conflict of interest (e.g. the contents of the manuscript relates directly to an employment relationship or any other type of collaboration of the author, of those close to them, and so on).

#### Concurrent Attempts for Publication and Repeated Publication

Authors are not allowed to take steps toward the publication of their text, the main part of this text, or other texts describing the same research at once in *ArteActa Journal* and in any other Czech or international periodical, a stand-alone/non-periodical publication, or any other type of output. An exception is provided when the overlap of the publications does not relate to research output, but rather to an artistic work. In this case, authors must notify the editorial staff immediately regarding any expected publication overlaps.

The attempt at an overlapping or repeated publication of the same manuscript is considered unethical and unacceptable.

#### The Review Process and Formal Corrections of the Manuscript

Authors uphold the rules of the [Review Process](#). Authors are to react to comments of editors and reviewers without any unnecessary delays and within previously arranged time periods. Based on these comments, they undertake to perform the needed edits.

Authors undertake to observe roles for the formal editing of texts, foremost the [Rules for Writing, Editing, and Proofing Manuscripts](#).

## **2. Obligations of Reviewers**

#### Reviewer Anonymity and Their Obligation of Confidentiality

Reviews for *ArteActa Journal* are mutually anonymous. If the reviewer requests the making of his or her name to the author of the article public, editors will accommodate them.

Reviewers are not allowed to share any information about the submitted manuscript with anyone other than the editors and always via the author. Reviewers are obliged to thoroughly protect the

confidentiality of the author's material and is not allowed to provide it to any third party. Reviewers are not allowed to use acquired information from the unpublished manuscript for his or her own purposes or any other research. Any breaking of the rules of confidentiality is considered unethical behavior and is unacceptable.

### Objectivity and Review Quality

The aim of the review is to contribute to the bettering of the editorial decision-making and the manuscript itself. The reviewer is obliged to evaluate the text competently and objectively to the best of their abilities. The review is written clearly, unambiguously, and arguments therein are sufficiently founded.

Reviewers should notify the author in the case of any drawbacks of the manuscript such as, among others, missing sources, and significant, published titles concerning the given topic which are founded upon a concrete citation. Reviewers are furthermore obliged to notify editors of upon the suspicion of any unethical behavior on the side of the author, above all of the plagiarism of the manuscript, or its similarity with other extant outputs, and so on.

### Eligibility for Undertaking Reviews

An engaged reviewer who does not feel sufficiently qualified to review the contents of the manuscript, or who knows that they will not be able to prepare the Reviewer Report in the request period, is obliged to immediately notify the editors of this situation so that they can contact other reviewers in a timely fashion.

### Impartiality and Conflicts of Interest

The reviewer is obliged to evaluate the manuscript impartially and without bias. The reviewer is furthermore obliged to turn down any offer to participate in a manuscript review if it could end up in a conflict of interest. A conflict of interest in this case is considered first of all:

- any advantage whatsoever of the reviewer for the acceptance or the rejection of a reviewed contribution;
- collaboration on a given project in the last five years;
- a fundamental ideological difference on the central topic interrogated in the reviewed contribution.

The reviewer must also inform the editors of any real or suspected close professional or personal relationships to any of the authors or co-authors as well as any other significant collaborators on the project.

If the reviewer does not refuse to carry out the report, the editor can assume that no conflict of interest exists. Any breaking of the rules on conflict of interest is considered unethical behavior and is unacceptable.

### **3. Obligations of the Editors and Editorial Board**

#### Responsibility of the Editors for the Contents of the *Journal*

Editors are responsible for all specialized texts published in *ArteActa Journal*.

Editors are guided by the general policies of the publisher and must bear in mind the recommendations of the Editorial Board of the journal, and, at the same time, proceed in accordance with all valid legal regulations, especially copyright laws and the Civil Code. Editors are able to consult with members of the Editorial Board, with other editors of the journal, or with the publisher on their decisions.

Editors uphold the procedures which guarantee the quality of the of the journal (see the [Review Process, Rules for Writing, Editing, and Proofing Manuscripts](#) etc.) and are responsible for ensuring that editorial decision-making is not in any way influenced by any potential business, personal, or institutional interests, as well as for identifying and keeping separate any commercial content, which must always be clearly identified as such.

Editors are not allowed to attempt to dishonestly influence the evaluation of *ArteActa Journal* by artificially increasing any measurable value bearing on the journal (its scope, costs, on-line readership, and so on).

#### Confidentiality

Editors are not permitted to share any information about a submitted manuscript with anyone other than its authors, other members of the editorial staff, and reviewers (including potential ones). Editors must never share unpublished manuscripts with the editors of other journals or other interested parties of their peers without the express consent of the authors. Editors are moreover not allowed to use any information acquired from the unpublished manuscript, or other unpublished ideas acquired within the Review Process, for their own research purposes or that of anyone else, without the explicit written consent of the authors.

When manuscripts come under the regime of the [Review Process](#), editors must particularly and thoroughly protect the confidentiality of the author's material and ensure that reviewers proceed in the same manner.

#### Impartiality and Conflicts of Interest

Editors are to evaluate a manuscript according to the quality of its contents, irrespective of any personal relationship to the authors, their origins, sex, psycho-sexual orientation, religious

persuasion, or political views. Editors are obliged to turn down any offer to participate in a manuscript review if doing so could end up in a conflict of interest (e.g. a personal acquaintance, current collaboration on a shared research project, and so on). In such cases, editors are obliged to immediately announce the conflict of interest and to transfer the work on the given manuscript to another member of the editorial staff.

Editors are authorized to request that all contributors as well as reviewers acknowledge any conflicts of interest, and make public corrections if a conflict of interest becomes apparent after publication.

#### Rules for Withdrawal and Making Public a Warning about Possible Misconduct

If reviewers or other readers warn of the possibility of serious misconduct in the ethical behavior of the authors or the validity of the information presented in the manuscript or in the published article, the editor first turns to the authors of the given text and requests their response. If the response is not provided in a reasonable amount of time or they fail to respond satisfactorily, then editors are to proceed according to the Rules of the Committee on Publication Ethics (**COPE Retraction Guidelines** – available at <https://publicationethics.org>).

#### The Editorial Board

Members of the Editorial Board must uphold, in the same fashion as editors, the principles of confidentiality and the rules of impartiality and conflicts of interest.

### **4. Obligations of the Publisher**

#### Editorial Independence and Integrity

The Academy of Performing Arts in Prague as the publisher of the *ArteActa Journal*, in collaboration with editors, ensures that roles of the publisher, editors, and the Editorial Board of the journal are clearly defined.

The publisher guarantees independence of the editors and the Editorial Board regarding their decisions and protection against business, political, institutional, or any other type of pressure. An exception is provided in cases in which there has been a gross editorial misconduct that has been confirmed through an independent examination, which has concluded that the editorial decision in question could damage the reputation of, or fundamentally alter, the specialized focus of the journal.

The publisher monitors the adherence to the procedures which ensure the the quality of the journal (including the Review Process, the rules for editing or withdrawing an article) and safeguards against unethical behavior (conflicts of interest, the breaking of rules of impartiality and confidentiality and others) and illegal transactions (the breaking of copyright laws and other rights of intellectual property, the breaking of the Civil Code, and so on)

The publisher is not allowed to attempt to dishonestly influence the evaluation of *ArteActa Journal* by artificially increasing any measurable value bearing on the journal (its scope, costs, on-line readership, and so on).

### Financing and Other Commitments

The publisher is capable of transparently sustaining the means of financing the journal. The publisher moreover undertakes that it will fulfill all contractual commitments in relation to the preparation, publishing, and distribution of the journal, into it which it has entered.

The publisher shall archive on a long-term basis the final published version of every issue of the journal.