

## PROCEDURES FOR DEALING WITH UNETHICAL BEHAVIOUR IN THE JOURNAL THE REVIEW OF INTERNATIONAL AFFAIRS

Anyone may inform Editors and/or Editorial Staff of the journal *The Review of International Affairs* at any time of suspected unethical behaviour or any type of misconduct by giving the necessary information/evidence to start an investigation.

### Investigation

Editor-in-Chief will consult with the Editorial Board on decisions regarding the initiation of an investigation.

During an investigation, any evidence should be treated as strictly confidential and only made available to those strictly involved in investigating.

The accused will always be given the chance to respond to any charges made against them. The Editor-in-Chief, in consultation with the Editorial Board, and, when appropriate, further consultation with a small group of experts should make any decision regarding the course of action to be taken using the evidence available. The possible outcomes are as follows (these can be used separately or jointly):

- Publication of a formal announcement or editorial describing the misconduct.
- Informing the author's (or reviewer's) head of department or employer of any misconduct by means of a formal letter.
- The formal, announced retraction of publications from the journal in accordance with the Retraction Policy (see below).
- A ban on submissions from an individual for a period of two years.
- Referring a case to a professional organization or legal authority for further investigation and action.

When dealing with unethical behaviour, the Editorial Staff will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE): <http://publicationethics.org/resources/>.

### RETRACTION POLICY

Legal limitations of the publisher, copyright holder or author(s), infringements of professional ethical codes, such as multiple submissions, bogus claims of authorship, plagiarism, fraudulent use of data or any major misconduct require retraction of an article. Occasionally a retraction can be used to correct errors in submission or publication. The main reason for withdrawal or retraction is to correct the mistake while preserving the integrity of science; it is not to punish the author.

Standards for dealing with retractions have been developed by a number of library and scholarly bodies, and this practice has been adopted for an article retraction by *The Review of International Affairs*: in the electronic version of the retraction note, a link is made to the original article. In the electronic version of the original article, a link is made to the retraction note where it is clearly stated that the article has been retracted. The original article is retained unchanged, save for a watermark on the PDF indicating on each page that it is "retracted".

### Reporting standards

A submitted manuscript should contain sufficient details and references to permit reviewers and, subsequently, readers verify the claims presented in it. The deliberate presentation of false claims

is a violation of ethical standards. Books and conference reviews should be accurate and they should present an objective perspective.

The authors are exclusively responsible for the contents of their submissions and must make sure that they have permission from all involved parties to make the data public.

The authors wishing to include figures, tables or other materials that have already been published elsewhere are required to obtain permission from the copyright holder(s). Any material received without such evidence will be assumed to originate from the authors.

### **Authorship**

The authors must make sure that only the persons who have contributed significantly to the content of the manuscript are listed as their authors.

If persons other than the authors were involved in important aspects of the research project and the preparation of the manuscript, their contribution should be acknowledged in a footnote or the Acknowledgments section.

### **Acknowledgment of Sources**

The authors are required to properly cite sources that have significantly influenced their research and their manuscript. Information received in a private conversation or correspondence with third parties, in reviewing project applications, manuscripts and similar materials, must not be used without the express written consent of the information source.

### **Conflict of interest**

The authors should disclose in their manuscript any financial or other substantive conflict of interest that might have influenced the presented results or their interpretation.

### **Fundamental errors in published works**

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal Editor or publisher and cooperate with the Editor to retract or correct the paper.

By submitting a manuscript, the authors agree to abide by the Review of International Affairs' Editorial Policies.