

Publication Ethics and Malpractice Statement by the Študijné zvesti AÚ SAV Journal

The Editorial Board

The Editorial Board of the Študijné zvesti Archeologického ústavu Slovenskej akadémie vied Journal (ŠZ AÚ SAV) comprises 14 members (2 editors-in-chief, 10 members from national and foreign scientific institutions, a language editor and an executive editor): http://archeol.sav.sk/docs_studijnezvesti/Editorial Board SK_EN.pdf. The Peer Review Process First, each expert and scientific study is assessed by the editor-in-chief and by the editorial board and then double-blind reviewed by two reviewers. The reviewing process starts with filling a review form by the reviewer. According to the reviewer's opinion and if there are some major problems, the form might include multiple critical remarks and comments on the questionable parts might be written directly in the manuscript. The reviewing process is conducted in accordance with the below mentioned ethical principles. The Ethical Principles

The Editorial Board is aware of the need of the integrity of scientific publications and of observation of ethical criteria in scientific research and publication which have become one of the hot discussion topics in the field of recent years. The Editorial Board of ŠZ AÚ SAV takes full responsibility for the quality and integrity (and their constant increases) of the content published in the journal. It sees to it that the journal publishes positively authorized original scholarly works, adopts measures preventing plagiarism and expects the same acting from the authors and reviewers. It enables freedom of scholarly opinion and discussion, it sees to it that anti-discrimination rules regarding gender, sexual orientation, religion, political orientation, ethnicity or geographical origin are obeyed. The creators of ŠZ AÚ SAV are therefore fully identified with the principles of the publication ethics declared and published on the websites of the Committee of Publication Ethics which are a result of the 2nd World Conference on Research Integrity from 2 July 2010 in Singapore (Responsible research publication position statement/E. Wager/S. Kleinert). Available online at: http://publicationethics.org/files/International%20Standards_Intro_for%20website_11%Nov%2011.pdf (the web page accessed on 14 November 2014): Responsible research publication: international standards for editors (S. Kleinert/E. Wager). Available online at: http://publicationethics.org/files/International%20standard_editors_for%20website_11_Nov_2011.pdf (the web page accessed on 14 November 2014). Responsible research publication: international standards for authors (E. Wager/S. Kleinert). Available online at:

http://publicationethics.org/files/International%20standards_authors_for20%website_11_Nov_2011.pdf (the web page accessed on 14 November 2014).

The authors

The authors are responsible for the originality of the published research and they participate in the editing process (reviewing, editing). If an error is detected after the manuscript has been published, the author is obligated to inform the editor and/or the editor-in-chief immediately and cooperate to create and publish errata. Submitting a signed declaration of the author/authors concluding an agreement between the author/authors and the Institute of Archaeology of SAS to publish an article in the Študijné zvesti AÚ SAV journal is a condition for accepting and publishing of the author's manuscript. The author/authors also declare full and unconditional acceptance of the requirements for publication of the manuscript in this journal. All specific requirements are stated in the discussed declaration: <http://archeol.sav.sk/files/%C5%A0Z-vyhl%C3%A1senie-jedn%C3%A9ho-autora.pdf> (EN: <http://archeol.sav.sk/files/%C5%A0Z-1-autor-angli%C4%8Dtina.pdf>), <http://archeol.sav.sk/files/%C5%A0Z-Vyhl%C3%A1senie-viacer%C3%AD-autori.pdf> (EN: <http://archeol.sav.sk/files/%C5%A0Z-Viacer%C3%AD-autori-angli%C4%8Dtina.pdf>).

The reviewers

The above cited ethical principles apply to the reviewers as well. The reviewers are obligated to contribute to the decision-making process and improve the quality of the journal's content. They are committed to review the manuscripts objectively, in a timely manner. The reviewers must be aware that all information from the authors and/or editors is confidential and alert the editor to any potential conflicts of interest. Misconduct and unethical behaviour may be identified and brought to the attention of editors and publisher of ŠZ AÚ SAV at any time and by anyone. Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached. Minor misconduct might be dealt with without the need to consult more widely (only on the level of the Editorial Board and/or the editor). In any event, the author should be given the

opportunity to respond to any allegations. Major misconduct will be dealt with in several manners: 1. the author or the reviewer will be informed where misunderstanding or misapplication of acceptable standards appears; 2. a more strongly worded letter to the author or reviewer covering the misconduct and as a warning to future behaviour; 3. publication of a formal notice detailing the misconduct; 4. publication of an editorial detailing the misconduct; 5. formal withdrawal of a publication from the journal, in conjunction with informing the abstracting and indexing services and the readership of the publication; 6. imposition of a formal embargo on contributions from an individual for a defined period; 7. informing the author's employer of unethical behaviour of their employee may be considered.