

# Ethical Guidelines for Publication

All participants of the publication of a book or an article (authors, editors, reviewers) agree to our ethical guidelines.

## ***Editors' Responsibilities***

### **Equal Opportunities**

Submitted manuscripts are reviewed according to their academic quality and according to the principal orientation of the "**ESWTR Studies in Religion**" and the "**Journal of the ESWTR**".

### **Confidentiality**

The editors are not allowed to pass information about submitted manuscripts to others, except from necessary information to the reviewers.

### **Dealing with Unpublished Material**

The editors are not allowed to use material from the submitted articles for their own research, unless the author explicitly agrees.

### **Decision about the Publication**

The editors are responsible for the decision about the publication of a manuscript. They are subjected to the legal conditions of copy right. The editors decide on the basis of the peer-reviews.

## ***Reviewers' Responsibilities***

The review provides a basis to the author for a possible rework of the manuscript. It is also the basis for the editors' decision about the publication.

### **Efficient Decision**

Reviewers who are (due to the topic of the manuscript or to workload) unable to do the review in due time have to inform the editors timely.

### **Confidentiality**

The reviewers are obligated to deal confidentially with the submitted manuscripts and are not allowed to pass them to others.

### **Objectivity**

Reviews have to be objective and work with factual and reasonable arguments. Personal criticism of the author is unacceptable.

### **Sources**

Reviewers are invited to indicate relevant publications which are not mentioned by the author. Substantial similarities of the submitted manuscript to existing publications have to be indicated to the editors.

### **Dealing with Unpublished Manuscripts**

Reviewers are not allowed to use material from the submitted manuscripts for their own research, unless the author explicitly agrees.

## ***Autor's Responsibilities***

### **Quality of the Submitted Manuscripts**

The authors shall present the results of their research together with the research process in a clear and comprehensible manner. Methods and sources have to be specified. Exact and detailed information is important to fulfil the ethical standards.

### **Plagiarism**

The author has to assure that he/she uses only own research and clearly identifies others' research, quoting the sources. Quotations have to be identifiable as quotations.

### **Multiple and Simultaneous Publications**

The author is not allowed to submit an article which has already been published or submitted in identical or similar form somewhere else (otherwise an explanation by the author must be added).

### **Sources**

All sources used must be identified and indicated. The author as well has to indicate publications which influenced the work substantially. Legal conditions concerning copy right have to be observed. Material which underlies copy right (e.g., images) may only be published with the preceding allowance of the owner of the copy right, specifying the source.

### **Co-authors**

Co-authors shall be mentioned by name. The responsibility for the mentioning lies with the main author. Co-authors have to agree with the final version of the manuscript.

### **Financial Support**

Sponsors and other financial sources of projects presented in the contribution have to be explicitly mentioned.

### **Significant Errors in Published Contributions**

If an author recognizes a significant error in his/her contribution, he/she is obligated to immediately inform the editors and initiate a rectification.

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These guidelines follow the *Committee on Publication Ethics (COPE) Best Practice Guidelines for Journal Editors* (<https://publicationethics.org/resources/guidelines>).

