



Publication Ethics and Malpractice Statement

Our publication ethics and malpractice statement is mainly based on the [Code of Conduct and Best-Practice Guidelines for Journal Editors](#) (cf. Committee on Publication Ethics 2011), the [COPE Code of Conduct](#) (cf. Committee on Publication Ethics 2008) and the [Flowcharts](#) (Committee on Publication Ethics 2015). The [guidelines](#) from *PsychOpen* have been used as a template and adapted to meet iMex practices.

General duties and responsibilities of editors

Publication process

The editor is responsible for deciding which of the papers submitted to the journal will be published. The decision will be based on the paper's importance, originality and clarity, and the study's validity and its relevance to the journal's scope, and will be evaluated by double blind review from the [editorial board](#) of iMex. Instances of plagiarism, copyright infringement and libel will result in the manuscript being rejected by iMex. Submitted manuscripts will be treated without regard to the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted paper will not be used by the editor or the members of the editorial board for their own research purposes without the author's explicit written consent.

Confidentiality

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, members of the editorial board and the publisher, as appropriate.

Transparent and active communication

The editor is responsible to communicate any feedback and information regarding the author submissions in a timely and clear manner. The editor and publisher will provide any necessary information regarding the [publication process](#) (forms of publication, template, stylesheet and metadata requirements).

General duties and responsibilities of editorial board members (reviewers)

The editorial board assists the editor in making editorial decisions and may also serve the author in improving the paper.

Review process

All manuscripts submitted will undergo a double-blind review process conducted by members of the [editorial board](#). The corresponding reviewers are provided the manuscript as well as the abstracts of the article, any personal information that could identify the corresponding author will be withheld.

Standards of objectivity

Reviews should be conducted objectively and personal criticism of the author is inappropriate. If provisional changes are needed to be considered for publication, the reviewers should give constructive feedback with supporting arguments, clearly stating why the manuscript is not to be considered for publication in case of rejection, or why the paper requires revision.

Review criteria

Each manuscript will be evaluated according to the following criteria: **norms of presentation, language, logical and argumentative structure, originality, references**. Each criterion should be supplemented by feedback according to the standards of objectivity.

Acknowledgement of sources

Reviewers should identify cases in which relevant published work referred to in the paper has not been cited in the reference section, pointing out whether observations or arguments derived from other publications are accompanied by the respective source. Reviewers will notify the editor of any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Confidentiality

Any manuscripts and abstracts received for review must be treated as confidential documents. They must not be disclosed to or discussed with others except as authorized by the editor.

Promptness

Any selected referee who feels unqualified to review a manuscript or knows that its prompt review will be difficult should notify the editor and withdraw from the review process (cf. Disclosure and conflict of interests).

Disclosure and conflict of interest

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any authors, companies, or institutions associated with the papers.

General duties and responsibilities of authors

Quality and academic standards

Authors of original research reports and manuscripts should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

Originality, plagiarism and acknowledgement of sources

Authors will submit entirely original works only, and will appropriately cite or quote the work and/or words of others. Publications that have been influential in determining the nature of the reported work should also be cited. Any form of plagiarism will not be tolerated and may result in action by iMex in accordance with the processes outlined by the [COPE flowchart](#) (cf. Committee on Publication Ethics and BioMed Central 2015).

Multiple, redundant or concurrent publication

In general, papers describing essentially the same research should not be published in more than one journal. Submitting the same paper to more than one journal constitutes unethical publishing behaviour and is unacceptable.

Manuscripts that have been published as copyrighted material elsewhere cannot be submitted. In addition, manuscripts under review by the journal should not be resubmitted to copyrighted publications. However, by submitting a manuscript, the author(s) retain the rights to the published material. In case of publication they permit the use of their work under a [CC SA-BY 4.0 licence](#), which allows others to copy, distribute and adapt the work under the conditions of attribution and share alike (utilizing the same license for derived works).

Authorship of the paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors.

The corresponding author ensures that all contributing co-authors and no uninvolved persons are included in the author list. The corresponding author will also verify that all co-authors have approved the final version of the paper and have agreed to its submission for publication.

Disclosure and conflicts of interest

All authors should include a statement disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

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 to cooperate with the editor to retract or correct the paper in form of an erratum.

References

COMMITTEE ON PUBLICATION ETHICS (2015): *Flowchart [English]*. In: *publicationethics.org*, https://publicationethics.org/files/Full%20set%20of%20English%20flowcharts_9Nov2016.pdf [28.11.2017].

COMMITTEE ON PUBLICATION ETHICS (2011): Code of Conduct and Best-Practice Guidelines for Journal Editors. In: *publicationethics.org*, https://publicationethics.org/files/Code%20of%20Conduct_2.pdf [28.11.2017].

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