

Publication Ethics and Malpractice

Publication Ethics and Publication Malpractice Statement Requirements

The editorial board, institutional partners and the publisher of *Bulletin of Geography. Physical Geography Series* implement publication ethics and malpractice guidelines that are based on existing Elsevier policies.

The Faculty of Earth Sciences, Nicolaus Copernicus University ([Toruń, Poland](#)) is the publisher of *Bulletin of Geography. Physical Geography Series*. As stakeholders in the publishing process, we recognise the ethical responsibilities of all parties in the publication process. Thus, we take our duties of guardianship over all stages of publishing very seriously and we recognise our ethical duties and other responsibilities.

Open access

The journal offers open access to the contents on the principles of a non-exclusive license [Creative Commons \(CC BY-NC 4.0\)](#).



Similarity check

The journal content is indexed in [Similarity Check](#), the CrossRef initiative to prevent scholarly and professional plagiarism.



Duties and responsibilities of editors

Editorial board

The members of the Editorial and Scientific Boards of *Bulletin of Geography. Physical Geography Series* are recognised experts in their fields. Their full names and affiliations are provided on the journal's Web site in the Editorial and Scientific Board section. The contact information for the editorial office is provided on the journal's website in the Contact section.

Publication decisions

The editors are responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers always drive such decisions. The editors are guided by the policies of the journal's editorial board and constrained by such legal requirements as copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making this decision.

Fair play

The editors evaluate manuscripts for their intellectual content without regard to the race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors. The editors' decision to accept or reject a paper for publication are based only on the paper's importance, originality and clarity, and the study's relevance to the aim of journal.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted manuscript shall not be used in the editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review shall be kept confidential and not used for personal advantage. The editors shall recuse themselves (i.e. ask a co-editor, associate editor or other member of the editorial board to instead review and consider) from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. The editors require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication.

Confidentiality

The editors and any editorial staff shall not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher. The editors ensure that material submitted remains confidential while under review.

Peer review process

All of the journal's content is subjected to peer review. Articles submitted for possible publication are subjected to a double-blind peer review process, which is consistent with the recommendations of the Ministry of Science and Higher Education in Poland. The review process is described in detail on the journal's website in the Reviewing section.

At the first stage of the reviewing process, articles are reviewed by the editors. The editor may reject it out of hand either because it does not deal with the subject matter of the journal or because it is manifestly of such low quality that it cannot be considered at all.

At the second stage of the review process articles that have been found suitable for review are sent to two independent reviewers who are experts in the field of the paper. The referees of a paper do not know who the other is. Referees are asked to classify the paper as publishable immediately, publishable with amendments and improvements, or not publishable. Referees' evaluations usually include an explicit recommendation of what to do with the manuscript. Referees' comments are then seen by the author. The editors do not reverse decisions on publication unless serious problems are identified.

Finally, the article is evaluated by a statistical editor and a language editor.

The guidance for authors are published on the journal's website in the Information for Authors section. The guidance for reviewers are published on the journal's website in the

Reviewing section. The editors also suggest that authors familiarise themselves with the guidelines for reviewers.

Similarity check and anti-plagiarism policy

The editors are responsible for scanning all submitted papers in order to detect plagiarism. If plagiarism is detected, the paper is rejected from publication. The journal content is indexed in Similarity Check, the CrossRef initiative to prevent scholarly and professional plagiarism.

Procedures for dealing with unethical behaviour

The editors should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper, in conjunction with the publisher. Such measures will generally include contacting the author of the manuscript or paper and giving due consideration of the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies, and if the complaint is upheld, the publication of a correction, retraction, expression of concern, or other note, as may be relevant. Every reported act of unethical publishing behaviour must be looked into, even if it is discovered years after publication.

Retraction policy

The editors are committed to uphold the integrity of the literature and publishes editorially significant correction dependent on the situation. In all cases, the original articles will be removed and replaced with a note stating the reason of retraction and with corrected version. If plagiarism is found, a whole article will be removed from the journal and replaced with a note indicating authors' names and description of plagiarism. Authors and their institutions will be notified.

Starting with the year 2018 the editors implement standards of CrossMark initiative. They are responsible for implementing guidelines for retracting or correcting articles when needed, described on the journal's [website](#).

Publishing schedule

The editors are responsible that the journal is published semiannually.

Name of journal

The Journal name *Bulletin of Geography. Physical Geography Series* is unique and is not one that is easily confused with another journal or that might mislead potential authors and readers about the Journal's origin or association with other journals

Web site

The editors make sure that a journal's Web site, including the text that it contains, shall demonstrate that care has been taken to ensure high ethical and professional standards.

Archiving

The editors in cooperation with the publisher will ensure digital preservation of access to the journal content. In the case of the event that a journal is no longer published the archive issues of the journal will be accessible at **De Guyter**.

Based on Polish publishing regulations on permanent and compulsory availability of all printed issues of scientific journals, all the printed issues of *Bulletin of Geography. Physical Geography Series* are available in 15 most important libraries in Poland, which are pointed in the Polish publishing regulations.

Duties and responsibilities of reviewers

Contribution to editorial decisions

Peer review assists the editors in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper. Peer review is an essential component of formal scholarly communication. Authors who wish to contribute to publications have an obligation to do a fair share of reviewing.

Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorised by the editors.

Standards of objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Independent, external reviewers, who are experts in the given academic field, are not affiliated with the Faculty of Earth Sciences at Nicolaus Copernicus University and with the research center represented by the author.

Acknowledgement of sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and conflict of interest

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the written consent of the author. 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 of the authors, companies, or institutions connected to the papers.

Duties and responsibilities of authors

Reporting standards

Authors of papers 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. Review and professional publication articles should also be accurate and objective, and editorial „opinion“ works should be clearly identified as such.

Data access and retention

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.

Originality and plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted. Plagiarism takes many forms, from „passing off“ another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

Multiple, redundant or concurrent publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable. In general, an author should not submit for consideration in another journal a previously published paper.

Acknowledgement of sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as refereeing manuscripts or

grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

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. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Disclosure and conflicts of interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to have influenced the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible. Readers should be informed about the funding sources of the research and the role of the funders in the research.

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 editors or publisher and cooperate with the editors to retract or correct the paper. If the editors or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

Open access and copyright policy

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