

# Publication Ethics

## Zeitschrift für Weiterbildungsforschung ZfW *Journal for Research in Adult Education*

[based on and in compliance with COPE's Best Practice Guidelines for Journal Editors]

### 1. General Information on the Journal

#### **Editors**

The journal is edited by a committee of Editors as listed on the journal's website. The editors are advised by an Editorial Board. The members of the editorial board are appointed by the editors for a period of four years, with the option of one renewal.

#### **Publisher**

The journal is published by the publishing house SpringerNature as an open-access journal 'gold'. The financial support from Deutsches Institut für Erwachsenenbildung (DIE) covers the article-processing charges.

#### **Editorial Office**

The editorial office is situated at the DIE.

### 2. Duties of Authors

#### **Reporting standards**

Authors of submissions of original research should present an accurate account of the work performed as well as a discussion of its significance. Underlying data should be represented accurately in the paper. The submission should contain sufficient detail and references to permit others to judge the academic and scientific merits of the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

#### **Data access and retention**

Authors may be asked to provide the relevant data in connection with the submission for editorial review and should be prepared to provide public access to such data, if practicable, and should 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. The journal actively screens submissions for plagiarism using various means (from algorithms to close readings).

**Multiple, redundant or concurrent publication**

Authors should not submit manuscripts describing essentially the same research in more than one journal. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

**Acknowledgement of sources**

Proper acknowledgment of the work of others must always be given. Authors should cite any publication that has been influential in determining the nature of the submitted 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.

**Authorship of the submission**

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 are included, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission.

**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 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 the published work, it is the author's obligation to promptly notify the editorial office, the editors or publisher and cooperate with the editors to retract or correct the paper.

### 3. Duties of Editors

**Publication of articles**

The editors are responsible for the publication of at least three issues of the journal per year. The publication dates are scheduled in agreement with the publisher. All articles are published under a Creative Commons Licence (CC-BY) and are accessible free of charge for the reader. No article-processing charges will be claimed from the author.

**Publication decisions**

The editors of the journal are responsible for deciding which of the articles submitted should be published. The editors are guided by the aims and scope of the journal, by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making this decision.

**Fair play**

Editors should evaluate a manuscript submitted for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

**Confidentiality**

The editors and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

**Disclosure and conflicts of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the explicit written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

## 4. Duties of Reviewers

**Contribution to editorial decisions**

The peer-review procedure is to support the editors in making editorial decisions. In addition, the reviews and all editorial communications between editors and authors may support the authors in improving their submission.

**Promptness**

Any reviewer invited by the editors 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 retract from the review process promptly.

**Confidentiality**

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

**Standards of objectivity**

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

**Acknowledgement of sources**

Reviewers should identify relevant published work that has not been cited by the author. 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 editors' 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 explicit 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, but must report such conflict to the editorial office and the editors.