

Ethical Principles of the Journal *Annales Universitatis Paedagogicae Cracoviensis. Studia Russologica*

1. General Provisions

The journal *Annales Universitatis Paedagogicae Cracoviensis. Studia Russologica* adheres to the highest standards of publication ethics and research integrity. The Editorial Board follows the principles established by the Committee on Publication Ethics (COPE) and applies the best practices recognized by the international scholarly community.

All participants in the publishing process—authors, editors, reviewers, and the Publisher—are required to observe the principles of academic integrity, transparency, impartiality, and responsibility.

2. Responsibilities of Authors

By submitting a manuscript for publication, authors declare that:

- the submitted manuscript is an original outcome of their own research;
- the work does not infringe copyright or any other rights of third parties;
- the article has not been published previously and is not under consideration for publication in another journal unless the Editorial Board has been explicitly informed thereof;
- all sources used have been properly acknowledged and cited.

Authors bear full responsibility for the content of their publication and for the accuracy of the data, research results, and statements presented therein.

If a significant error is discovered in a published article, the author is obliged to notify the Editorial Board without delay and cooperate in publishing a correction, an erratum, or, where necessary, a retraction.

3. Authorship

Only persons who have made a substantial contribution to the following aspects of the research should be listed as authors:

- the conception of the research;
- the development of the methodology;
- the analysis and interpretation of the results;
- the drafting of the manuscript or its substantial scholarly revision.

In the case of multi-author publications, the corresponding author is required to specify the contribution of each co-author and disclose all sources of research funding as well as institutional or technical support.

All co-authors must approve the final version of the manuscript and consent to its submission for publication.

4. Ghostwriting and Guest Authorship

The Editorial Board strongly opposes unethical authorship practices, including:

- **ghostwriting** – the omission of an individual who made a substantial contribution to the preparation of the publication from the list of authors;
- **guest authorship (honorary authorship)** – listing as an author a person whose contribution to the work was insignificant or nonexistent.

Where such practices are identified, the Editorial Board will request appropriate explanations from the authors and undertake actions in accordance with COPE recommendations. In justified cases, the matter may be referred to the authors' employing institutions or the institutions funding the research.

5. Plagiarism and Research Misconduct

The Editorial Board does not tolerate any form of research misconduct, including in particular:

- plagiarism;
- self-plagiarism;
- fabrication or falsification of research results;
- manipulation of research data;
- unauthorized use of materials belonging to others;
- redundant or duplicate publication of the same research results without appropriate disclosure.

Where there is reasonable suspicion of a breach of publication ethics, the Editorial Board will conduct an investigation in accordance with COPE guidelines. Depending on the nature of the misconduct, the Editorial Board may reject the manuscript, retract the published article, or notify the relevant institutions.

6. Conflict of Interest

Authors are required to disclose any circumstances that may influence the objectivity of the research or the interpretation of its results, including in particular:

- sources of research funding;
- professional relationships;
- institutional affiliations;
- financial or personal interests.

Reviewers and editors should withdraw from the editorial process whenever a conflict of interest arises.

7. Responsibilities of Reviewers

Reviewers are required to:

- prepare objective, well-reasoned, and constructive reviews;
- maintain the confidentiality of all materials received for review;
- inform the Editorial Board of any suspected breaches of publication ethics;
- decline to review a manuscript if they have a conflict of interest or lack the necessary subject expertise.

Manuscripts received for review must not be used by reviewers for their own research purposes or disclosed to third parties.

8. Responsibilities of the Editorial Board

The Editorial Board:

- makes publication decisions solely on the basis of the scholarly merit of the submitted work;
- ensures an impartial and confidential peer-review process;
- opposes all forms of discrimination;
- responds to allegations of research misconduct;
- publishes corrections, errata, or retractions whenever required in the interests of scholarly integrity.

Editorial decisions are made without regard to the authors' nationality, gender, political views, religious beliefs, or institutional affiliation.

9. Confidentiality of the Publishing Process

All manuscripts submitted for publication are treated as confidential documents. Access to them is restricted exclusively to individuals directly involved in the publishing process.

The Editorial Board is committed to maintaining the confidentiality of the peer-review process and protecting personal data in accordance with applicable legal regulations.

10. Copyright and Licence

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repositories, funder repositories, scholarly networking services, and on their personal websites, provided that the original place of publication is acknowledged, the integrity of the text is maintained, and the CC BY 4.0 licence is clearly indicated.

11. Open Access

The journal operates in accordance with the principles of Open Access.

Readers have free and unrestricted access to the full texts of all published articles through the journal's website and cooperating databases.

Submission of manuscripts, peer review, publication, and archiving are free of charge for authors.

12. Final Provisions

In cases of confirmed breaches of publication ethics, the Editorial Board acts in accordance with the recommendations of the Committee on Publication Ethics (COPE), taking into account the nature and severity of the misconduct.

These Ethical Principles are binding upon all participants in the publishing process of *Annales Universitatis Paedagogicae Cracoviensis. Studia Russologica*.