SAGE Publishing

An introduction to our peer review and publishing policies
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Introduction

As the Editor of a SAGE Publishing journal, you play a key role in the advancement of knowledge and understanding in your field. SAGE, as the world's leading independent academic publisher, is a values-driven organisation, focused on the selection, shaping, curation and dissemination of high quality research outputs; your work as Editor is obviously central to what we do. Our key philosophy is to ensure quality, transparency and integrity across our organization and in everything we publish. The publishing industry is an increasingly complex environment. Factors such as the pressure on researchers and academics to publish, gaps in training provided to early career researchers and differences in the understanding of what research integrity means can result in us sometimes having to deal with cases of misconduct in the peer review or publishing process. We want to ensure that you have the support and guidance you need to navigate any situations that may arise. Maintaining the reputation of our journals, and protecting the reputations of our Editors and publishing partners, is of the greatest importance to us.

We understand that different disciplines and fields of research may have different approaches to broad publishing issues but we wanted to provide some information here on SAGE's general publishing and ethical policies and what we consider to be best practice in publishing.

SAGE is committed to:

- Maintaining the editorial independence of journal Editors.
- Supporting our Editors in running their journals ethically and transparently.
- Maintaining an accurate and transparent academic record, including publishing retractions and corrections when necessary.

Using this guide

In this guide we set out some key aspects of working with SAGE as a journal Editor, advice on managing the peer review process in the most transparent and ethical way, information on our editorial and publishing policies and an overview of potential issues that might arise during the publication process, with guidance on how to handle these.

We also invite you to refer to the SAGE Editor Gateway on our website.

About SAGE Publishing

Since publishing our first journal in 1965, SAGE has grown to become the world's largest independent academic journal publisher. SAGE is still led by its founder, Sara Miller-McCune, who has put provisions in place for SAGE to remain independent for at least 99 years after her lifetime.
SAGE believes passionately that engaged scholarship lies at the heart of a healthy society and that education is intrinsically valuable. This means playing a creative role in disseminating research and turning information into knowledge. The cornerstones of our publishing philosophy are creating and retaining great, long-term relationships; a sharp focus on our markets and their needs; and an ability to combine quality and innovation.

More information about our history, values and publishing programmes can be found on our website.

SAGE’s commitment to responsible publishing

Publication ethics

SAGE, as a publisher member of the Committee on Publication Ethics (COPE), supports and abides by the COPE Code of Conduct for Journal Publishers. COPE has a wealth of information and resources that may be accessed on their website: http://publicationethics.org. If your journal is a member of COPE you should have log-in details that will allow you to access further useful resources, including e-learning modules, in the members section. SAGE strongly encourages all of our Editors to take advantage of COPE membership, so if your journal is not a member you can ask your Publishing Editor to arrange this for you.

Legislative and regulatory compliance

It is of paramount importance that we at SAGE, and you as Editor, comply with all relevant laws in the performance of services for our journals e.g. maintaining the privacy of personal and confidential data and complying with anti-SPAM legislation. We may occasionally communicate with you regarding new developments in legislation and regulations that may be applicable to your work on the journal. Please contact your Publishing Editor at any time with any questions you may have about compliance.

SAGE and open access

SAGE has been actively engaged with the open access (OA) debate from very early on and is a member of the Open Access Scholarly Publishers Association (OASPA). All our OA publishing is held to the same very high standard as our traditional publishing activities.

SAGE supports both gold OA publication and green OA archiving:

- SAGE is the only major publisher that allows authors in any subscription journal to post the accepted version of their article on their own personal website, their department website or institutional repository with no embargo. Click here for more information about the details of green open access archiving allowed by SAGE.

- SAGE Choice, our gold hybrid OA option, is offered on almost all of SAGE’s subscription journals and allows authors to make their published article freely available for an article processing charge of 3,000 USD/1,600 GBP for most journals. This is often paid by the
author’s funder or institution and we have a number of centralized deals directly with universities.

- SAGE’s pure gold OA journals are supported by article processing charges, institutional sponsorship and/or SAGE. All the papers these journals publish are freely available to readers.

For the most up-to-date OA information, please visit the SAGE open access website: https://uk.sagepub.com/en-gb/eur/open-access-at-sage

If you have any questions about any aspect of open access publishing please contact your Publishing Editor.
Your role as Editor

At SAGE we value very highly the role our Editors play. As Editor you will be driving your journal forward: ensuring that it is publishing high quality research, meeting the needs of its readership, and ensuring that it is responding to developments within the discipline or field of study. As your publisher, our aim is to support you and your Editorial Board by providing information and advice on all publishing matters, and especially any issues that could affect the quality and ethical standing of the journal.

What you can expect from SAGE

At SAGE we promise:

- Expert support from your Publishing Editor on all aspects of managing your journal.
- Advice on the strategic development of your journal: we will help you attract and publish high quality content. Visit the SAGE Editor Gateway for more information and useful resources to help you attract and publish the best papers in your journal.
- Support and guidance on matters of publication policy and ethics; advice on how to deal with suspected publication misconduct.
- A dedicated SAGE Production Editor to ensure that the journal is produced to the highest standard, whether in print or online.

If you are new to the role of Editor, you may find the COPE Short guide to ethical editing for new editors useful, as well as their Code of conduct and best practice guidelines for journal editors.

We ask our Editors to ensure their actions are aligned wherever possible with COPE guidelines, and encourage you to discuss any queries or concerns with your Publishing Editor.

Commitment to editorial independence

The independence of our Editors to select and publish content for their journal is something we strongly uphold and maintain.

Publishing your own research in the journal
You may wish to publish your research in your own journal and this is acceptable, provided that you are not involved in the decision-making process for these papers. We recommend including a note about the process for reviewing submissions from the journal’s Editorial Board within your guidelines for authors, in order to ensure complete transparency.

Being a member of other journal Editorial Boards
We appreciate that you will probably sit on the Editorial Boards of other journals in your field. We ask that if attending meetings or discussing journal matters with colleagues to please keep information and data relating to SAGE and your journal confidential. We do consider acting as an Editor (i.e. in an Editor-in-Chief capacity) on a directly competing journal to be a conflict of interest. Please talk to your Publishing Editor if you have any queries or concerns about this.

**What SAGE expects from you**

We ask our Editors to:

- Maintain and promote consistent ethical policies for their journals.
- Oversee and act to enforce those policies as needed in a fair and consistent manner.
- Ensure the confidentiality of the review process.
- Exercise the highest standards of personal integrity in their work as Editor of the journal, recognizing and planning for instances where they could have a competing interest or the appearance of a competing interest.
- Work with authors, reviewers, and Editorial Board members as necessary to ensure they are sufficiently advised regarding their journal’s ethics and publishing policies and that the journal’s stewardship on ethical matters is fair, unbiased and timely.
- Maintain an Editorial Board that reflects the various disciplines in the field and is international, as well as being mindful of gender and ethnic diversity representation.

**Working with your authors**

We ask authors publishing in SAGE journals to:

- Read and abide by the journal’s manuscript submission guidelines. **Please work with your Publishing Editor if you feel these are less than fully transparent, clear or accurate.**
- Only submit papers that are original, their own work, and that have not been submitted concurrently to any other journal.
- Adhere to all research ethics guidelines of their discipline, particularly where human or animal subjects are involved, and include relevant declarations and statements confirming such. Details of what is required by your journal can be found in your submission guidelines.
- Ensure any real or apparent conflicting or competing interest is clearly stated on submission of their paper (this would include funding assistance).
- Ensure their data is true and not manipulated, that it is their own or that they have permission to use data reproduced in their paper.
- Where material is taken from other sources (including their own published writing) the source is clearly cited and that where appropriate permission is obtained.
- Ensure their work does not infringe on any rights of others, including privacy rights and intellectual property rights.
• Comply with the stated authorship criteria, including accurately representing the authorship of the paper, ensuring that all individuals credited as authors participated in the actual authorship of the work, that all who participated are credited and have given consent for publication, and that others are acknowledged appropriately.

• Contact the Editor regarding any changes in authorship that may be required either before or after publication. Please let your Publishing Editor know of any disputes around authorship. Details of our process for handling these can be found in the section on authorship disputes below.

• Contact the Editor to identify and correct any material errors upon discovery, whether prior or subsequent to publication of their work. If an author contacts you about making changes to their published article, please inform your Publishing Editor. More information on SAGE’s policy in terms of correcting the academic record can be found in the section on Publication ethics and practices below.

• SAGE requires the author as the rights holder to sign a Journal Contributor’s Publishing Agreement for all articles we publish. The corresponding author is asked to warrant that they are authorized to sign on behalf of themselves and, in the case of multi-authored papers, on behalf of all other authors. SAGE’s Journal Contributor’s Publishing Agreement is a licence agreement under which the author retains copyright in the work but grants SAGE the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. The contributor agreement includes details of what the author is permitted to do with their article; this information can also be found within the copyright and permissions pages on the SAGE Journal Gateway. Please note that an article cannot be published in the journal without a contributor agreement. If we do not have the signed contributor’s publishing agreement at proof correction stage, we will not proceed to publication.

• We strongly encourage authors to provide ORCID IDs with their submission.

Working with your reviewers
We ask reviewers to:

• Provide their expert, objective assessment of the manuscript, and provide fair, unbiased, and constructive comments where possible.

• Return their referee report in the format requested and in a timely manner.

• Take responsibility for declaring any conflicts of interest that could affect the impartiality of their reviewing and decline to review where appropriate. If your journal uses ScholarOne Manuscripts, this is typically captured as part of the invitation to review.

• Maintain the confidentiality of the peer review process.

• Abide by COPE’s Ethical Guidelines for Peer Reviewers
Managing peer review

High quality peer review is at the heart of any academic journal. Whilst not infallible, and much-debated, it remains the mainstay of academic publication evaluation and is generally seen as an essential component of the scholarly communication process. Sense About Science has produced a short guide to peer review that may be of interest to journal editors. Aimed at early career researchers, it explains how peer review works and outlines its various limitations. It also includes useful information on the different types of peer review. Download Peer Review: The nuts and bolts from their website.

Your journal’s peer review policy

Your journal’s peer review policy should be stated on your submission guidelines. It should be clear what type of peer review is used (e.g. single-blind, double-blind etc.) and if peer review varies depending on the article type (e.g. editorials and letters might not be sent for external review). It is also important to state if not all articles are sent for peer review, for example if they fall outside the journal’s scope or the editor deems them to be of insufficient quality to be sent out for external review. It is also good practice to include an indication of the likely timeframe for reaching decisions. SAGE Language Services

Where an article looks scientifically promising but is poorly written, you may wish to advise authors to withdraw and re-submit after having their paper read by a colleague, particularly if English is not their first language. SAGE offers a fee-based English-language editing service for authors wishing to improve the language, presentation and formatting of their manuscripts. Visit SAGE Language Services for more information.

Selecting reviewers

Sourcing and securing the services of good reviewers is perhaps the most difficult aspect of managing the peer review process. It is important to maintain a sufficient pool of expert reviewers to enable submissions to be reviewed quickly and competently. If your journal uses ScholarOne Manuscripts you will be able to keep track of reviewers’ areas of expertise by asking them to add keywords to their profile (if you use a pre-defined list of keywords it is a good idea to review these regularly to ensure they are current – ask your Publishing Editor if you need any advice on this), see the number of times they have been asked to review and, if you use ScholarOne’s rating system, see the speed and quality of their reviews.
Tips for expanding your reviewer database

- Ask your Editorial Board to nominate colleagues who might be willing support your journal as a reviewer.
- Check the reference list in the submitted paper to find authors of related work who could act as reviewers.
- Approach your own authors who have previously published papers in the same area, though please be aware of any potential conflicts of interest.
- Include early career researchers in your search who may be keen to start reviewing – supporting inexperienced reviewers will build loyalty and ensure better quality reviews.
- Search relevant databases and repositories e.g. Web of Science, Scopus, PubMed.

Recommended and opposed reviewers
Some journals offer authors the opportunity to suggest reviewers who they believe would be well-placed to comment on a manuscript (recommended) or highlight reviewers who they believe would not be suitable to review a paper (opposed).

Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript.

Recommended reviewers should not be assigned to a paper if:

- The recommended reviewer is based at the same institution as any of the co-authors.
- The recommended reviewer is based at the funding body for the paper.
- The author has provided a personal (e.g. Gmail/Yahoo/Hotmail) email account for the recommended reviewer and an institutional email account cannot be found after performing a basic Google search (name, department and institution).

Advice on using recommended reviewers

The vast majority of authors and reviewers act with great integrity, and we are enormously indebted to them. However, there are those who seek to abuse the peer review process and provide false reviewers in order to positively influence editorial decisions on their paper. Given the very significant potential consequences, we would also like to help you in reducing your journal’s exposure to any unscrupulous practices that may exist. We suggest that you might consider the following steps to minimize risk to yourself and your journal, as follows:

- Watch out for extremely rapid review or reviews that recommend acceptance without providing sufficient detail or specific feedback.
- Watch out for duplicate reviews (i.e. identical reviews from two different reviewer identities for the same manuscript).
- Best practice would suggest that decisions should not be made solely on the basis of recommended reviewers, and that at least one reviewer sourced independently be used on each paper.
• Be particularly wary of using non-institutional email addresses that include numbers or additional letters, e.g. FIRSTNAME_SURNAMEb@address or INITIAL_SURNAME152@address

• Some individuals have verified ORCID accounts which can be found at www.orcid.org

If a recommended reviewer does not have an institutional email address, and you are concerned about a reviewer’s authenticity or would like to perform a spot check, you might wish to follow the steps below:

• Search for the reviewer’s name and institution to find their institutional email address.

• Search for the reviewer’s email address in a search engine: a fake email address will not be registered anywhere and is unlikely to appear in results.

• Search for the reviewer’s publication history; is this email address used as their corresponding email for their publications? If not, contact the email address they have published with and use this when inviting them to review.

• For reference, here is a list of internet country codes and top-level domains and domain extensions: http://en.wikipedia.org/wiki/List_of_Internet_top-level_domains

Please remember that you are under no obligation to invite any recommended reviewers (or to avoid inviting any ‘non-preferred reviewer’) for any paper.

Peer review best practice

Turnaround times

Time to first decision can be a major factor for authors deciding where to submit their paper. The turnaround times considered to be competitive by authors will vary by discipline, but your Publishing Editor can work with you to find ways to optimize the time to first decision for your journal.

Reviewer feedback

Providing clear guidance to reviewers will improve the quality of their feedback, giving you greater support in making editorial decisions and providing a better service for your authors. Some journals will supply a form for reviewers to complete; others ask reviewers to comment on particular aspects of the paper. You might ask your reviewers to consider the following:

• Is the paper original?
• Is the paper clearly written?
• Is it methodologically sound; is the author’s theory or argument credible?
• Does the paper adhere to appropriate ethical guidelines?
• Are methods described clearly enough for others to replicate?
• Does it have results which are clearly presented and support the conclusions?
• Does it correctly reference previous relevant work?
Does it make a sufficiently novel contribution to the field to warrant publication in your journal?
If the paper is not suitable as submitted, is it worth developing?

Your Publishing Editor can work with you to optimize the reviewer feedback for your journal.

**Reaching a final decision**

In general, SAGE recommends obtaining two independent external reviews, though in practice the number of reviewers you use may vary depending on your field, the particular topic being discussed and the quality of the manuscript (i.e. a borderline manuscript may require a third – or fourth – opinion). Where two or more reviewers have made conflicting suggestions as to how the paper could be improved, you can guide the author as to which you consider to be most important. While reviewer comments are a critical part of the peer review process we would caution the editorial office staff against sending revisions back out to reviewers for comment as a matter of course. If, on reviewing the revision against previous reviewer comments, you as the Editor feel that your own concerns and the concerns of the reviewers have been addressed to your satisfaction, it is not required that you send the revision back out to reviewers for comment. By only sending revisions back out to reviewers where you feel it is absolutely necessary you can help reduce reviewer fatigue and also keep turnaround times down to a minimum.

Communicating your final decision to reviewers is good practice and helps foster a sense of loyalty and community. Whilst the peer review process can support your decision-making, you are not obliged to follow your reviewers’ recommendations.

**Rewarding reviewers**

Reviewers make a significant contribution to the publishing process that often goes unrecognized. SAGE supports a range of initiatives that acknowledge reviewers’ support:

- Many journals feature a ‘thank you to reviewers’ list in the final issue of the volume to give their reviewers some public recognition. **Talk to your Publishing Editor if you would like to include a ‘thank you to reviewers’ in your journal.**

- It is also worthwhile, when revising the composition of your Editorial Board, to ‘promote’ prolific reviewers to the Board to formally acknowledge their contribution.

- SAGE supports Publons, a third-party service that enables reviewers to claim credit for completed reviews. Anyone can create an account and submit details of their reviews, **which Publons will independently verify.** If your journal uses ScholarOne Manuscripts it is possible to integrate the verification process into your workflow. Ask your Publishing Editor if this is an available option for your journal.

- In recognition of the invaluable role that reviewers play in the peer review process, SAGE offers all reviewers 60 days free access to all SAGE Journals as well as a discount of 25% on SAGE books each time they submit a review. If your journal uses ScholarOne Manuscripts,
this will be communicated to reviewers when they submit their review. Otherwise, you may like to add the below wording to the email you send your reviewers to acknowledge receipt of their report.

In recognition of your continued support, the Journal and our publisher SAGE are pleased to offer you 60 days complimentary online access to all journals published by SAGE. Register at www.uk.sagepub.com/reviewersaccess to activate access to content from 1999-current for all SAGE titles including new issues published during the period. To also benefit from a 25% discount on all SAGE books ordered online, go to the SAGE website (http://www.sagepublishing.com) and add the SAGE books that you would like to purchase to your shopping cart. When checking out, enter the Promotion Code GL10JR0001 when prompted. This will automatically deduct 25% from your final bill.

Working with guest editors

Publishing special/themed issues or supplements can enhance the profile of your Journal, attract new authors and submissions, and potentially boost usage and citations. Many journal editors will arrange for a guest editor to handle the issue on their behalf. Below are some suggestions on managing special issues or supplements and working with guest editors.

- **Appointing a guest editor**: they should be a specialist in the chosen subject, and ideally will be sufficiently well-networked internationally to bring top authors to the journal. They should also be well-organized and have time available to lead the project through to completion.

- **Developing a proposal**: ask your guest editor to summarize the rationale for the issue, the approach they envisage taking and the areas they wish to cover. The proposal should ideally include a list of proposed paper topics and potential authors. You may like to consult your Editorial Board before agreeing to the proposal with the guest editor. **The guest editor may wish to publish some of their own research** in the special issue. Please make it clear to them **papers they are authoring must be dealt with independently and be subject to the same peer review process** as all other submissions to the journal.

- **Roles and responsibilities**: ensure your guest editor is aware that:
  - They are **responsible for managing the peer review** of articles submitted for the special issue in accordance with the journal’s and SAGE’s policies and processes.
  - They should ensure the complete and full peer review of all articles, reviewing peer reviewer comments, communicating necessary changes to the contributor and assessing final contributor changes before final decision making.
  - **They will make final recommendations** on decisions to you as journal Editor; you will make final decisions on the articles.
• They will liaise with the SAGE Production department on sending accepted manuscripts for copyediting and typesetting. Your Production Editor can supply a production schedule for the special issue; the guest editor will need to manage the process according to the dates advised.

• If they do not comply with the ethical and quality standards of the Journal, or the production schedule, this may result in the postponement or rejection of the special issue.

• Contact your Publishing Editor at the start of the process and they can provide a written agreement (signed by SAGE and the guest editor) setting out roles and responsibilities in order to formalize the arrangement.

• Peer review: whilst articles in special issues are often commissioned, they must still be peer reviewed in accordance with your journal's policy. If your journal uses ScholarOne Manuscripts (or another online submission system) this must be used to handle guest-edited special issue submissions. Please let your Publishing Editor know about any forthcoming special issue titles before papers are solicited, so that they can set up a dedicated submission category in ScholarOne (having the issue title available to select at submission stage makes it easier for the SAGE Production Editor to identify and batch these papers for publication).
Editorial and publishing policies

Research ethics policies

Editors and publishers have a key role to play in protecting the integrity of scientific and academic research. Misconduct can seriously harm the research community:

- It can cause a general loss of trust in journals and research.
- It can damage people’s careers, including those of innocent parties, for example co-authors who may not have been aware of any unethical behaviour of the submitting author and journal editors whose reputations may become tarnished by association.
- It can damage institutions’ reputations.
- It can corrupt the evidence base by perpetuating false data and findings.
- It is a waste of time, effort and funds.

There are also wider considerations:

- Public policy and practice may be based on fraudulent research.
- Patients might be at risk if recommendations based on fraudulent research are followed.
- Funding fraudulent research is a waste of taxpayers’ money.

SAGE requires authors to comply with all relevant ethical procedures set out by their institutions and funding bodies, and operate with complete transparency with regards to how the research was conducted, sources of funding, conflicts of interest, participant consent etc. These requirements are set out in full on the Editorial Policies page of the SAGE Journal Gateway and should also be included in your journal’s submission guidelines. Breaches in these ethics should be investigated by the institutions involved and the journal Editor should work with SAGE on taking the necessary steps to correct the academic record where necessary.

SAGE’s publishing policy

SAGE will not publish any article without receipt of an accompanying approved and signed SAGE Contributor Agreement prior to the publication deadline.

It is not our standard policy to publish material in our journals that has been previously published elsewhere, except in translation.

Previously published material

- Articles that have appeared in another journal (or a book) in the same, or substantially the same form, are considered to have been previously published. This applies whether the journal is print or online, whether it is open access or subscription-based.
• **Articles that have appeared on a commercial website or on any public website** not run by either the author and/or the author’s institution, and that appear in the same or in substantially the same form as submitted to the journal, are considered to have been previously published. This applies whether the website is paid for or free to access.

• **Articles that were previously presented at conferences** are unlikely to be identical to the version being presented for publication, but those that are the same or substantially the same and were published in the conference proceedings (whether online or in print) would be considered to have been previously published. If they were not published in the conference proceedings or posted on the conference website and only presented at the conference, then they would not be considered to have been previously published.

We will not generally republish material because: i) it potentially sends signals to our subscribers and readers that the journal is not attracting enough material of sufficient quality, ii) in an environment where most material is available electronically, previously published material tends to already be available so the need for it to be made ‘more accessible’ diminishes and iii) citation/attribution considerations: republication of material means that the same article will exist with multiple bibliographic records, which can cause confusion and dilute citations.

**Translations**

In some cases it may be desirable to publish in English an important article that has previously been published in another language. This is acceptable under SAGE’s publication policy, at the discretion of the journal Editor. It should be made clear to the authors that they are responsible for clearing any permissions needed (and paying any relevant fees) to enable us to publish the translation both online and in print. **We need a special contributor agreement to republish material in a SAGE journal, so please discuss this with your Publishing Editor who can supply the correct licence.**

**Publication ethics and practices**

Editors should uphold the highest standards of academic publishing ethics to ensure the accuracy of the publication record and promote integrity in academia. Broadly, the ways in which ethics could be breached fall under the following categories:

• Plagiarism: presenting another person’s ideas as if they were his or her own, without proper acknowledgement or attribution.

• Copyright infringement: presenting another person’s original work of authorship – their expression of ideas – as if it were his or her own, without proper acknowledgement or attribution.

• Duplicate (or redundant) publication: copying and re-publishing his or her own work without reference to previous publication.

• Data fabrication/falsification.
• Inappropriate attribution of authorship, which may lead to disputes (including individuals who have not contributed to an article or excluding authors who have contributed, lack of acknowledgment of guest or ghost authorship).

• Misconduct within the publication process (for example author/reviewer misconduct during the peer review process).

You may find this article published in Medico-Legal Journal (published by SAGE, and featured in one of COPE’s regular newsletters) of interest in describing some of these issues of publication ethics in more detail:

SAGE takes issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or societies; or taking appropriate legal action.

We follow COPE’s flowcharts to help us resolve issues of publication misconduct.

**Plagiarism and copyright infringement**

We ask authors as part of the submission process to warrant that they are submitting their original work, that they hold the rights in the work, and that they have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by them. If your ScholarOne system includes iThenticate, you can use this to check the submission against papers published in journals using CrossRef (all major publishers use this reference-linking service). If you need help with using iThenticate please speak to your Publishing Editor.

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Sometimes disputes around who should be included or excluded as authors can arise either during the submission process or after publication. We recommended considering the following to help manage authorship disputes:

- If your journal uses ScholarOne Manuscripts, the system can be set up so that all listed authors are copied in on correspondence.
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Misconduct within the publication process

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Attempts to manipulate Journal Impact Factors by deliberately increasing the number of self-citations are unethical. Some level of self-citation is to be expected but editors or reviewers should under no circumstances ask authors to cite their journal in their submitted paper unless it is relevant to the work being considered and will be useful to the journal's readers. Please be aware that Thomson Reuters measures levels of self-citations and will exclude journals from their databases if they consider these levels to be excessive. We recommend reviewing Thomson Reuters’ journal selection process, which includes some information on self-citation.

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