

## **ETHICAL PRINCIPLES**

The Institute of Mathematics pay attention to maintain ethical standards in scientific publications and undertake any possible measure to counteract neglecting the standards. Papers submitted for publication are evaluated with respect to reliability, conforming to ethical standards and the advancement of science. Principles are based on COPE's Best Practice Guidelines for Journal Editors, which may be found at: [http://publicationethics.org/files/u2/Best\\_Practice.pdf](http://publicationethics.org/files/u2/Best_Practice.pdf)

### **Authors' duties**

#### Authorship

The author of a publication is the person who made a significant contribution to its conception, execution and final interpretation of the data. Anyone who influenced these elements of the work should be listed among the authors.

As a rule author should not publish papers describing the same studies in more than one journal. Submission of the same paper to more than one journal at the same time is not ethical and prohibited.

#### Disclosure and conflict of interests

Author should disclose all sources of financing of his/her study, the input of scientific institutions, associations and other subjects and all important conflicts of interests that might affect results and interpretation of the study.

#### Standards in reporting

Authors of papers based on original studies should present precise description of performed work and objective discussion on its importance. Source data should be accurately presented in the paper. The paper should contain detailed information and references that would enable others to use it. False or intentionally not true declarations are not ethical and are not accepted by the editors.

#### Access to and storage of data

Authors may be asked for providing raw research data used in the paper for editorial assessment and should be prepared to store them within the reasonable time period after publication.

#### Confirmation of sources

Author should cite papers that affected the creation of submitted manuscript and every time he/she should confirm the use of other authors' work.

#### Important errors in published papers

When author finds an important error or inaccuracy in his/her paper, he/she is obliged to inform Editorial Office about this as soon as possible.

#### Originality and plagiarism

Author may submit only original papers. He/she should be certain that the names of authors referred to in the paper and/or fragments of their texts are properly cited or mentioned.

### **Duties of the Editorial Office**

#### Decisions on publication

Editor-in Chief is obliged to apply present legal status as to defamation, violation of author's rights and plagiarism and bears the responsibility for decisions. He/she may consult thematic editors and/or referees in that matter.

### Selection of referees

Editorial Office provides appropriate selection of referees and takes care about appropriate course of peer –reviewing (the review has to be substantive).

### Confidentiality

Member of editorial team no allowed to disclose information about submitted paper to any person except its author, referees, other advisors and editors.

### Discrimination

To counteract discrimination the Editorial Office obeys the legally binding rules.

### Disclosure and conflict of interests

Not published papers or their fragments cannot be used in the studies of editorial team or ref-erees without written consent of the author.

## **Referees' duties**

### Editorial decisions

Referee supports Editor-in-Chief in taking editorial decisions and may also support author in improving the paper.

### Back information

In case a selected referee is not able to review the paper or cannot do it in due time period, he/she should inform secretary of the Editorial Office about this fact.

### Objectivity standards

Reviews should be objective. Personal criticism is inappropriate. Referees should clearly ex-press their opinions and support them with proper arguments.

### Confidentiality

All reviewed papers should be dealt with as confidential. They should not be discussed or revealed to persons other than the secretary of the Editorial Office.

### Anonymity

All reviews should be made anonymously and the Editorial Office does not disclose the names of the referees to the authors.

### Disclosure and conflict of interests

Confidential information or ideas resulting from reviewing procedure should be kept secret and should not be used to gain personal benefits. Referees should not review papers, which might generate conflict of interests resulting from relationships with the author, firm or institution involved in the study.

### Confirmation of sources

Referees should indicate publications which are not referred to in the paper. Any statement that the observation, source or argument was described previously should be supported by appropriate citation. Referee should also inform the secretary of the Editorial Office about significant similarity to or partial overlapping of the reviewed paper with any other published paper and about suspected plagiarism.