

# **SOCIETAS/COMMUNITAS: PUBLICATION PRACTICES AND ETHICS**

## **EDITORIAL OFFICE AND THE PROGRAM COUNCIL**

The twice-yearly journal *Societas/Communitas* has a Program Council comprising well-known experts in the field of social sciences, employed at renowned academic institutions. The Board has an advisory role, and its tasks include expressing opinions on matters related to the journal's scientific development, authors' appeals against decisions taken by the editorial board, and the journal's content editors.

The journal's Editorial Office, comprising an editor-in-chief, his or her deputy, and independent academic staff of the Institute of Applied Social Sciences (ISNS) at the University of Warsaw (each faculty/department with at least one representative), contributes actively to the journal's development and good management.

The Editorial Office guarantees all authors a professional and objective appraisal of the articles they submit, based solely on the articles' content. Aspects not related to content have no impact on an article's appraisal. The Editorial Office follows good practices of COPE (Committee on Publication Ethics <https://publicationethics.org/core-practices>)

Subsequent issues of the twice-yearly journal *Societas/Communitas* are thematic and prepared for print by their commissioning editor/editors. The task of a commissioning editor is to select the best texts and to choose competent reviewers; the editor is responsible for the quality and completeness of a particular volume (conformity of the issue presented for printing with the plan adopted by the Editorial Office). In matters of dispute the final decision regarding the publication of a text is taken by the Editor-in-Chief after seeking the opinion of the Editorial Office.

The Editorial Office publishes information in full on the journal's website regarding the requirements that published articles should meet together with a description of the reviewing process.

The Editorial Office keeps a database of its reviewers, updating it after the publication of each issue. The list of reviewers of articles published in the twice-yearly journal is available on the journal's website.

No member of the Editorial Office or editing staff may reveal any information about a submitted article or regarding the process of its review and preparation for print to any person other than the article's author, the reviewers, or other editorial office staff.

## **REVIEWERS AND THE REVIEW PROCESS**

Texts published in the sections *Articles and Studies* and *Research in Progress* undergo the reviewing process described below. An article is reviewed by two independent experts representing the field of science to which the subject-matter tackled in the article applies. The "double-blind" review procedure is followed (for preparing text for review, see: <http://societas-communitas.isns.uw.edu.pl/dla-autorow.html>), in which the author and reviewers are unaware of each other's identity.

Authors whose articles are included in the same volume as the article being reviewed cannot be reviewers. Reviewers should be from an institution other than that with which the author is affiliated; in exceptional situations, due to the specificity of a particular text, an employee at the ISNS of the University of Warsaw may be a reviewer.

A volume's commissioning editor makes every possible effort when selecting the reviewers to ensure that no conflict of interest arises (there cannot be personal relations, professional dependency or academic collaboration between the reviewers and author over the two years preceding the preparation of the reviews). A reviewer should, if applicable, immediately inform about a potential conflict of interests upon the receipt of a text.

Every article under review is covered by a confidentiality clause regarding all content within it until the time of publication.

Reviews are provided in writing according to the standard adopted by the Editorial Office (the Editorial Office provides a review form), and should be drawn up in an objective manner. Reviewers should provide authors with clear, constructive and detailed opinions in a manner enabling the authors to respond to the remarks contained in the reviews. A few should close with an explicit conclusion regarding whether the article should be published in unaltered form or after corrections have been made, or should not be accepted for publication.

The reviewer should also draw to the attention of the Editorial Office any significant similarities or overlapping between an article being reviewed and any published articles of which the reviewer has personal knowledge. In the event of a reviewer reporting a suspicion of plagiarism, the Editorial Office shall proceed pursuant to COPE practices. See: <https://publicationethics.org/core-practices>

In the event of contradictory appraisals being made by the reviewers selected for an article, it shall be subjected to a third review.

An article may be rejected by the Editorial Office without seeking the opinions of reviewers, based on an internal appraisal prepared by a member of the Editorial Office if the said article does not match the Journal's profile, or by the volume's commissioning editor if it does not suit the thematic profile of the issue under preparation, if it does not fulfil the minimal standards of quality, or does not meet the editorial requirements contained in *Information for Authors* on the Journal's website: <http://societas-communitas.isns.uw.edu.pl/dla-autorow.html>

## **AUTHORS**

Authors submit to the content editor a text presenting original work that has not been previously published and that has not been submitted simultaneously to the publisher of another journal; the text shall be written and formatted in line with the requirements of the Editorial Office (<http://societas-communitas.isns.uw.edu.pl/dla-autorow.html>),

Upon signing a contract with the Publishers, authors declare that:

- the article is the original work of its author/authors,
- there is no illegal content in the article,
- it does not violate any rights at all of third parties, and also that the authors have obtained all necessary written consent for the reproduction of other sources protected by copyright law, such as photographs, charts and tables, etc.,
- they grant the Publisher non-payable and global licence, unrestricted in time, for the copying and disseminating of the article in part or in full, in any form including electronic, effective following the article's acceptance for publication.

Co-authorship of an article should be limited solely to persons who contributed significantly to its

writing. The surnames of these persons, with their affiliations, should be listed as co-authors in the article's header.

Excerpts of texts, illustrations, drawings, diagrams and tables, etc., originating from other works, are protected by copyright. Any loanwords, citations, tables and their comments used in the text should be appropriately marked with footnotes.

In the case of justified suspicions arising of unethical behaviour by authors, in the form of violation of copyright, plagiarism, falsification of research findings, or others, the Editorial Office is obliged to inform the appropriate academic institutions or other appropriate bodies of the said incident, in order for the appropriate action to be taken. Authors will be informed of such proceedings, and will have the right to provide the relevant clarifications before the article is withdrawn by the Editorial Office.

Authors should indicate all publications that had a significant impact on the content of their article and other sources used during the article's preparation. If requested, authors should provide reference data and a description of the research methods used in regard to the article.

Authors should respond to a reviewer's remarks and may appeal against editorial decisions. Should they disagree with remarks contained in a review, they may submit explanations of their opinions to the Editorial Office within 3 weeks of receiving the review.

All sources of finance for research work that contributed to an article should be indicated in the said article.

The publishing practices and ethics at the twice-yearly journal *Societas/Communitas* are in keeping with the code of conduct and good practices of COPE (Committee on Publication Ethics <https://publicationethics.org/core-practices>)