Publication Ethics and Publication Malpractice Statement

The GlobalCE publication ethics and publication malpractice statement is mainly based on the Principles of Transparency & Best practice in scholarly Publishing (COPE). In addition, as a journal that follows the ICMJE’s Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals, it is expected of authors, reviewers and editors that they follow the best-practice guidelines on ethical behavior contained therein. A selection of key points is included below, but you should always refer to the three documents listed above for full details.

Duties of Editors

Fair play and editorial independence
Editors evaluate submitted manuscripts exclusively on the basis of their academic merit (importance, originality, study’s validity, clarity) and its relevance to the journal’s scope, without regard to the authors’ race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. Decisions to edit and publish are not determined by the policies of government bodies or any other agencies outside of the journal itself. The Editor-in-Chief has full authority over the entire editorial content of the journal and the timing of publication of that content.

Confidentiality
Editors and editorial staff will 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 unless they have received prior written approval.

Disclosure and conflicts of interest
Editors and editorial board members will not use unpublished information disclosed in a submitted manuscript for their own research purposes without the authors’ explicit written consent. Privileged information or ideas obtained by editors as a result of handling the manuscript will be kept confidential and not used for their personal advantage. Editors will recuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships/connections with any of the authors, companies or institutions connected to the papers; instead, they will ask another member of the editorial board to handle the manuscript.

Publication decisions
The editors ensure that all submitted manuscripts being considered for publication undergo peer-review by at least two reviewers who are expert in the field. The Editor-in-Chief is responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers’ comments, and such legal requirements as are currently in force regarding libel, copyright infringement and plagiarism. The Editor-in-Chief may confer with other editors or reviewers in making this decision.

Involvement and cooperation in investigations
Editors (in conjunction with the publisher and/or society) will take responsive measures when ethical concerns are raised regarding a submitted manuscript or published paper. Every reported act of unethical publishing behavior will be investigated, even if it is discovered years after publication. If, on investigation, the ethical concern is well-founded, a correction, retraction, expression of concern or other note as may be relevant, will be published in the journal.
Duties of Reviewers

Contribution to editorial decisions
Peer review assists editors in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. Peer review is an essential component of formal scholarly communication and lies at the heart of scientific endeavor.

Promptness
Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should immediately notify the editors and decline the invitation to review so that alternative reviewers can be contacted.

Confidentiality
Any manuscripts received for review are confidential documents and must be treated as such; they must not be shown to or discussed with others except if authorized by the Editor-in-Chief (who would only do so under exceptional and specific circumstances). This applies also to invited reviewers who decline the review invitation.

Standards of objectivity
Reviews should be conducted objectively and observations formulated clearly with supporting arguments so that authors can use them for improving the manuscript. Personal criticism of the authors is inappropriate.

Acknowledgement of sources
Reviewers should identify relevant published work that has not been cited by the authors. Any statement that is an observation, derivation or argument that has been reported in previous publications should be accompanied by the relevant citation. A reviewer should also notify the editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.

Disclosure and conflicts of interest
Any invited referee who has conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies or institutions connected to the manuscript and the work described therein should immediately notify the editors to declare their conflicts of interest and decline the invitation to review so that alternative reviewers can be contacted.

Unpublished material disclosed in a submitted manuscript must not be used in a reviewer’s own research without the express written consent of the authors. Privileged information or ideas obtained through peer review must be kept confidential and not used for the reviewer’s personal advantage. This applies also to invited reviewers who decline the review invitation.

Duties of Authors

Reporting standards
Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of the significance of the work. The manuscript should contain sufficient detail and references to permit others to replicate the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective pieces should be clearly identified as such. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.
Data access and retention
Authors may be asked to provide the raw data of their study together with the manuscript for editorial review and should be prepared to make the data publicly available if practicable. In any event, authors should ensure accessibility of such data to other competent professionals for at least 10 years after publication (preferably via an institutional or subject-based data repository or other data center), provided that the confidentiality of the participants can be protected and legal rights concerning proprietary data do not preclude their release.

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Authors should ensure that they have written and submit only entirely original works, and if they have used the work and/or words of others, that this has been appropriately cited. Publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism takes many forms, from "passing off" another's paper as the author's own, 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 behavior and is unacceptable.

Multiple, duplicate, redundant or concurrent submission/publication
Papers describing essentially the same research should not be published in more than one journal or primary publication. Hence, authors should not submit for consideration a manuscript that has already been published in another journal. Submission of a manuscript concurrently to more than one journal is unethical publishing behavior and unacceptable.

The publication of some kinds of articles (such as clinical guidelines, translations) in more than one journal is sometimes justifiable, provided that certain conditions are met. The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

Authorship of the manuscript
Only persons who meet these authorship criteria should be listed as authors in the manuscript as they must be able to take public responsibility for the content: (i) made significant contributions to the conception, design, execution, data acquisition, or analysis/interpretation of the study; and (ii) drafted the manuscript or revised it critically for important intellectual content; and (iii) have seen and approved the final version of the paper and agreed to its submission for publication. All persons who made substantial contributions to the work reported in the manuscript (such as technical help, writing and editing assistance, general support) but who do not meet the criteria for authorship must not be listed as an author, but should be acknowledged in the "Acknowledgements" section after their written permission to be named as been obtained. The corresponding author should ensure that all appropriate coauthors (according to the above definition) and no inappropriate coauthors are included in the author list and verify that all coauthors have seen and approved the final version of the manuscript and agreed to its submission for publication.

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Hazards and human or animal subjects
If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript. If the work involves the use of animals or human participants, the authors should ensure that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them; the manuscript should contain a statement to this effect. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

Peer review
Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors’ requests for raw data, clarifications, and proof of ethics approval, patient consents and copyright permissions. In the case of a first decision of "revisions necessary", authors should respond to the reviewers’ comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

Fundamental errors in published works
When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the journal’s editors or publisher and cooperate with them to either correct the paper in the form of an erratum or to retract the paper. If the editors or publisher learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors’ obligation to promptly correct or retract the paper or provide evidence to the journal editors of the correctness of the paper. For guidelines on retracting or correcting articles, please click here: https://www.elsevier.com/about/company-information/policies/article-withdrawal.

Duties of the Publisher
Handling of unethical publishing behavior
In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism, the publisher, in close collaboration with the editors, will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum, clarification or, in the most severe case, the retraction of the affected work. The publisher, together with the editors, shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, and under no circumstances encourage such misconduct or knowingly allow such misconduct to take place.
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No response

Unsatisfactory explanation/admits guilt

Attempt to contact all other authors (check Medline/Google for emails)

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No response

Contact author's institution requesting your concern is passed to author's superior and/or person responsible for research governance

Write to author (all authors if possible) rejecting submission, explaining position and expected future behaviour

Write to author (all authors if possible) rejecting submission or requesting revision, explaining position and expected future behaviour

If no response, keep contacting institution every 3–6 months
If no resolution, consider contacting other authorities, e.g., ORI in US, GMC in UK

Consider informing author's superior and/or person responsible for research governance and/or potential victim

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Contact author in neutral terms/expressing disappointment/explaining journal’s position
Discuss publishing correction giving reference to original paper(s) if this has been omitted

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Contact all authors and tell them what you plan to do
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Satisfactory explanation (honest error/journal instructions unclear/very junior researcher)
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Write to author (all authors if possible) explaining position and expected future behavior

If no response, keep contacting institution every 3–6 months
If no resolution, consider contacting other authorities, e.g., ORI in US, GMC in UK

Consider informing author’s superior and/or person responsible for research governance at author’s institution

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