

ETHICAL PUBLICATION CHECKLIST FOR AUTHORS



ed/tage[®]
by CACTUS





AVOIDING PLAGIARISM

1. You must appropriately cite any studies relevant to your work in your manuscript.
2. If you are quoting text from another publication, even if it is your own, you must cite the source and put the words into quotation marks unless they are paraphrased (i.e. put into your own words).

Note: Even if you cite a reference, you should not copy directly from it without quotation marks. Alternatively, you could paraphrase the quoted text such that it is not simply a word-for-word copy of the original. Paraphrasing is acceptable but only if you credit the source. Without due attribution paraphrasing can qualify as a form of plagiarism.

3. If you want to reproduce or adapt figures or tables from another publication, you must obtain permission from the copyright owner and cite the source in your manuscript.

Note: The copyright owner is often the journal publisher (not the author) although this depends on the type of journal and the licensing agreement with the author. Even if you want to re-use or adapt your own figure, if you have transferred copyright to the journal, you must get permission from the journal before you can re-use it. However, open access journals that publish under a Creative Commons license allow the author to retain the copyright, so check the small print!



AVOIDING SIMULTANEOUS MULTIPLE SUBMISSIONS

1. You must not submit your manuscript to more than one journal at the same time.
2. You must not submit your manuscript to a new journal while waiting for a decision from the first journal you have submitted to. You can risk duplication if multiple journals accept the same manuscript for publication by virtue of you having made multiple submissions.



AVOIDING DUPLICATE AND REDUNDANT PUBLICATION

1. You must not translate a publication into another language and submit it to another journal unless you have permission from the original publisher and you inform the second publisher that this is a translation.

If you are preparing a secondary publication (i.e. using a dataset from which you have already produced a publication) you must ensure that:

2. Both manuscripts address unique and important research questions.
3. The previous manuscript is cited where appropriate.
4. The journal editor is informed about your previous publication(s) in the cover letter.

Note: It is unacceptable to attempt to publish a previous publication in a different journal because the journal that has already published the article usually owns the copyright. Redundant publication also wastes reviewers' and readers' time and may create a misleading impression (e.g. that there were several studies rather than just one). When submitting a secondary publication it is good practice to include a copy of the previous publication(s) with your cover letter, so the editor can judge the amount of overlap.



AVOIDING UNETHICAL RESEARCH

If your study involves human participants (e.g. patients):

1. You must obtain approval from the relevant authority (your institutional review board, human experimentation committee, research ethics committee, or equivalent) for the procedures performed and mention the approval in the manuscript.
2. You should generally obtain prior written informed consent from each subject (or their legal guardian) for participation in the study and mention this in the manuscript, especially if the consent procedure was unusual (e.g. involving vulnerable groups, children, or unconscious or disabled patients).
3. The privacy of human subjects must be respected. If providing identifying information is essential to answer the research question (e.g. in a case study), this must be done only after obtaining written informed consent of the patient (or guardian).
4. You must ensure that medical research follows the [Declaration of Helsinki](#), and mention the same in the manuscript.

If your study involves animal experimentation or hazardous materials:

1. You must ensure that the study is in compliance with applicable laws and regulations and/or institutional policies (e.g. [ARRIVE guidelines](#)), obtain approval for the experiments from the relevant authority (institutional animal care committee equivalent), and mention the same in the manuscript.
2. You must clearly identify any chemicals, procedures, or equipment used that have any hazards inherent in their use.



ADHERING TO RELEVANT REPORTING GUIDELINES

1. Adherence to reporting guidelines is necessary to ensure accurate and complete reporting of key aspects of research studies. Different study designs require adherence to different sets of reporting guidelines. For medical research, you should check the [EQUATOR Network](#) for reporting guidelines that apply to your study design (e.g. CONSORT guidelines for randomized trials, STROBE guidelines for epidemiological studies, and PRISMA for meta-analyses) and make sure that all relevant information is included in your manuscript. (Some journals require a CONSORT checklist to be submitted with the manuscript to indicate adherence.) Following reporting guidelines should increase your chance of acceptance, even if the journal does not specifically require this.



DISCLOSING CONFLICTS OF INTEREST

1. If you have received funds or other support (e.g. equipment, services) for the study, you must acknowledge the source of funding/support in the manuscript.
2. If you have any financial interest in an organization or product that may be affected by the publication of your study (e.g. employment, consultancy, contractual relations, paid testimony, honoraria, travel grants, advisory board membership, stock ownership, patents or patent applications), you must declare the same.
3. If you have personal or other relationships that might constitute a competing interest relating to the work described in the manuscript, you must declare this.



DETERMINING IF SOMEONE QUALIFIES TO BE AN AUTHOR

Guidelines and conventions on authorship vary slightly across disciplines. For example, in the humanities, more emphasis is put on writing the publication and less on data collection than in biomedicine. In physics, it is not uncommon to list everybody who contributed to a research project, regardless of their contribution to the publication. However, there are certain common principles that apply in all areas.

To qualify as an author an individual needs to:

1. Contribute substantially to study conception, study design, data collection, data analysis, and data interpretation,
2. Draft the article or revise it critically for important intellectual content,
3. Agree to be accountable for all aspects of the work,
4. Agree to be listed as an author on the manuscript, and
5. Approve the version to be submitted to the journal and the final version to be published.

Note: Any individual who has contributed to the study in some way but does not meet the criteria for authorship should be mentioned under Acknowledgements (e.g. acquisition of funds, supervision of work, minor laboratory support, or administrative support).

Further Reading:

1. Scott-Lichter D and the Editorial Policy Committee, Council of Science Editors. CSE's White Paper on Promoting Integrity in Scientific Journal Publications, 2012 Update. 3rd Revised Edition. Wheat Ridge, CO: 2012. Available at: http://www.councilscienceeditors.org/wp-content/uploads/entire_whitepaper.pdf Accessed: April 20, 2014.
2. Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals. Published by ICMJE, 2013 Update. Available at: <http://www.icmje.org/icmje-recommendations.pdf> Accessed: April 20, 2014.
3. EASE Guidelines for Authors and Translators of Scientific Articles to be Published in English, June 2013. Available at: http://www.ease.org.uk/sites/default/files/ease_guidelines-june2013-ethics.pdf Accessed: April 20, 2014.



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www.editage.com/publication-support/ethics