



Statement of publishing ethics and misconduct

The editorial board of *Polytechnica* wants to ensure high standards of ethical behaviour at every level of activity, from preparation to publication, following the guidelines of good practice on ethical expectations, violations of ethical standards and procedures against unethical behaviours proposed by the *Committee on Publication Ethics (COPE)* and *Elsevier Publishing Ethics Resource Kit (PERK)*.

1. Ethical expectations

A. Responsibilities of Editors-in-Chief

Deciding on publishing

- Editors-in-Chief make the final decision on accepting / not accepting a paper for publication.
- When making a decision, the Editorial Policy and applicable laws and regulations in the field of protection of honour and reputation, copyright infringement and plagiarism are followed.
- The opinion of reviewers and members of the Editorial Board when making the final decision on publishing the paper may guide the editor-in-chief.
- The editor-in-chief must provide an anonymous double review of all papers published in the journal.
- The editor-in-chief should encourage responsible behaviour of all participants in the process of publishing the journal.
- In case of ethical complaints or conflicts, the editor will act in accordance with the rules of the journal and give the authors the opportunity to comment on all complaints. All complaints should be investigated regardless of when the original publication was approved for publication. Documentation related to complaints should be preserved.

Impartiality

- Contributions are evaluated according to the quality of their content without discrimination based on race, gender, sexual orientation, religious beliefs, ethnic origin, citizenship or political philosophy of the author.
- Contributions for thematic, special or sponsored issues are evaluated according to the same criteria as other contributions. Such manuscripts are evaluated and accepted only based on their academic value and quality, regardless of any financial implications.

Data confidentiality and conflict of interest

- Editors-in-Chief and members of the Editorial Board may not disclose information about the received manuscript to anyone other than the author, reviewers, potential reviewers, and, in exceptional cases, the publisher.

- Editors and members of the Editorial Board must ensure the confidentiality of data or ideas obtained through reviews and prevent their misuse.
- Editors may not use unpublished materials from journal articles for any purpose, such as their own research work, without the express written consent of the author.
- Two editors-in-chief edit the *Polytechnica* journal in order to enable the editor to publish articles in the magazine. In such a case, the second editor-in-chief takes over the evaluation and decision-making of the publication of the article, while the editor-in-chief who wishes to publish the article is in no way involved in the process of reviewing and accepting his manuscript.

B. Responsibilities of reviewers

Contribution to the decision of the Editorial Board

- A double anonymized review assists the editor in making a decision to publish the paper, with constructive communication between the editor and the author can help improve the quality of the paper.

Standards of objectivity

- Reviews should be conducted objectively. Criticism of the author as a person is not appropriate.
- Reviewers should express their views clearly and argumentatively.

Privacy

- Reviewers should take care of the confidentiality of the review process and all information provided to them by the editor or author.
- Any manuscript received for review is considered a confidential document, which is why it should not be shown to others without the author's authority.
- The reviewer may not keep copies of the manuscript after the review process.

References

- Reviewers should identify and alert the editor to any relevant published or submitted content that is substantially similar to or overlaps with the content of the peer-reviewed manuscript, which the authors did not cite as the source. For each of the above statements, observations, or arguments, an appropriate source must be cited.

Data disclosure and conflict of interest

- The information or ideas obtained through the review are confidential and may not be used for personal purposes. Reviewers may not consider manuscripts according to which they have a conflict of interest (financial, institutional, collaborative, or other relationship between the reviewer and the author, or the work submitted to them for review).

C. Responsibilities of the author

Article formatting and data presentation standards

- The authors of scientific papers should present the results and scientific contributions of the paper accurately and objectively.
- The information provided in the article must be accurate and the author guarantees the responsibility of accuracy.
- The paper must be detailed and supported by appropriate literature.
- False or knowingly incorrect statements constitute unethical behaviour and are unacceptable, the consequences of which are borne solely by the author.

Data access and retention

- In his work, the author is obliged to present the original data obtained by the research.
- Authors should be prepared to provide public access to source data in accordance with the *ALPSP-STM Statement on Data and Databases*, if possible, and should in any case be prepared to keep such data after publication.

Originality and plagiarism

- Authors must ensure that their work is completely original and that it strictly follows the rules of scientific methodology. If they used someone else's work or words, the authors should list them in the manner prescribed by the rules of writing and quoting papers in the journal.
- The application of the manuscript for publication is synonymous with the "Statement of Authorship and Copyright" under the Copyright and Related Rights Act (OG 167/03). In this way, the author guarantees that the submitted work represents his original manuscript and that it has not been previously printed nor is it under consideration for publication in another publication.
- In order to ensure high ethical and academic standards of quality of scientific papers, the authenticity of the content of manuscripts considered for publication in the journal *Polytechnica* can be checked using the *Turnitin* tool. By submitting a manuscript to a journal, the author accepts the possibility of verifying the authenticity of the manuscript during the evaluation or publication process.

Copyright

- By sending the manuscript to the journal's address or via the OJS system, the author confirms that the submitted manuscript does not violate copyright rules.
- In cases of sources for which this is expressly required, authors should obtain the permission of the authors whose research they use to reproduce any content from such source. *Polytechnica* journal is not responsible for violations of the right to cite the author. Any infringement of copyright law will result in the rejection of the submitted material or

its withdrawal after publication. The submitted manuscript must not contain hate speech or defamatory, derogatory, obscene, incendiary, or illegal material.

Multiple publications of the same material

- An author may not publish manuscripts in which he or she engages in equal research in more than one journal or primary publication. Submitting the same manuscript to more than one journal at the same time constitutes unethical behaviour in publishing and is unacceptable.

References

- The author is obliged to always cite the sources in an appropriate manner and list the authors to whom the paper refers.

Authorship of the paper

- The authorship of the paper must be specified. The submission of a manuscript for publication implies that all individuals listed as authors have actually participated in the creation of the work and that all have given their consent to its publication.

Dangers to humans and animals

- If the work involves the use of chemicals and processes or equipment whose use is hazardous, the author must clearly state this in the manuscript and care must be taken to ensure that any research involving humans or animals complies with national, local and institutional laws and regulations (e.g. WMA Declaration from Helsinki, NIH Laboratory Animal Use Policy, EU Animal Use Directive) and provide a certificate of approval of the study if necessary.
- Authors should seek and obtain express permission for research conducted on humans and respect their privacy.

Data disclosure and conflict of interest

- The authors are obliged to take into account that there are no potential conflicts of interest or influence of interest groups in their work, which could affect the results or interpretation of the research results.
- All sources of financial support for the project or research on which the work is based should be indicated.

Significant errors in published papers

- If the author discovers a significant error or inaccuracy in his own published work, his obligation is to immediately notify the editor of the journal or publisher and to cooperate with the editor to publish the *erratum*, supplement or correction, or to withdraw the work in cases when is necessary.

2. Actions against unethical behavior

Recognition of unethical behaviour

- Inappropriate and unethical behaviour can be pointed out by any individual at any time and warned the editor and publisher.
- The whistleblower should provide the editor or publisher with sufficient information and evidence to initiate an investigation. All allegations will be understood and treated seriously and impartially until the issue is resolved.

Investigation

- The decision to initiate an investigation into unethical conduct is made by the editor-in-chief, who may consult and agree with the publisher.
- In the case of an investigation, the evidence is collected, avoiding disseminating information outside the circle of people who are part of the investigation.

Minor misconduct

- Editors-in-chief without the involvement of higher instances handle minor misconduct. In any case, the author should be given the opportunity to respond to all allegations.

Serious violations of the code of ethics

- Sanctioning serious forms of misconduct may include notifying the employer of the person accused of the misconduct. In agreement with the publisher or the competent institutions, the editor will, if necessary, make a decision on the involvement or non-involvement of the employer in the procedure, either by independent inspection of the available evidence or by further consultation with a number of experts.

Actions that can be taken after a violation is identified

- Informing or educating the author or reviewer in cases of misunderstanding or non-application of acceptable standards.
- Written notification of the author or reviewer which will indicate illegal behaviour or issue a reprimand.
- Publication of an official notice indicating inappropriate behaviour.
- Publish an editorial detailing inappropriate behaviour.
- Formal letter to the head of the institution or company funding the author or reviewer.
- Formal withdrawal of the publication from the journal and informing the employer with whom the author or reviewer employed storage services, and readers of the publication.
- Introduction of a formal ban on publishing the individual's contribution for a certain period.
- Informing the competent institutions about the case in question and its outcome with the aim of further investigation and action.