



**AUSTRALIAN & NEW ZEALAND**  
**JOURNAL OF EUROPEAN**  
**STUDIES**

## **Publication Ethics and Editorial Policy**

The *Australian and New Zealand Journal of European Studies (ANZJES)* is committed to ensuring the highest quality and ethical standards in its publication. Drawing on the guidelines established by the [Committee on Publication Ethics \(COPE\)](#), ANZJES states the following Publication Ethics and Editorial Policy. In the absence of a specific relevant clause herein, ANZJES will, as far as is reasonable, follow the guidelines elaborated by COPE.

### **Responsibilities of the Editor and Editorial Board**

#### ***General Editorial Role***

Editors individually, and the Editorial Board collectively, will make decisions as to which manuscripts submitted to ANZJES will be accepted for review and thereby for potential publication in the journal. Editors will be responsible for the final decision to accept submitted manuscripts for publication. In making this decision, they will be guided by the academic merits of the submission as determined in the feedback received from reviewers, by the ANZJES Publication Ethics and Editorial Policy, and by any additional legal requirements as may be relevant.

Editors individually, and the Editorial Board collectively, will be responsible for ensuring that they abide by, and implement, the ANZJES Publication Ethics and Editorial Policy.

#### ***Fairness***

Assigned Editors will evaluate submitted manuscripts on the basis of academic and intellectual merit, and according to the ANZJES Publication Ethics and Editorial Policy, without regard to gender, race, ethnic or cultural origin, sexual orientation, citizenship, religious belief or political philosophy of the author(s).

#### ***Confidentiality***

Information concerning submitted manuscripts will not be disclosed to anyone other than the corresponding author, reviewers or potential reviewers, or members of the Editorial Board.

Editors will ensure that unpublished research disclosed in manuscripts submitted to *ANZJES* is not used in their own research without the express written consent of the corresponding author.

### ***Conflict of Interest/Competing Interest***

In order to maintain the fairness and veracity of the peer review process, for any manuscripts where the Editor has a conflict of interest/competing interest as the result of collaborative, competitive or other relationships with any of the listed authors, companies or (possibly) institutions connected with the manuscript, they should recuse themselves from the editorial process. In such cases, an alternative Editor will be assigned.

### ***Peer Review***

Editors individually, and the Editorial Board collectively, are responsible for ensuring the fair and unbiased application of the peer review process, including providing any necessary guidance to reviewers.

### ***Guest Editors***

The Editorial Board is responsible for providing clear direction to Guest Editors of special/thematic issues of *ANZJES*. Guest Editors are responsible for establishing the subject matter of articles in the special/thematic issues, and providing guidance to authors on the topics, theme and structure of the special/thematic issue. Guest Editors, in collaboration with the Editorial Board, will ensure that appropriate reviewers are used for all manuscripts submitted to the special/thematic issue.

## **Responsibilities of Reviewers**

### ***Promptness***

The promptness of Reviewer responses is essential to the publication process. Should a Reviewer be unable to complete a review in a timely fashion, or deem themselves unqualified to provide an accurate review on the basis of the content of the manuscript, they should notify the Editor immediately so that an alternative Reviewer may be identified.

### ***Confidentiality***

Reviewers are expected to respect the confidentiality of any manuscripts provided to them for review. Manuscripts must not be shown to or discussed with anyone outside of the review process, unless expressly authorised by the Editor.

Information or ideas obtained through the peer review process must be kept confidential, and not used in the Reviewer's own research or otherwise to their personal advantage.

### ***Objectivity***

Reviewers are expected to maintain objectivity in the performance of their review, being guided by the academic merits of the submission. Personal criticism directed towards the author(s) is unacceptable. Reviewers should express their views clearly and with appropriate supporting arguments.

### ***Conflict of Interest/Competing Interest***

In order to maintain the fairness and veracity of the peer review process, Reviewers should not agree to evaluate manuscripts in which they have a conflict of interest/competing interest as the result of collaborative, competitive or other relationships with any of the listed authors, companies or (possibly) institutions connected with the manuscript.

### **Responsibilities of Authors**

In order to maintain the integrity of academic publishing, and confidence in published articles, ANZJES expects all authors to comply with core ethical requirements in preparation of their manuscript. Violations of publication and research ethics will be addressed in accordance with guidance from the [Committee on Publication Ethics \(COPE\)](#).

### ***Accurate Reporting***

Authors are responsible for providing an accurate account of the original research undertaken, as well as providing objective discussion of its significance. Underlying data should be represented accurately in the manuscript. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable

### ***Authorship and Contributorship***

Determination of authorship should be guided by the following principles (based on [ICMJE recommendations](#)):

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
- Drafting the work or revising it critically for important intellectual content;
- Final approval of the version to be published;
- Agreement to be accountable for all aspects of the work and to ensure that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Individuals who do not meet the above criteria to qualify as an author, but who nevertheless contributed to the composition of the manuscript (e.g. general supervision of a research group, writing assistance, technical editing, language editing, and proofreading), may be listed by name and affiliation in an Acknowledgements section. It is the responsibility of the corresponding author to obtain permission from these individuals for inclusion in this section. Organisations that provided support in terms of funding and/or other resources should also be acknowledged.

It is the responsibility of the corresponding author to ensure that only appropriate co-authors (according to the guidance above) are included in the author list submitted with the manuscript, and that all co-authors have approved the final version of the paper and agreed to its submission for publication.

### ***Plagiarism***

ANZJES takes all issues of plagiarism, copyright violation, and other unethical publishing practices seriously. In all instances, authors are responsible for ensuring that their

manuscript represents their own contribution and has not been copied or plagiarised, either in whole or in part, from other works. Authors are responsible for ensuring that citations of sources (including publications that have been influential in their work) are complete and accurate. In instances where a published article is found to have plagiarised other work, or to have included copyrighted material without permission or with insufficient acknowledgement, or where authorship of the article in whole or in part is contested, ANZJES reserves the right to take action including, but not limited to: correction or retraction of the published article (see **Post-Publication Corrections/Retractions**); raising the matter with appropriate office-holders at the author's institutions and/or relevant academic bodies or societies; or taking appropriate legal action.

### ***Ethical approval and consent***

ANZJES expects that all data collection involving human participants is approved by relevant institutional ethics committee(s) and conforms to international ethical and legal standards for research. Authors should obtain consent to publish from individual participants if their manuscript includes any data that might identify them. Consent to participate should not be confused with consent to publish.

### ***Multiple, redundant or concurrent publication***

Authors should not submit manuscripts to two or more journals or primary publications addressing essentially the same research derived from the same data in such a manner that there are no substantial differences between the manuscripts. Additionally, parallel submission of the same or similar manuscript (including in different languages) to more than one journal at the same time constitutes unethical publishing behaviour and is unacceptable.

### ***Citation manipulation***

Manuscripts should contain only relevant citations. Irrelevant self-citation to increase one's citations constitutes unethical publishing behaviour.

### ***Conflict of Interest/Competing Interest***

Authors submitting a manuscript to ANZJES are required to declare any potential conflicts of interest/competing interests that might be construed to influence the results or their interpretation in the manuscript. These may be financial, non-financial, professional, contractual or personal in nature. All sources of financial support for the project on which the manuscript is based should be disclosed at time of submission. Undeclared conflicts of interest/competing interests will be addressed in accordance with guidance from the [Committee on Publication Ethics \(COPE\)](#).

### ***Anonymised Submission***

In order to facilitate the peer review process, authors are responsible for removing any identifying information from manuscripts before submission. In addition to removing names and affiliations under the title within the manuscript, the following should be considered:

- Use the third person to refer to work previously published by the authors. For example, write “Smith and Jones (2016) have demonstrated” rather than “we/the authors have previously demonstrated (Smith and Jones, 2016)”;
- Make certain that author affiliations do not appear in any tables and figures;
- Make certain that the file name chosen for the manuscript does not include any identifying details, and ensure that the file’s ‘properties’ are also anonymised. If you are using Microsoft Office 2007 or later, consider using the *Document Inspector Tool* prior to submission.

### **Post-Publication Corrections/Retractions**

In rare instances it may be necessary to provide a correction to, or retraction of, an article published in *ANZJES* in order to maintain the integrity of the academic record and of the journal itself. In such instances, corrections or retractions will be made through publication of a Correction or Retraction note linked to the original article. Any amendments to the original article will be described in the accompanying note.

Authors, readers or organisations who become aware of errors or ethics issues in an article published in *ANZJES* are requested to contact the Editor-in-Chief directly via the contact details available on the journal website. All such reports will be considered by the Editorial Board, which also reserves the right to seek additional advice in determining the most appropriate course of action. All such considerations will be made in accordance with guidance from the [Committee on Publication Ethics \(COPE\)](#).

In exceptional circumstances, *ANZJES* reserves the right to remove an article from the publication and its online platform. Such action may be taken when (i) *ANZJES* has been advised that content is defamatory, infringes a third party’s intellectual property right, right to privacy, or other legal right, or is otherwise unlawful; or (ii) a court or government order has been issued, or is likely to be issued, requiring removal of such content. Removal may be temporary or permanent. Bibliographic metadata (e.g. title and authors) will be retained on the *ANZJES* site, and will be accompanied by an explanatory note outlining why the content has been removed.