



**Vilnius
University
Press**

Publication Ethics and Malpractice Statement

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Introduction

At Vilnius University Press, the integrity of our academic content and publishing process is paramount. This document outlines the best practice principles that we apply to our books and journals. We hope these guidelines will be useful to many different groups, including authors, peer reviewers, editors within and outside of Vilnius University Press.

Vilnius University Press follows [Committee on Publication Ethics](#) (COPE) guidelines on publishing ethics. Although COPE primarily provides guidelines and resources for journal editors, these can also be useful to books editors – so we reference them throughout this document.

Research Integrity

We uphold the same high standards as our University, and expect research published by Vilnius University Press to abide by the principles within the [Code of Academic Ethics of Vilnius University](#).

In addition to Code of Academic Ethics of Vilnius University, we expect our journal and book editorial teams to provide specific guidelines and policies for authors on research integrity and ethics appropriate to their subject matter and discipline.

Anyone who believes that research published by Vilnius University Press has not been carried out in line with these Publication Ethics and Malpractice Statements, or the above principles, should raise their concern with the relevant editor or email info@leidykla.vu.lt. Concerns will be addressed by following COPE guidelines where possible and/or by escalating the matter to our [Publishing Committee](#) if necessary.

Editorial Process

We are committed to editorial independence, and strive in all cases to prevent this principle from being compromised through conflicts of interest, fear, or any other corporate, business, financial or political influence. Our editorial processes reflect this commitment to editorial independence.

We do not discriminate against authors, editors or peer reviewers based on personal characteristics or identity.

Our academic publishing programme is overseen by the Publishing Committee, consisting of academics from the Vilnius University. The role of the Publishing Committee differs for book and journal contracts:

- Proposals submitted for our book publishing programme are initially reviewed by inhouse editors, who may also consult relevant external book series editors or subject specialists. If the proposal is suitable for consideration by Vilnius University Press, the proposal, along with sample content, will be sent to a minimum of two external and independent peer reviewers. The peer reviewers' assessments are used to inform the editor's decision as to whether or not to recommend publication to the Publishing Committee. The Publishing Committee subsequently make the final decision on whether or not to award the author(s) a publishing contract. Our editors are free to solicit additional reviews and guidance postcontract to inform the development of the manuscript.
- Editorial decisions on articles submitted to our journals are made by external academic editors and based on independent peer review reports. The Publishing Committee may also advise on policy changes, ethics or other matters affecting the conduct of our journals' business, but Publishing Committee responsibilities do not include decisions to publish individual articles.

We encourage all journals to provide a policy and process for considering appeals of editorial decisions. Please contact individual journals for details about this process. We consider appeals on editorial decisions for books, but only when new information relevant to the editorial decision has been made available, or if there is reason to believe we did not follow our Code of Ethics or these Research Publishing Ethics Guidelines. If you have concerns and wish to appeal or file a complaint, please contact info@leidykla.vu.lt.

We do not tolerate abusive behaviour or correspondence towards our staff and others involved in the publishing process on our behalf. If anyone involved in this process engages in such behaviour we have the right to take action to protect others from this abuse. This may include, for example, withdrawal of a manuscript from consideration, or challenging clearly abusive peer review comments.

Peer Review

Peer review is critical to maintaining the standards of our publications. We:

- provide appropriate systems, training and support to facilitate rigorous, fair and effective peer review for all our publications;
- encourage our editors and peer reviewers to familiarise themselves with and act in accordance with relevant best practice guidelines on peer review. For journal editors and peer reviewers, please refer to [COPE's Ethical Guidelines for Peer Reviewers](#). Our books editors and peer reviewers may find the [Association of American University Press' Best Practices for Peer Review](#) more appropriate;
- expect those who oversee the peer review process to be able to recognise [warning signs of fraudulent or manipulated peer review](#), and to raise any concerns by emailing info@leidykla.vu.lt. People who oversee the peer review process may be internal to Vilnius University Press or contracted by us;

- support our editors and peer reviewers in investigating and acting on any suspected cases of manipulated or fraudulent peer review;
- protect the confidentiality of participants in the peer review process where anonymity forms part of that publication's peer review process. We also expect our publishing partners, authors and peer reviewers to uphold any relevant confidentiality arrangements for each book or journal and to provide necessary information to support this.

Authorship and Contributorship

We acknowledge that different disciplines and publication formats have different norms for who is listed as an author. Where no other guidance is specified, we recommend applying the following principles:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; and/or
2. Drafting the work or revising it critically for important intellectual content; and
3. Final approval of the version to be published; and
4. 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.

We consider the corresponding author to be the person who handles the manuscript and correspondence during the publication process. We ask that the corresponding author confirm that they have the authority to act on behalf of all co-authors in all matters pertaining to publication of the manuscript including

supplementary material. The corresponding author is responsible for obtaining such agreements and for informing the co-authors of the manuscript's status throughout the submission, review, and publication process. In addition, the corresponding author also acts as the main point of contact for any enquiries (including those relating to the integrity of the work) after the paper is published.

We encourage authors to list anyone who does not meet the criteria for authorship in an Acknowledgments section in their publication, for example to recognise the contributions of anyone who provided research or writing assistance.

COPE also provides extensive resources on authorship and authorship disputes, and we encourage anyone involved in editorial decisions to familiarise themselves with these resources. We support our editors in dealing with any authorship disputes, including escalating or seeking advice on cases with COPE. We integrate with established and emerging industry standards to increase transparency in authorship (for example, [ORCID](#)).

Plagiarism

Plagiarism is defined as ‘using someone else’s ideas, words, data, or other material produced by them without acknowledgement’. Plagiarism can occur in respect to all types of sources and media, including:

- text, illustrations, musical quotations, extended mathematical derivations, computer code, etc.;
- material downloaded from websites or drawn from manuscripts or other media;
- published and unpublished material, including lectures, presentations and grey literature.

We do not tolerate plagiarism in any of our publications, and we reserve the right to check all submissions through appropriate plagiarism checking tools. Submissions containing suspected plagiarism, in whole or part, will be rejected. If plagiarism is discovered postpublication, we will follow our guidance outlined in the Retractions, Corrections and Expressions of Concern section of these guidelines. We expect our readers, reviewers and editors to raise any suspicions of plagiarism, either by contacting the relevant editor or by emailing info@leidykla.vu.lt.

Duplicate and Redundant Publication

Duplicate or redundant publication, or ‘self-plagiarism’, occurs when a work, or substantial parts of a work, is published more than once by the author(s) of the work without appropriate cross-referencing or justification for the overlap. This can be in the same or a different language*.

We do not support substantial overlap between publications, unless:

- it is felt that editorially this will strengthen the academic discourse; and
- we have clear approval from the original publication; and
- we include citation of the original source.

We expect our readers, reviewers and editors to raise any suspicions of duplicate or redundant publication, either by contacting the relevant editor or by emailing info@leidykla.vu.lt.

When authors submit manuscripts to our journals, these manuscripts should not be under consideration, accepted for

* Based on COPE’s definition of redundant publication, available at: <https://publicationethics.org/category/keywords/redundant-publication>

publication or in press within a different journal, book or similar entity. However, deposition of a preprint on the author's personal website, in an institutional repository, or in a preprint archive shall not be viewed as prior or duplicate publication. Authors should follow our [Preprint Policy](#) regarding preprint archives and maintaining the version of record.

Research with Humans or Animals

Research involving humans or animals should be approved by relevant ethics committee(s) and should conform to international ethical and legal standards for research. We also expect authors to respect human participants' right to privacy, and to gain any necessary consent to publish before submitting to us. For information on whether authors are required to submit or include evidence regarding the above, please consult individual journal submission guidelines or contact the relevant book or journal editor.

Conflicts of Interest and Funding

We try to ensure that any Vilnius University Press publication is free from undue influence. Authors submitting a book or journal manuscript to Vilnius University Press, employees, the Publishing Committee, editors and reviewers of Vilnius University Press publications, are required to declare any potential conflicts of interest that could interfere with the objectivity or integrity of a publication. Conflicts of interest are situations that could be perceived to exert an undue influence on the presentation, review or publication of a piece of work.

These may be financial, non-financial, professional, contractual or personal in nature. We also expect that anyone who suspects an

undisclosed conflict of interest regarding a work published or under consideration by Vilnius University Press should inform the relevant editor or email info@leidykla.vu.lt.

Many of our publications require the inclusion of a funding declaration in addition to a conflicts of interest declaration. Please check with the relevant journal or book editor regarding declaration requirements.

Libel, Defamation and Freedom of Expression

Freedom of expression is critical to us as academic publishers, but we do not support publishing false statements that harm the reputation of individuals, groups, or organisations. Our legal team can advise on pre-publication libel reviews, and will also address allegations of libel in any of our publications.

Retractions, Corrections and Expressions of Concern

Journal editors will consider retractions, corrections or expressions of concern in line with [COPE's Retraction Guidelines](#). If an author is found to have made an error, the journal will issue a corrigendum. If the journal is found to have made an error, they will issue an erratum. Retractions are usually reserved for articles that are so seriously flawed that their findings or conclusions should not be relied upon. Journals that publish Accepted Manuscripts may make minor changes such as those which would likely occur during typesetting or proofreading, but any substantive corrections will be carried out in line with [COPE's Retraction Guidelines](#).

In the case of books, if someone raises a legal, ethical or security concern about a Vilnius University Press publication, we would inform the author(s) and editor(s) involved. Our next step would be to investigate the concern and, if appropriate, address it through dialogue or negotiation with any third parties involved or by referring it to a relevant institution for investigation. If the concern relates to the integrity or accuracy of the content itself, we would consider issuing a correction, or a retraction and withdrawal from sale. Where any content is retracted, we would do so in a way that still preserves the integrity of the academic record and of other affiliated works (for example, other volumes in a series). This includes maintaining any associated metadata and, if legally possible, the abstract.

Image Manipulation, Falsification and Fabrication

Where research data are collected or presented as images, modifying these images can sometimes misrepresent the results obtained or their significance. We recognise that there can be legitimate reasons for modifying images, but we expect authors to avoid modifying images where this leads to the falsification, fabrication, or misrepresentation of their results.

Fraudulent Research and Research Misconduct

Where we are made aware of fraudulent research or research misconduct by a Vilnius University Press author, our first concern is the integrity of content we have published. We work with the relevant editor(s), COPE, and other appropriate institutions or

organisations, to investigate. Any publication found to include fraudulent results will be retracted, or an appropriate correction or expression of concern will be issued.

Versions and Adaptations

Our publications are distributed in many different global cultural, environmental and economic contexts. We may therefore issue different versions of some of our products in order to cater to these contexts. We neither modify existing, published content nor originate new materials to meet political or ideological requirements where we judge these to compromise the quality, effectiveness or factual accuracy of the materials or to conflict with our Code of Ethics.

We grant licences in volume and subsidiary rights to third-parties which permit the reproduction, reuse or adaptation of our content in different contexts, languages and territories. Where we license volume rights, we and our authors retain the right to withhold approval for publication if we have concerns about the integrity and accuracy of the licensed edition.

Transparency

We strive to follow [COPE's Principles of Transparency and Best Practice in Scholarly Publishing](#) and encourage our publishing partners to uphold these same principles.

Data and Supporting Evidence

We support transparency and openness around data, code, and other materials associated with research. We expect authors to

maintain accurate records of supporting evidence necessary to allow others to understand, verify, and replicate new findings, and to supply or provide access to this supporting evidence, on reasonable request. Where appropriate and where allowed by employer, funding body or others who might have an interest, we encourage authors to:

- deposit data in a suitable repository or storage location, for sharing and further use by others; and
- describe where the data may be found.

Vilnius University Press aims to provide authors with the ability to connect supporting data with their manuscripts, either on our own platform or through third party services. Please contact individual journals for information on their transparency requirements.

Integrity of Record

We maintain a record of the existence of everything we publish with information (metadata) describing each publication. If our content is deemed not to comply with the laws of a sovereign nation, we make every effort to ensure the metadata remain accessible within that jurisdiction. Where we are obliged to alter the publication record in any way, such as in the case of research misconduct leading to retraction of a publication, we preserve the academic record as far possible.

We apply these same principles to our marketing, and do not modify or manipulate the representation of the academic record in our marketing activities.

When any product (chapter, article, book or journal) is purchased or subscribed to, we supply it only in its totality to the customer, who is not entitled to alter its content in any way that is inconsistent with the licensing terms under which it was published. Any sale of disaggregated products is subject to the contracts with the copyright holders of the original products.

Useful contacts

For all enquiries relating to the integrity of Vilnius University Press content or COPE Core Practice areas, please contact info@leidykla.vu.lt.

All queries will be handled sensitively and as confidentially as possible within the scope of any necessary subsequent investigation.

For all commercial licensing enquiries across books and journals, as well as bulk and customised/branded book special sales, journal advertising, reprints and supplementary issues, contact info@leidykla.vu.lt

For enquiries regarding third-parties licenses to translate and reprint whole books under the licensee's own imprint, contact info@leidykla.vu.lt

For information about our Open Research and Open Access policies and practices, see [Vilnius University Open Access policy](#).

To make a request for legal advice relating to Intellectual Property, or to request advice on a specific Intellectual Property acquisition, contact info@leidykla.vu.lt

Acknowledgement. The Publication Ethics and Malpractice Statement is created following as an example Cambridge University Press [Research Publishing Ethics Guidelines](#)



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