

“Czas Kultury” editing practices

The “Czas Kultury” [Time of Culture] periodical is a platform for exchanging scientific ideas, non-discriminating on the grounds of gender, age, sexual orientation, religion, origin, race, nationality or disability and not accepting any publications which do not adhere to these principles.

The ethical standards are applied to each stage of creating the journal and pertain to any and all parties involved in the publication of each issue: authors, editors, publisher and reviewers.

“Czas Kultury” makes every effort so that the ethical standards applied in the publishing process adhere to the guidelines of the Committee on Publication Ethics (COPE).

Below the basic rules of procedure and expectations from parties involved in publication are presented.

1. Duties of the editorial staff and publisher:

- act in a balanced, objective and honest manner, without discriminating on the basis of sex, age, sexual orientation, religious conviction, ethnic or geographical of the authors;
- approve the received manuscripts solely on the grounds of their content which is to be in line with the journal's policy, and not on the grounds of commercial value or any other non-content related aspect;
- follow procedures related to ethical and/or other complaints. Allow the authors to reply and lodge complaints;
- consideration of all complaints and keeping records of all related documentation.

2. Duties of reviewers:

- assist in the quality improvement of published articles by objective and punctual review of submitted texts;
- inform the editorial staff of any suspicion of plagiarism;
- inform the editorial staff of any conflict of interest (financial, institutional or other) between the reviewer and author and, in consequence, willingness to withdraw from the review process;
- assure confidentiality of any and all information provided by the editor or author;
- not store (other than for the review purpose) or copy the submitted texts.

3. Authors' duties:

- submission of the text is equivalent to the declaration that it is not considered or accepted for publication elsewhere;
- cite sources in which the fragments of the submitted text overlap with the existing publications of the author;
- report any and all potential conflicts of interest that may have an undesired impact on the author's duties at any stage of work on the text;
- cooperate with the editor and publisher in order to publish any necessary supplements, correction of withdrawal of text;

- assure that any research involving humans or animals adhere to the national, local and institutional regulations;
- respect of privacy.

Procedure in the event of unethical behaviour:

- such behaviours may be identified and presented by the editor and publisher at any time;
- the editor or publisher should gather relevant evidence without formulating premature allegations;
- minor violations may be considered without a broader consultation. The author should be able to respond to any allegations;
- major breach of standards may require that stakeholders be notified, at the editor's and publisher's discretion;
- the procedure may result in a disciplinary letter to the author or reviewer or publishing an official note containing detailed data of inappropriate behaviour. Another consequence may be the notification of employer or other interested parties, as well as withdrawal of the text from publication;
- in justified, extreme cases, the matter may be reported to competent authorities for consideration.

The editorial staff do not charge any fees for publishing articles.

Archiving and access:

- the editorial staff make back-up copies of all contents of the journal and store an archive in a separate electronic database;
- the journal's website allows access to published archive contents, to date digital versions from the years 1985-1989 and from 2003 to most recent editions have been prepared and made available, further archive works are planned as well as making available the digital versions of editions dating back to 1990-2002;
- content is made available in line with the journal's policy: last 3 annual volumes in paid access, annual volumes older than 3 years – free of charge.