

# Ethics

How the editorial office  
• educates & manages  
misconduct

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# The Editorial Office provides:

- Guidelines
- Instructions for Authors
- Author services
- Author workshops
- Instructions for Reviewers
- Software & Systems

# COPE Guidelines

**COPE** COMMITTEE ON PUBLICATION ETHICS

## CODE OF CONDUCT AND BEST PRACTICE GUIDELINES FOR JOURNAL EDITORS

Note: This document combines the original COPE Guidelines from 1999, the Code of Conduct developed in 2003, and the Best Practice Guidelines developed in 2007. This revision was developed after wide consultation with COPE members and approved by the COPE Council on 7th March 2011.

**Background/structure**

The COPE Code of Conduct for Journal Editors is designed to provide a set of minimum standards to which all COPE members are expected to adhere. The Best Practice Guidelines are more aspirational and were developed in response to requests from editors for guidance about a wide range of increasingly complex ethical issues. While COPE expects all members who have not followed it, we realise for Journal Editors (and will consider complaints against members who have not followed it), we realise that editors may not be able to implement all the Best Practice recommendations (which are therefore voluntary), but we hope that our suggestions will identify aspects of journal policy and practice that should be reviewed and discussed.

In this combined version of the documents, the mandatory Code of Conduct for Journal Editors standards are shown in regular script and with numbered clauses, and the more aspirational Best Practice recommendations are shown in italics.

1. General duties and responsibilities of editors
  - 1.1. Editors should be accountable for everything published in their journals.

Reference  
Version 4  
Approved 7th March 2011  
Published March 2011

**COPE** COMMITTEE ON PUBLICATION ETHICS

## What to do if you suspect fabricated data

### (a) Suspected fabricated data in a submitted manuscript

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graph TD; A[Reviewer expresses suspicion of fabricated data] --> B[Thank reviewer, ask for evidence (if not already provided) and state your plans to investigate]; B --> C[Consider getting a 2nd opinion from another reviewer]; C --> D[Contact author to explain concerns but do not make direct accusation]; D --> E[Author replies]; D --> F[No response]; E --> G[Unsatisfactory answer/ admits guilt]; E --> H[Satisfactory explanation]; F --> I[Attempt to contact all other authors (check Medline/Google for emails)]; I --> J[Author replies]; I --> K[No response];
```

The flowchart outlines the following steps:

- Reviewer expresses suspicion of fabricated data
- Thank reviewer, ask for evidence (if not already provided) and state your plans to investigate
- Consider getting a 2nd opinion from another reviewer
- Contact author to explain concerns but do not make direct accusation
- Author replies
  - Unsatisfactory answer/ admits guilt
  - Satisfactory explanation
- No response
  - Attempt to contact all other authors (check Medline/Google for emails)
  - Author replies
  - No response

# Authors

- Author Services
- Author guidelines
- Submission checklists





### Submitting a journal article: ethics for authors

What to think about, and why it's important

#### Be clear on authorship

Have you included all the contributors to your article (in the right order), and are your acknowledgements up-to-date? Agree with your co-authors which journal you are submitting to, and tell them when you submit.

Dispute slow do publica decision toget

#### Who checks?

Editors and reviewers will look for similarities to other published articles, as part of the peer review process. CrossCheck is used by Taylor & Francis to check papers against a database of over 40 million published articles.

#### Avoid plagiarism (and self-plagiarism)

Have you checked you've cited your own, and others', work correctly? You'll also need to have written permissions for any reproduced figures or tables.

#### Double check your data

Using datasets gathered by someone else? Check you have permission to use them in your work. Plus, if a statistician helped with data analysis make sure you acknowledge this.

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#### Transparency is essential

Relevant interests and relationships that could be

### Publishing & Research Ethics

Discussing the major types of scientific misconduct and how to avoid them



#### Authorship

What does it mean to be an author and to establish authorship?

ONLINE LECTURE

QUICK GUIDES & DOWNLOADS

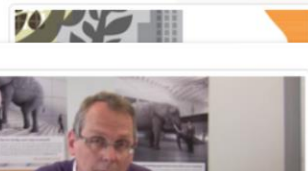
INTERACTIVE COURSE



#### Why you can't afford to ignore research and publication ethics

Authorship, authorship dilemma's, self-plagiarism, conflict of interest and what to do when you detect fraud

ONLINE LECTURE



#### Major types of scientific misconduct

Gain a clear overview of what is considered as scientific misconduct

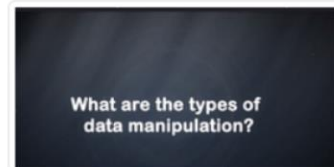
WATCH VIDEO



#### A perspective on research ethics

The implications of ethics failure and why you should stick to the golden rules

WATCH VIDEO



#### What are the types of data manipulation?

Good to know more about to even prevent unintentional error

WATCH VIDEO



#### Figure manipulation, what's acceptable?

There is quite a difference between improving and manipulating figures

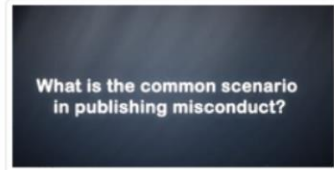
WATCH VIDEO



#### Figure falsification in publishing

Publishing a figure that is not representative of what has actually been studied

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#### What is the common scenario in publishing misconduct?

What is the common scenario in publishing misconduct?

Different types of plagiarism briefly outlined

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# Peer review methods



25-Sep-2013 07:02PM 4851 words • 124 matches • 70 sources iThenticate article

Quotes Excluded 38%  
Bibliography Excluded SIMILAR

### Match Overview

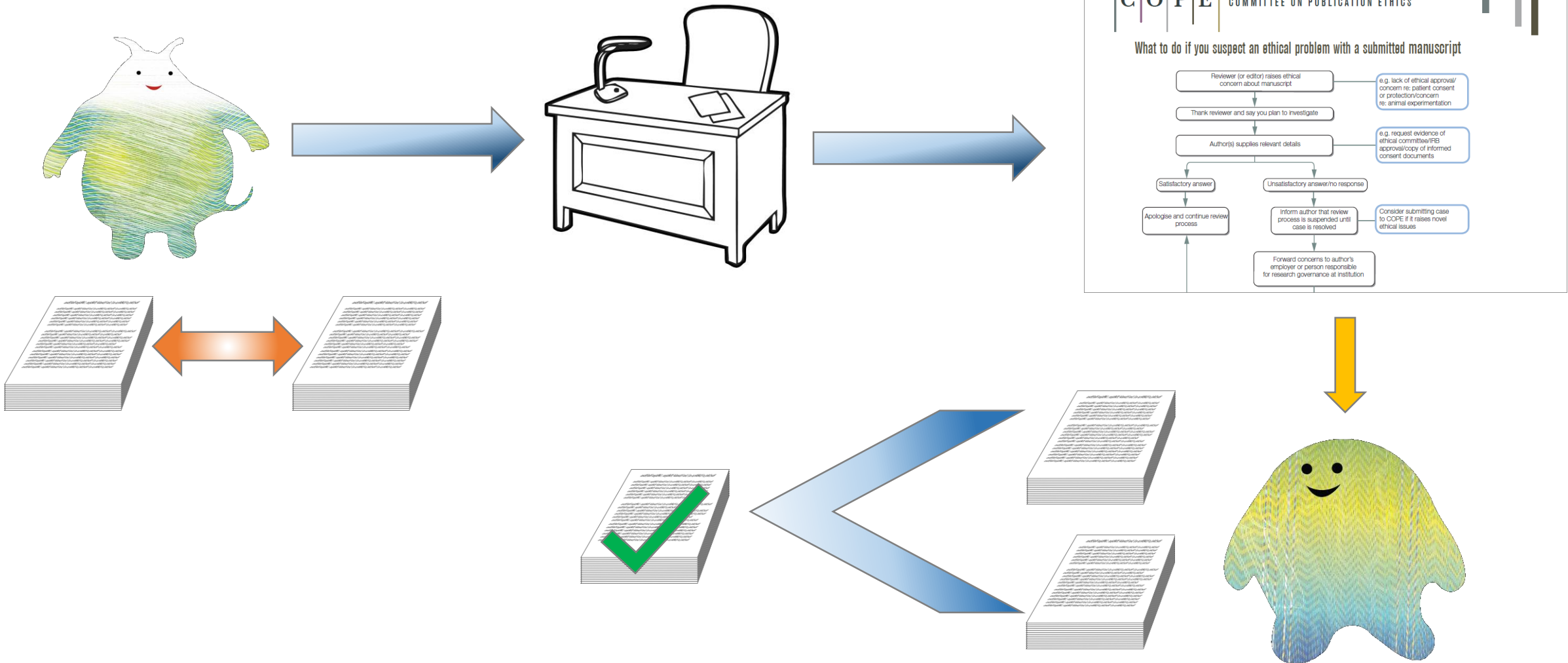
1	CrossCheck 135 words	3%
2	CrossCheck 131 words	3%
3	CrossCheck 113 words	2%
4	CrossCheck 91 words	2%
5	CrossCheck 76 words	2%
6	CrossCheck 73 words	2%
7	CrossCheck 54 words	1%

**Polystyrene-supported GaCl<sub>3</sub> as a highly efficient and recyclable heterogeneous Lewis acid catalyst for one-pot synthesis of N-substituted pyrroles**  
Ali Rahmatpour  
Polymer Science and Technology Division, Research Institute of Petroleum Industry (RIPI), 14600-1037 Tehran, Iran

**ABSTRACT**  
A new and environmentally friendly method for the preparation of N-substituted pyrroles by one-pot condensation reaction of aldehydes with amines and diamines in the presence of polystyrene-supported gallium trichloride (PS-GaCl<sub>3</sub>) as a highly active and reusable heterogeneous Lewis acid catalyst is presented. The prepared catalyst has the advantages of easy availability, stability, reusability and eco-friendliness of the catalyst, high to excellent yields, simple experimental and work-up procedure.

**1. Introduction**  
Pyrroles are an important class of nitrogen-containing cyclic compounds. They constitute the core unit of many natural products, synthetic molecules, and serve as building blocks for porphyrin synthesis [1, 2]. Members of this family have wide applications in medicinal chemistry, being used as anti-malarial, anti-inflammatory agents, antibacterial, and antiviral [3–5]. These compounds can be prepared from the Paal-Knorr procedure [6], 1,3-dipolar cycloaddition reactions [7], aza-Wittig reactions [8], annulations reactions [9], and other multistep operations [10]. Despite these new developments, the Paal-Knorr procedure remains one of the most significant and simple methods for the synthesis of pyrroles. This procedure consists of the cyclocondensation of primary amines with α-carbonyl compounds to produce N-substituted pyrroles. Several catalysts have been used to promote this reaction including HCl [11], p-TSA [12], H<sub>2</sub>SO<sub>4</sub> [13], Sc(OTf)<sub>3</sub> [14], B(NO<sub>2</sub>)<sub>2</sub>·SH<sub>2</sub>O [15], SnCl<sub>4</sub>·2H<sub>2</sub>O [16], TeOP<sup>+</sup> [17], RuCl<sub>2</sub> [18], InCl<sub>3</sub>, InBr<sub>3</sub>, In(OTf)<sub>2</sub> [19], zeolite [20], Al<sub>2</sub>O<sub>3</sub> [21], montmorillonite K10 [22], silica sulfonic acid [23], layered zirconium phosphate and phosphonate [24], montmorillonite [25], montmorillonite KSF-clay and t [26], silica [27] or ultrasonic and microwave irradiation [28]. However, despite the potential utility of these catalysts, many of these methodologies for the synthesis of pyrroles associated with several shortcomings such as low yields, prolonged reaction time, harsh reaction conditions, the requirement of excess of catalyst, the use of toxic and detrimental metal precursors as catalysts, and relatively expensive reagents and high temperature, and tedious work-up leading to the generation of large amounts of toxic metal-containing waste. The main disadvantage of almost all existing methods is that the catalysts are destroyed in the work-up procedure and their recovery and reuse is often impossible, which limit their use under the aspect of environmentally benign procedures. Heterogeneous supported catalysts have been gained much attention in recent years, as they possess a number of advantages in preparative procedures [29, 30]. Immobilization of catalysts on solid support improves the available active site, stability, hygroscopic properties, handling, and reusability of catalysts which all factors are important in industry [31]. Therefore, use of supported and reusable catalysts in organic transformations has economical and environmental benefits. A large number of polymer supported Lewis acid catalysts have been prepared by immobilization of the catalysts on polymer support via coordination or covalent bonds [32]. Such polymeric catalysts are usually as active and selective as their homogeneous counterparts while having the distinguishing characteristics of being easily separable from the reaction mixture, recyclability, easier handling, non-toxicity, enhanced stability, and improved selectivity in various organic reactions. Polystyrene is one of the most widely studied heterogeneous and polymeric supports due to its environmental stability and hydrophobic nature.

# Case study: Salami-slicing





# Reviewers

- Instructions for Reviewers

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## Guidance for peer reviewers

All unpublished manuscripts are confidential documents. If we inform you of a manuscript, it is yours to read and discuss with your colleagues. However, you must not discuss it even with a colleague: if you would like to pass it on to someone else, you must contact [papersadmin@bmj.com](mailto:papersadmin@bmj.com) first.

### Open peer review

We ask [reviewers](#) to sign their reports and declare any conflicts of interest. Reviewers advise the editors, who make the final decision on whether to accept some articles, including original research).

For research papers, *The BMJ* has fully open peer review. This means that every article from September 2014 onwards will have its prepublication history posted alongside it.

COPE COMMITTEE ON PUBLICATION ETHICS

## COPE Ethical Guidelines for Peer Reviewers

*Irene Hames on behalf of COPE Council  
March 2013, v.1*

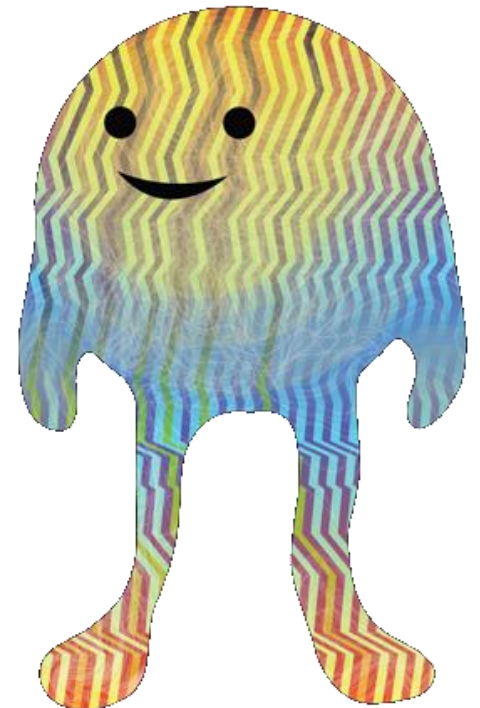
Peer review in all its forms plays an important role in ensuring the integrity of the scholarly record. The process depends to a large extent on trust, and requires that everyone involved behaves responsibly and ethically. Peer reviewers play a central and critical part in the peer-review process. The COPE Ethical Guidelines for Peer Reviewers set out the basic principles and standards to which all peer reviewers should adhere during the peer-review process. It is hoped they will provide helpful guidance to researchers, be a reference for journals and editors in guiding their reviewers, and act as an educational resource for institutions in training their students and researchers.

### Basic principles to which peer reviewers should adhere

Peer reviewers should:

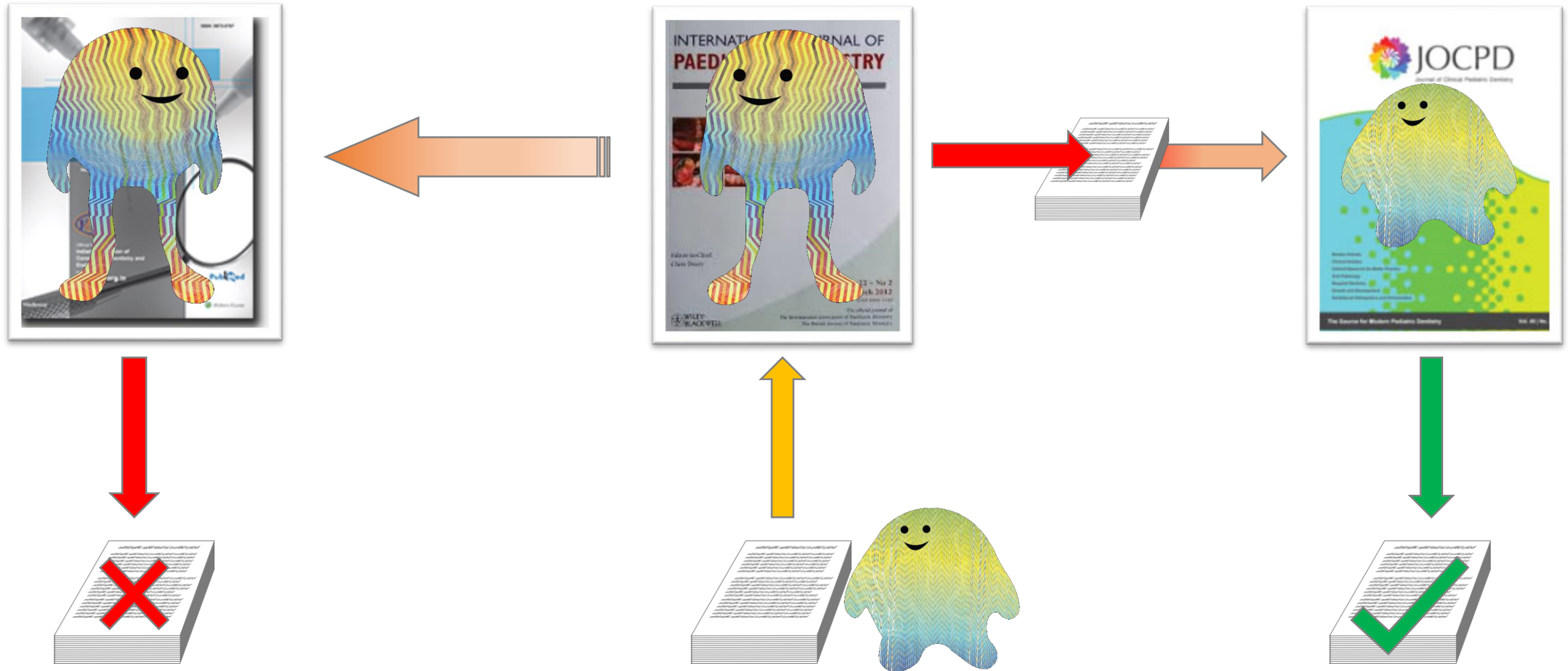
- only agree to review manuscripts for which they have the subject expertise required to carry out a proper assessment and which they can assess in a timely manner
- respect the confidentiality of peer review and not reveal any details of a manuscript or its review, during or after the peer-review process, beyond those that are released by the journal
- not use information obtained during the peer-review process for their own or any other person's or organization's advantage, or to disadvantage or discredit others
- declare all potential conflicting interests, seeking advice from the journal if they are unsure whether something constitutes a relevant interest
- not allow their reviews to be influenced by the origins of a manuscript, by the nationality, religious or political beliefs, gender or other characteristics of the authors, or by commercial considerations
- be objective and constructive in their reviews, refraining from being hostile or inflammatory and from making libellous or derogatory personal comments
- acknowledge that peer review is largely a reciprocal endeavour and undertake to carry out their fair share of reviewing and in a timely manner
- provide journals with personal and professional information that is accurate and a true representation of their expertise
- recognize that impersonation of another individual during the review process is considered serious misconduct

WWW.PUBLICATIONETHICS.ORG



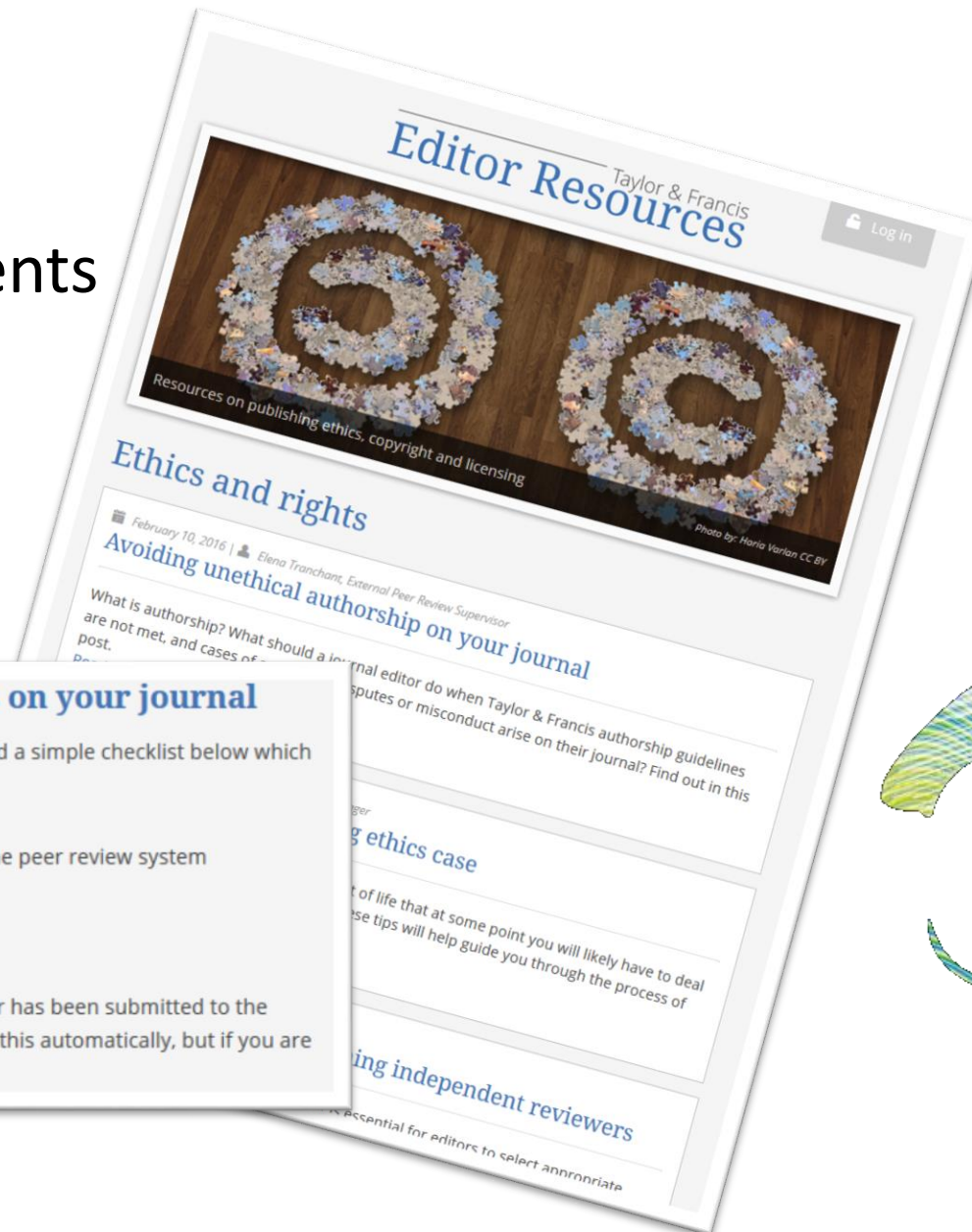


# Case study: Plagiarism



# Editors

- Contracted requirements
- Editorial support
- Software & Systems



## How to prevent authorship related problems on your journal

In order to help avoid authorship issues in your journal, we have compiled a simple checklist below which you can refer to when papers are submitted to your journal:

- Check that all authors are named both on the manuscript file and the peer review system submission form.
- Double-check the validity of all co-authors' contact details.
- Send all authors a notification email informing them that their paper has been submitted to the journal. Your online peer review system should be configured to do this automatically, but if you are unsure you can check the audit trail for any submitted manuscript.



# Case study: Acceptance cabal

	<b>Avg. # Reviews</b>	<b>Avg. # Revisions</b>	<b>Avg. Time from Submission to Accept</b>	<b>Acceptance Rate</b>
Control Group	2	2	164 days	50%
<i>Suspect Group</i>	<i>0</i>	<i>0</i>	<i>7 days</i>	<i>100%</i>



Any questions?

Ethics