

Polish Journal of Microbiology

ETHICAL POLICY STATEMENTS

Editorial policy

The *Polish Journal of Microbiology* (PJM) Editorial Policy is based on Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (ICMJE) at www.icmje.org. The most important issues of the recommendations are presented below as well as editorial practices allowing compliance with these recommendations.

Authorship

An Author of the manuscript is a person who meets four criteria for authorship, as follows:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
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 in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition, an author should be able to identify which co-authors are responsible for specific other parts of the work and have confidence in the integrity of the contributions of their co-authors.

A person who does not meet all four criteria should be acknowledged and her/his contributions should be specified. Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are: acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading. The corresponding author should provide the Editorial Office with written permission to be acknowledged from all acknowledged individuals.

The authors only are responsible to determine that all people named as authors meet all four criteria. The Journal Editors are not responsible for qualification a person as an author of the manuscript.

The PJM undertakes all efforts to condemn all disclosed cases of “ghost-writing” (a contribution of a particular person has not been revealed as an author of the manuscript). The same regards to “quest authorship” (a person who does not fulfill the criteria for authorship). Accordingly to the *Code of Ethics for Scientific Researcher* of the

Polish Academy of Sciences, the scientific institutions are responsible for handling the revealed misconduct.

Peer review policy

The manuscripts submitted are handled confidentially. The information about the manuscript, their content, their status (i.e. under review or not) and their ultimate fate are only available to Editors, the Authors and Reviewers.

When a manuscript is rejected its copy is deleted from the editorial system after six months. When a manuscript is published, the Editorial Office keeps the copies of the original submission, reviews, revisions, and correspondence for at least three years.

The manuscripts are processed in timely fashion.

A description of PJM peer-review process is available at:

https://www.exeley.com/exeley/journals/polish_journal_of_microbiology/supp/Polish%20Journal%20of%20Microbiology%20-%20Instructions%20for%20Reviewers.pdf

Reviewers of PJM are expected to keep scientific information of the manuscript strictly confidential, and do not personally use of these information. Reviewers should destroy copies of manuscripts after submitting their reviews. Reviewers are supposed to submit their revisions within the time agreed to ensure the timely processing of the peer-review process. Reviewers should declare their conflicts of interest and recuse themselves from the peer-review process if a conflict exists.

The PJM acknowledges the contribution of peer reviewers in the last issue of the journal each year. The Reviewers' names and country of their residence are listed in a separate file. The comments of Reviewers on the manuscript are shared with the other co-reviewers, as the Authors responses are included in a common file.

Advertising policy

Advertising does not influence Editor-in-Chief's decisions. Advertisements are clearly visible to be advertisements. The Journal does not advertise products proven to be seriously harmful to health.

Policy on conflict of interest

Authors are responsible for disclosing all financial and personal relationships that might bias or be seen to bias their work.

Reviewers are responsible for disclosing any conflicts of interest that could bias their opinions of the manuscript and report it to Editor-in-Chief. Moreover, Reviewers should refuse to review the manuscripts if the potential for bias exists. Reviewers must not use

the scientific data from the manuscript they're reviewing before its publication to further their own interests.

Articles should be published with statements, declaring Authors' conflicts of interest; and sources of support for the work, including sponsor names along with explanations of its role in study design; collection, analysis, and interpretation of data; writing of the report; the decision to submit the report for publication; or a statement declaring that the supporting source had no such involvement.

The Editorial decisions are based on the relevance of a manuscript to PJM considering at the same time the manuscript's originality, quality, and contribution to evidence about important questions. Commercial interests or personal relationships do not influence Editors' decisions.

Upon submission of a manuscript via Editorial Manager electronic system, Authors are requested to report any conflict of interest as a condition for submission processing.

Human and Animal Rights

Experiments on human or animal subjects described in the manuscripts require the Authors' statement that the procedures were in accordance with the ethical standards of the responsible committees (institutional or national). When submitting the manuscript via Editorial Manager electronic system Authors are requested to report the name of Ethics Committee (and the number of permission) that approved this study when the Human Subject Research (human participants and/or tissue) or Animal Research were involved in this study. Fulfillment of this statement is a condition for further submission processing.

The process for handling cases requiring corrections, retractions, and editorial expressions of concern

If a correction is needed, the PJM is obliged to:

1. Publish a correction notice as soon as possible with all changes in the original publication.
2. Post a new article version with details of the changes from the original version and the date(s) on which the changes were made.
3. Archive all prior versions of the article that will be directly accessible to readers.
4. Ensure that the citation within the Journal is to the most recent version of the article.

Retraction may occur when errors are serious enough to invalidate a paper's results and conclusions. The paper can be republished only when retraction was caused by honest error (e.g., a misclassification or miscalculation).

The PJM do not accept secondary publications unless the following criteria are met:

1. Editors of both journals agreed to this, and the editor concerned with secondary publication have access to the primary version.
2. The priority of the primary publication is respected.
3. The paper for secondary publication is intended for a different group of readers.
4. The secondary version faithfully reflects the data and interpretations of the primary version.
5. The secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part elsewhere—for example, with a note that might read, “This article is based on a study first reported in the [journal title, with full reference]”—and the secondary version cites the primary reference.
6. The title of the secondary publication should indicate that it is a secondary publication (complete or abridged republication or translation) of a primary publication.

Informed Consent for publications

Before publishing photograph, image, case history or family history in the PJM the Authors are requested to obtain an informed consent for publication from an involved person. The person should be informed that any information that could help in their identification will not be published, and that under the Creative Commons Attribution License that is used in the PJM a person will not receive payment or royalties for this material in any time.