

## **Publishing Policies of the National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute”**

In its publishing activities, the National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute” (hereinafter – the Publisher) takes into account the world experience in using clear and comprehensible ways of disseminating research results and is guided by publishing policy in accordance with recognized international principles of publishing ethics.

Publishing Policies covers the issues of publishing ethics, Open Access policy, peer-review policy, informed consent policy, retraction/correction policy, and advertising policy.

### **I. Publishing Ethics**

The Publisher is responsible for its academic publications as a reliable source of quality scientific information on certain issues and in its publishing activities adheres to the [Recommendations](#) of the Committee on Publication Ethics (hereinafter – COPE), Principles of Transparency and Best Practice in Scholarly Publishing of Open Access Scholarly Publishing Association, and is governed by the [Code of Honour](#) of National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute”, Regulations on the system of prevention of academic plagiarism at the National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute”, [Open Access Mandate](#).

The Publisher encourages editors, authors and reviewers to adhere to high standards of publishing ethics and act in accordance with and COPE's [Core Practices](#) that apply to all participants in the process of scientific publishing.

The main provisions of publishing ethics include the ethical obligations of the Publisher, ethical obligations of authors, the principles of professional ethics in the activities of editors and reviewers.

#### **1. Ethical Obligations of the Publisher**

1.1. The Publisher adheres to the principle of cooperation with the editors of scientific publications on the basis of a clear understanding of their role and responsibilities as well as supports the transparent adoption of editorial decisions.

1.2. The Publisher calls up for collaboration between editorial boards and authors on the basis of the principle of editorial independence and seeks to prevent this principle from being violated due to conflict of interest, fear or any other business, financial or political influence.

1.3. The Publisher obliges the editorial teams of scientific publications to ensure fair, impartial and timely review of all manuscripts including research articles and review articles by qualified experts. Non peer-reviewed materials published in a

scientific journal should be correspondingly marked, in particular, the type of such materials should be clearly designated: editorial, letter, advertising, etc.

1.4. The Publisher takes all appropriate measures to ensure the quality of the published materials, taking into account that different scientific publications have different purposes.

1.5. The Publisher encourages the editorial teams of scientific publications to provide authors with specific guidelines and policies on academic ethics and academic integrity within their subject area.

1.6. The Publisher helps ensure that commercial considerations do not influence editorial decisions.

1.7. The Publisher adheres to the principles of privacy within the law of Ukraine and within the limits of its powers and protects the privacy of data obtained during the research or professional cooperation.

1.8. The Publisher is obliged to take measures if it suspects illegal actions committed by any of the participants in the publishing process or in case of receiving appeals (applications, complaints) concerning ethical issues. This obligation applies to both published and unpublished materials. The Publisher makes every effort to ensure handling of complaints of violations and takes necessary measures to restore violated rights.

1.9. The Publisher invites members of editorial teams to discuss emerging issues and possible solutions to them, and seek legal advice where necessary, in particular in cases of potential defamation, breach of agreement, confidentiality, or copyright infringement.

1.10. The Publisher recommends the editorial teams of scientific publications to have a defined procedure for processing the manuscripts of authors who are their employees or members of their editorial councils to ensure impartial consideration, as well as the rules for considering appeals about editorial decisions.

## **2. Ethical responsibilities of authors**

2.1. Authors must adhere to high standards of academic ethics, communicate properly with the editor(s), co-author(s) to avoid misunderstandings and violation of the principles of academic integrity. Authors should refrain from any manipulation of research results, as this may discredit the publication, undermine the credibility of the author's authority and scientific activity in general.

2.2. The author should avoid:

- **plagiarism and self-plagiarism.** Authors are obliged to provide reliable citations and bibliographic references, following journal requirements. Any copyrighted material may be reproduced in articles only with the written permission of the copyright holder. Authors must have the written permission of the copyright holder to reproduce figures and tables, except in cases where they are free to use under appropriate licences (such as [Creative Commons](#)). Authors must ensure that their work is original and belongs to their property, that the scientific results obtained are new and have not been

previously published (in part or in full, including in another language) and that no other agreement has been concluded to publish the work or part thereof. The manuscript should not be under consideration by any other publication;

- **falsification and data fabrication.** The authors should not resort to any fabrication or manipulation of the data (including figures) in support of the findings of the study. Fabrication, falsification, or selective presentation of data to mislead the scientific community is unethical, as is the improper use of copyrighted data or research results. To use in their manuscripts data sets obtained from others, authors must receive prior permission to use them, except in cases where the free use of data is subject to the relevant licences (for example, [Creative Commons](#));

- misappropriation of others' work. All persons who have made a significant intellectual contribution to the concept of the article, its structure, as well as in the research and/or interpretation of scientific results, should be listed as co-authors of the manuscript and included in the contributors team. If other people's contributions to the study are insignificant, they should be mentioned in the acknowledgement. All the works used in the research should be properly cited and included in the reference list. In addition to the responsibility for their parts of the manuscript, each co-author must be able to identify the specific contribution of each member of the contributors team;

- **exclusion of information on financial support**, which can be defined as a conflict of interest. Authors should openly disclose any conflict of interest: for example, if the article has been written for the benefit of an institution or concerns services in which the authors have a personal interest. Authors should provide information on funding sources, possible conflicts of interest (financial or non-financial), informed consent if the study involved people as subjects, and a statement on the humane treatment of animals if used in the study.

2.3. In case of significant errors in their work, authors should notify the managing editor of the scientific journal as soon as possible in order to make corrections, remove the article from publication, publish a rebuttal or typographical error, and notify of any potential conflict of interest (financial, non-financial, professional, contractual or personal).

### **3. Principles of Professional Ethics in the Activities of Editors**

3.1. Editors of scientific publications are obliged to evaluate manuscripts impartially and objectively, based solely on their scientific value, regardless of commercial or personal interests. The selection of manuscripts should not discriminate against the author on the grounds of race, colour, sex, language, religion, political or other opinion, national or social origin, property, social or other status.

3.2. Editors of scientific publications and members of editorial councils are obliged to ensure the confidentiality of all received materials and their content until they are published. Editors should not provide information on manuscripts to anyone other than authors and reviewers, including whether they have been received and are under review, the content, status in the review process, reviewers' feedback, and the final

decision on manuscripts. In addition, no member of the editorial board may use information from unpublished manuscripts as evidence for their own research, except with the written consent of the authors. The editors should not use the information obtained when working with the manuscripts for personal purposes.

3.3. Editors of scientific publication are obliged to ensure timely preparation of manuscripts for publication, involving available resources, and to adhere to the frequency of publications. Editors must prepare manuscripts for publication within the allotted time, and any forced delays must be agreed with the authors. Editors should notify the authors of the rejection of the manuscript as soon as possible so that the authors can submit it to another publication.

3.4. Editors of scientific journals in the performance of their professional duties should not collaborate with reviewers who submit low-quality reports, resort to derogatory judgments or violate review deadlines.

#### **4. Principles of Professional Ethics in the Activities of Reviewers**

4.1. Reviewers gain access to new ideas and data in a particular field of science that have not been published before and may influence the decision of the editorial board to accept manuscripts for publication. Such a high level of trust determines the observance of relevant ethical obligations by reviewers.

4.2. Reviewers should agree to review manuscripts only in the field of knowledge in which they are experts, and only those that they are able to qualitatively process in a timely manner.

4.3. Reviewers are obliged to maintain the confidentiality of manuscripts, their contents, and related materials. Reviewers should not publicly discuss the manuscript and the ideas contained in it before publishing the material. Reviewers should not keep the manuscript for personal use and should destroy the paper and electronic copies after submitting the review.

4.4. Reviewers should inform the editors of scientific publications of any conflict of interest that may affect their opinion of the manuscript, as well as refrain from reviewing themselves if there are grounds for prejudice.

4.5 Reviewers should report to the editorial board of scientific publications any violations of publishing ethics and academic integrity on the part of the authors that they have identified (plagiarism, self-plagiarism, inappropriate use of images, photographs, drawings, inaccurate quotations, lack of bibliographic references, excessive self-citation, the presence of false or inaccurate data, the existence of conflicts of interest, etc.).

## **II. Open Access Policy**

The Publisher supports the Open Access initiative and is guided by the principles outlined in the [Open Access Mandate](#).

The Publisher carries out publishing activities through open access journals providing free online access to the results of scientific research (“gold” open access)

without any financial, legal and technical obstacles, as well as scientific publications distributed by subscription, but providing authors with the opportunity to publish their manuscripts under open access conditions or to self-archive their articles under certain conditions (“green” open access).

The Publisher guarantees that scientific articles published in open access journals are immediately and permanently available for reading, downloading, copying, and distribution without the need for subscription or permission from the Publisher or author.

### **III. Peer-Review Policy**

The Publisher is committed to providing fair, objective, timely expert review of manuscripts submitted by authors. When selecting reviewers, the editorial board of scientific publications should take into account the experience of experts, their reputation, recommendations, their own experience of cooperation with them. Independent experts in the relevant field of research evaluate the quality and originality of received manuscripts, determine the level of their compliance with scientific, literary and ethical standards to help the editors decide on the advisability of publishing the manuscript in the scientific publication.

The Publisher encourages the editors of scientific publications to observe the following requirements when reviewing manuscripts:

- impartiality in reviewing a manuscript regardless of race, colour, sex, religion, ethnicity, citizenship, or political opinion of the authors;
- the unacceptability of the use of terminology that offends or may be considered offensive to the authors;
- the need for editors and authors to adhere to the norms of publishing ethics and recognize the Publisher’s right to review any suspicions and/or reports of irregularities concerning manuscripts and published articles.

### **IV. Informed Consent Policy**

The Publisher encourages editors of scientific publications that publish research results that involve human subjects to obtain documented informed consent from researchers in accordance with the research ethics based on the World Medical Association Declaration of Helsinki – [Ethical principles for medical research involving human subjects](#) and the Recommendations for the [Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals](#) (International Committee of Medical Journal Editors). Informed consent is based on the principle that those who can provide informed consent have the right to voluntarily decide whether or not to participate in research. Informed consent protects the freedom of choice of individuals and respects the autonomy of a person.

The Publisher recommends editorial staffs to consider that identifying information, including names and initials of persons or hospital numbers, should not be given in written descriptions, photographs and pedigrees unless the information is essential for scientific purposes and the patient (or his/her parents or guardian) give written informed consent to the publication. In such cases, for obtaining informed consent, the identifiable person should be acquainted with the manuscript before publication. Authors should inform patients if any identifying material may be available in print or online. Informed consent should be obtained if there is any doubt about maintaining anonymity. If identifying characteristics are de-identified, authors should provide assurances that such changes do not distort scientific meaning. Photographs containing images of subjects must be accompanied by their signed release authorizing publication. The same applies to descriptions of cases in which information sufficient to identify a person (except for the name) is provided. In cases where the patient or relatives of the deceased patient cannot be traced and their consent, respectively, cannot be obtained, the possibility of describing the clinical case in the publication can be considered only if it is sufficiently anonymised.

The Publisher obliges the editors of scientific publications to indicate the information about obtaining informed consent in the article.

## **V. Retraction/Correction of Articles**

The Publisher considers the materials published in scientific journals as “Published version”. In cases of discrediting scientific information in published articles, the editors of scientific publications may decide to publish corrections or retract the published article. Editors of scientific journals should consider retraction, correction or expressing concerns in accordance with the COPE's [Retraction Guidelines](#). The editorial board should decide on the need to publish an amendment if it has been determined that an amendment rather than a withdrawal is appropriate for the scientific community. Articles whose results or conclusions cannot be relied upon should be retracted.

The Publisher encourages the editorial boards of scientific publications to consider retracting an article in the following cases:

- detection of violations of academic ethics and academic integrity, including the presence of unethical authorship, plagiarism, fraudulent use of data, double publication or any other dishonest practices;
- establishing the existence of significant errors (for example, incorrect calculations or experimental errors) or the main conclusion is no longer valid or significantly discredited as a result of new evidence that the authors did not know about at the time of publication;
- authors' notification about the detection of errors (for example, in the case of using equipment that turned out to be defective, etc.).

## **VI. Advertising Policy**

The Publisher allows the use of relevant advertisements on the websites of scientific publications and in printed copies, provided that the advertising activities do not affect the editorial decisions and/or editorial materials. Advertising materials must be clearly separated from editorial ones both in print and on the websites of scientific journals.

The Publisher takes the right to reject or remove any advertising that violates the Law of Ukraine [“On Advertising”](#), contradicts the [Code of Honour](#) of the National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute” and/or may harm the Publisher’s reputation.