

## *Dictionaries: Journal of the Dictionary Society of North America*

### **Publication Ethics and Malpractice Statement**

(adapted from a similar statement by *Studies in Second Language Learning and Teaching*, compiled in accordance with COPE's Code of Conduct and Best Practice Guidelines for Journal Editors)

#### **DUTIES OF EDITORS**

##### **Publication Decisions**

The editor of *Dictionaries* is responsible for deciding which of the manuscripts submitted to the journal should be published. The editor's decision to accept or reject an article for publication is based on its importance, originality, clarity, and its relevance to the scope of the journal. The editor will ensure that relevant primary and secondary scholarship is appropriately and responsibly cited—in effect, that works that should be cited are cited, and that authors do not attempt to advance their own work or the work of any authors through superfluous citation.

##### **Appointing Referees**

The editor will ensure that referees appointed to review an article are appropriate for that article. The editor will also ensure that referees appointed to review an article have no conflict of interest with regard to that article's authors. The editor will appoint multiple referees for each article, in order to ensure an adequate evaluation of submitted work.

##### **Confidentiality**

The editor and members of the editorial staff—associate editors, managing editors, members of the editorial advisory board, editorial assistants, for instance—will ensure that all material submitted to the journal, referee reports, and decisions remain confidential while articles are under review, and thereafter. The editor and the editorial staff will not disclose any information about the submitted manuscript to anyone other than the corresponding author, referees, other editorial advisers, and the publisher.

##### **Disclosure and Conflicts of Interest**

Unpublished materials disclosed in the submitted manuscript and the manuscript itself will not be used by the editor or other members of the editorial staff in their own research, nor will such materials be passed along to any other scholar, editor, or publisher without the express written consent of the author.

##### **Equal Treatment**

The editor, members of the editorial staff, and referees will evaluate any manuscript for its intellectual content without regard to the author's race, ethnicity, gender, sexual orientation, religious beliefs, citizenship, or political ideology.

## **DUTIES OF REFEREES**

### **Contribution to Editorial Decisions**

The peer review process assists the editor and the members of the editorial staff in making editorial decisions and helps the author to improve their manuscript. Recommendations from referees do not themselves constitute editorial decisions, nor will the preponderance of referee opinions always determine whether an article should be published in the journal. Referees should not comment on decisions or their roles in them to authors; the editorial process will be considered confidential by all involved.

### **Sufficient Expertise and Promptness**

Any referee who feels unqualified to review the manuscript or knows that its prompt review will be impossible will contact the editor so as to excuse himself from the review process.

### **Confidentiality**

Any manuscripts received for review will be treated with strict confidentiality. They must not be shown to or discussed with others by a referee, unless the referee is authorized to do so by the editor, consistent with all other provisions in this statement.

### **Standards of Objectivity**

Reviews will be conducted objectively. Personal criticism of authors is inappropriate. Referees will express their views clearly, reasonably, and with supporting arguments and evidence.

### **Acknowledgement of Sources**

Referees will identify relevant published work that has not been cited by the author. Any similarity or overlap between the manuscript under consideration and any other published paper recognized by a referee will be reported to the editor.

### **Disclosure and Conflict of Interest**

Privileged information or ideas obtained through the peer review process must be kept confidential and must not be used for personal advantage. Referees should not review manuscripts in which they have conflicts of interest resulting from collaborative or other connections with any of the authors, companies, or institutions connected to the manuscript.

## **DUTIES OF AUTHORS**

### **Nature of Authorship**

Authorship is limited to those who have made significant contributions to the conception, design, execution, or interpretation of the reported study. All those who have made significant

contributions should be listed as co-authors. No one will be listed as an author merely because of association with the project, through supervisory status, for instance, or administration of an originating center of research. The corresponding author will ensure that all appropriate co-authors and no inappropriate co-authors are listed in the paper, and that all co-authors have agreed to its submission for publication and, upon the article's acceptance for publication, have seen and approved the final version.

### **Originality and Plagiarism**

Authors will ensure that work they submit to the journal is original to them, and that works or words of others are appropriately and accurately cited or quoted. Proper acknowledgment of the work of others must always be given. Authors must cite publications that have been influential in determining the nature of the reported work.

### **Multiple, Redundant or Concurrent Publication**

Authors will not submit manuscripts describing essentially the same research to more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable. Discovery of multiple, redundant, or concurrent publication at any stage of the editorial process will result in rejection of the article in question. The editor will decide what constitutes "essentially the same research."

### **Standards for Reporting and Evaluating Data**

Authors of a manuscript will present an accurate account of the work performed as well as an objective discussion of its significance, and underlying data will be represented accurately. The manuscript will contain sufficient details and references to permit others to replicate the study. When an accepted manuscript fails to any extent in any of these categories, the author will address such failure according to the editor's requirements in advance of publication. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

### **Data Access and Retention**

Authors may be asked to provide the raw data of their investigations for editorial review, and, whenever possible, should be prepared to provide public access to such data for a reasonable period of time after the publication of their articles. In cases of book historical or archival inquiry, for instance, where access to materials may be restricted by copyright or ownership, it is understood that public access to all data may not be possible, without permission of said owners, and these are not necessarily the only cases in which public access to data would be problematic.

### **Fundamental Errors in Published Works**

If an author discovers one or more significant errors or inaccuracies in the author's article published in the journal, the author is obligated to notify the editor promptly and to cooperate with the editor to correct or retract the paper.