

EDITORIAL ETHICS POLICY

I. GENERAL STATEMENTS

Reviewers and editors are required to conduct an impartial review of manuscripts, adhering to confidentiality, and to declare a conflict of interest in advance.

The Editorial Board thoroughly examines all disputes and violations; if necessary, corrects or removes materials.

II. GENERAL DUTIES AND RESPONSIBILITIES OF EDITORIAL BOARD

The main standards relied on by the Editorial Board of the «Bulletin of Postgraduate Education» Journal: a Collection of Scientific Papers, are those developed by the Committee on Publication Ethics (Committee on Publication Ethics) in the United Kingdom, by the publisher Elsevier (Netherlands) and guided by the requirements of the Civil Code of Ukraine and the Law of Ukraine «On Copyright and Related Rights».

During the publishing process, provides technical and information support to users of the journal.

Ensures confidentiality of materials submitted to the journal for the entire editorial and publishing process, based on the statements of the Law of Ukraine «On Protection of Personal Data» and the General Data Protection Regulation.

Consider comments and suggestions from readers, authors and reviewers on ways to improve the work of the journal.

The Editorial Board reacts promptly to any complaints regarding the work of the journal and guarantees the resolution of any problem situations.

Cooperation with readers

The Editorial Board ensures that readers are properly informed about the release of the newly published issue of the journal.

Guarantees that all published scientific materials have been reviewed by qualified experts.

Cooperation with authors

The Editorial Board provides authors with detailed instructions regarding the editorial and publishing process, informs on the time limits for receiving materials and publication dates of issues.

Authors are given a detailed description of the review process; In case of any divergence from the described process, the editors are obliged to provide an explanation to the author.

The Editorial Board defines the criteria for evaluating the materials and selects reviewers for each individual manuscript.

Sends detailed comments of reviewers to authors.

The Editorial Board reserves the right to minor literary editing and correction, while preserving the author's style.

The decision of the editor on acceptance / rejection of the manuscript is based on its relevance, novelty, relevance to scientific direction and requirements of the journal.

If the manuscript contains many controversial points (for example, negative reviews on the quality of the article of both reviewers, the article is not revised by the author after considering the comments of the reviewers), the Editorial Board cannot approve it for publication.

If the author disagrees with the editorial decision, the journal declares the appeal mechanism to the Editorial Board (see review process, appeal procedure).

Cooperation with reviewers

Editorial Board provides reviewers with detailed instructions on the work in the journal system.

Editorial Board asks the reviewer to note the presence of a possible conflict of interest before he would agree to review the material.

The Editorial Board asks the reviewers to report all cases of plagiarism.

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Sends a message thanking the reviewers for their contributions to the journal.

Ensures that all reviewers' qualification corresponds to the level of professional publication, and hires other staff members if necessary.

Stops cooperation with the reviewers who provide reviews of poor quality or with a constant delay.

Uses a variety of sources (not just personal contacts) to identify potential reviewers (specific databases).

Ensures that the review process is fair, objective, unbiased and timely.

Adapts the review process to the needs of reviewers and provides an opportunity for each of them to conduct reviewing in the most convenient way (through the journal or via e-mail).

Confidentiality. Reviewers do not have the right to disclose the information specified in the manuscripts prior to publication.

Cooperation with editors

Editorial Board is obliged:

Provides new editors with detailed instructions on operating the journal system and features of the publishing process.

Regularly reviews the body of the editorial staff.

Continuously informs the members of the editorial staff about novelties.

Provides clear instructions to the editors about their functions, powers and duties (supporting and promoting the journal).

Periodically consults editorial staff, informs about changes in the journal policy, technical innovations and gets feedback for the future functioning of the journal.

Confidentiality. Editors do not have the right to disclose the information specified in the manuscripts prior to publication.

III. STATUS OF THE AUTHOR

The author of the manuscript is a researcher who has made a contribution in all subsequent stages of the preparation of the article:

- formulating the idea of conducting research, statement of the problem and research objectives;
- development of the concept and design of the manuscript, data collection, analysis and interpretation;
- drafting the article or its critical scientific review and correction;
- approval of the final version for publication.

Each author is responsible for the content of the article. If the paper is produced by a team of scientists, each author must on a list of researchers who meet the above criteria and add the name of the group.

Funding the study or the general supervision of the work is not an authorship.

Replacing the authors. If for any reason during the period from the submission of the manuscript prior to its publication the list of authors should be changed, the author, who deposits the manuscript, should contact the Editorial Board and indicate the reason for change.

IV. CONFLICT OF INTEREST

Conflicts of interest (CI) are the factors that negatively affect the objectivity, or can be perceived as interference with the process of peer review, editorial decision-making, publishing and presentation of the manuscript.

A conflict of interest may arise in relation to individuals or organizations, and is divided into the following categories (but not be limited to these):

Personal CI:

Personal relationships (e.g., friends, family members, current or previous managers, opponents) with individuals involved in the submission or reviewing manuscripts (authors, reviewers, editors, or members of the Editorial Board);

Personal beliefs (political, religious, ideological, etc.) related to the topic of the manuscript that may interfere with the objective process of the publication (on the stage of submission, review, editorial decision-making or publication).

Professional CI:

The reviewer or editor is the author's colleague, who participated or observed the conduct of the study.

Membership in organizations that lobby the interests of the author.

Financial CI:

Research grants from various funding organizations: governmental, non-governmental, research or charitable institutions.

Patent applications (actual or expected), including the application of institutions being referred by the author, or where a profit can be gained;

Fees, gifts and favors of any kind.

All individuals involved in the manuscript, including authors, editors, reviewers and readers who comment on or evaluate the material, should report any conflict of interest.

If, in the opinion of the editors, there are circumstances that may affect the impartial review of the material, the editors do not involve such a reviewer.

Editorial Board reserves a right not to publish a manuscript, if the conflict of interests declared by author puts objectivity and authenticity of research assessment under a threat.

If the Editorial Board discovers a conflict of interest that has not been declared upon submission - a manuscript may be rejected. If undeclared conflict of interest is discovered after publication, if necessary, the article can be corrected or removed.

V. ACCESS TO AND USE OF MATERIALS AND DATA

The authors confirm that all the material presented in the publication will be distributed in the public domain and may be used by other researchers with a scientific non-profit purpose under [Creative Commons Attribution License](#).

If the article describes a new software open source, authors should place it on a suitable resource and provide a comprehensive description of the used algorithms.

If there is any doubt in the authenticity of the data provided in the published article, and the data cannot be accessed, making it impossible for checking, readers can contact the editors to further contact with the author, test and make corrections.

On request, the authors must provide immediate access to all data and materials presented in the article, if it does not break confidentiality, related to the anonymous questioning of people during research

VI. CORRECTION AND TEXTS ADDITION

If necessary, Editorial Board makes necessary changes and clarifications to the content, publishes a retraction and apology.

Editors can make minor changes (fixing small errors) and clarifying the content of articles that improve its content, but does not significantly alter its structure as a whole. To do this, a request to the editor must be sent.

VII. COMMENTING THE PUBLISHED ARTICLES

Pages of published articles are enabled to be commented by users (including undocumented). Editorial Board encourages users to post as many reviews on the published material as possible.

Editorial Board promptly reviews and responds to the justified criticism of the materials published in the journal, informs the authors of articles on the received feedback and requests to make a clarification.

Commenting must have the character of a civilized scientific discussion:

- may contain clarifications and additions to the contents and results gained published in the particular article;
- arguments must be accompanied by a reference to published resources or contain comprehensive scientific justification.

Otherwise, comments (abusive and obscene language, ads and spam) will be deleted.

User accounts that violate the above will be blocked.

VIII. MANUSCRIPT SUBMITTED TO SEVERAL JOURNALS

When submitting, authors should confirm that the manuscript (or its modified version) at the moment is not sent for review and publication in another journal. If such paper has been submitted or published in another journal, the editors will not consider it for publishing.

IX. INTELLECTUAL PROPERTY

Editorial Board responds to signals related to intellectual property issues, and works on the prevention of potential violations of Ukrainian legislation on intellectual property and copyright.

X. PLAGIARISM

The authors are responsible for the accuracy of the information presented in the articles, the accuracy of the names, last names and citations.

The authors have responsibility for their submitted materials in case of plagiarism detection.