

# CODE OF CONDUCT AND BEST PRACTICE GUIDELINES FOR *MATHEMATICA PANNONICA*

## 1. DUTIES OF EDITORS

- 1.1. The editors are accountable for everything published in *Mathematica Pannonica*.
- 1.2. They must strive to meet the needs of readers and authors.
- 1.3. They must constantly try to improve the quality of the journal and the articles.
- 1.4. They must observe the intellectual and ethical standards of the mathematical community, including the freedom of expression and the prevention of any kind of sexual, geographical, or other discrimination.
- 1.5. They must always be willing to publish corrections, clarifications, retractions and apologies when needed.
- 1.6. The editors have to carefully select suitably qualified reviewers and to confidentially conduct the necessary correspondence with them.
- 1.6. They must assure a fair and anonymous peer reviewing and a quick publishing process.
- 1.7. They must work to reduce (at best: avoid) research and publication misconduct and support initiatives designed to avoid misconduct.
- 1.8. The editors have the full responsibility and authority to decide if the paper will be accepted, accepted after a revision, or rejected by *Mathematica Pannonica*. The decisions to accept or reject a paper for publication should be based on the paper's importance, originality and clarity. Funding or other financial aspect must not play any role.
- 1.9. If an editor has a conflict of interest with a submitted paper or its author(s), the refereeing process must be conducted by another editor.
- 1.10. If a case of misconduct (plagiarism, falsification or fabrication of data, withholding data and results from the scientific community, ...) comes to the attention of the editor(s), they should contact the author(s) in question for an explanation. If this explanation is not given or not sufficient, the editors may contact the director(s) of the institution(s) of these author(s) to prevent future cases of misconduct. In the case that relevant parts of a submitted paper were already published elsewhere, the other publisher should also be informed.

## 2. DUTIES OF AUTHORS

- 2.1. The list of authors must include all people who have contributed significantly to the content of the paper; no more, no less.
- 2.2. The list of references should include all directly relevant sources, to the best knowledge of the author(s).
- 2.3. The paper should be prepared by the author(s) with greatest care. The language used should be correct, precise and articles should be well readable.
- 2.4. Any financial support towards this paper should be mentioned; possible cases of conflicts of interest should be declared and resolved.
- 2.5. In submitting a paper to *Mathematica Pannonica*, the author(s) automatically declare that they have written the paper by themselves (no plagiarism), have not published or submitted essential parts already elsewhere (no self-plagiarism), and have not invented or altered data.
- 2.6. In the case that experimental data lead to scientific conclusions, the author(s) should keep these data for at least 10 years.

2.7. The authors have to participate properly in the refereeing process. The names of the referees remain confidential, the reports go to the author(s). The author(s) have the right to contradict the referee(s) only once. The correspondence runs via the editor. If authors do not comply with the changes and/or corrections suggested by the referee(s), the editor has the right to decide if the paper will be accepted or not.

2.8. Authors have the right to withdraw their paper after submission. This might be caused by detection of errors or of substantial improvements. After improvements, they can re-submit these papers.

### **3. DUTIES OF REFEREES**

3.1. Referees should contribute to the publication procedure in the way as other colleagues have contributed towards the publication of their papers, and they should indicate by which time they will send the report.

3.2. In exceptional cases, the referees may refuse to write a report. In cases of a conflict of interest, they have to refuse.

3.3. The referee's report must be fair and objective; there is no place for spiteful remarks. The report should be sent to the editors in due time, with a careful recommendation whether or not the paper should be accepted for publication.

3.4. The referee should check the content of the paper, including the list of references. The ultimate responsibility for the correctness of the results, however, remains with the author(s). The contents of the paper must be treated confidentially by the referee, who is also not allowed to use results of the refereed paper by himself.

Scientific misconduct may cause damage to mathematics, but (i.e., by falsification of data) also to individuals or to the society. It might harm careers of honest mathematicians and result in an unjust distribution of research funds. So *Mathematica Pannonica* also follows the guidelines put up by the American Mathematical Society in „Best Current Practices for Journals“ (see <http://www.ams.org/notices/201101/rtx110100062p.pdf>).