

Ethical Rules of the journal *Vojenská história* (*Military History*)

The purpose of the Ethical Rules of the journal *Vojenská história* is to specify the rights and obligations of the publisher, the Editorial Board, the Editorial Office, as well as authors and reviewers within the individual stages of the journal preparation process. The Rules are primarily intended to ensure the transparency and objectivity of the entire publishing process. Furthermore, compliance with these Rules aims to ensure that the published materials meet the demands placed on maximum quality and are also in accordance with the neutrality and apoliticality requirements of the journal. The publisher of the journal, which is the Institute of Military History in Bratislava, simultaneously declares that the Ethical Rules of the journal *Vojenská história* are in accordance with the recommendations of the Committee on Publication Ethics¹ as contained in the Code of Conduct and Best Practice Guidelines for Journal Editors.²

Basic information and terms:

Publisher: Institute of Military History, Krajná 27, 821 04 Bratislava

Editorial Board: Professional guarantor of the journal *Vojenská história*. The tasks and competences of the Editorial Board are defined in the Statute³ of the journal *Vojenská história*

Chairman/Vice-Chairman of the Editorial Board: responsible for leading the meeting of the Editorial Board. They expertly manage the executive editor

Editorial Office/executive editor: Responsible for carrying out editorial work. Competences and tasks of the editors are defined in the Statute⁴ of the journal *Vojenská história*

Reviewer: An expert in the relevant field who, as part of his expertise, processes a review opinion on the manuscript

Review report: A written evaluation of the manuscript

Author: Author(s) of the manuscript. All authors of the text must be listed in the order of the amount of work done on the text. The Editorial Office accepts papers written by a maximum of three co-authors.

Violation: The violation of the Ethical Rules by the author, reviewer, member of the Editorial Office or the Editorial Board

Duties of the publisher, the Editorial Board and the Editorial Office:

- Ensure that the activities of all bodies of the journal are carried out objectively, impartially, without any discrimination and in full compliance with the internal regulations of the Institute of Military History and generally applicable ethical standards of scientific work.
- Ensure strict compliance with the established process of assessment of papers, in which the most important evaluation criterion for the publication of papers should be the scientific contribution and the quality of the paper.
- Take measures aimed at preventing the violations of the Ethical Rules.
- All studies, editions of documents and personal data in the journal *Vojenská história* are subject to peer review. Reviews, annotations and event reports are not reviewed. The Editorial Office of the journal will check whether the article meets the basic criteria, is in line with the focus of the journal and shows the required essentials. Subsequently, the paper, without the author's name, is submitted to the Editorial Board, whose members decide on the possibility of publishing the study and select one or two reviewers. Each reviewer will write his/her own review, in which he/she will comment on the quality, originality and scientific contribution of the paper to the problem addressed. If a narrower specialization is needed for a partial question, the reviewer can suggest sending the paper to another person for review. In that case, the Editorial Board decides on the proposal by vote.

¹ Link to: <https://publicationethics.org/>

² Link to: https://publicationethics.org/files/u2/Best_Practice.pdf

³ Link to the document

⁴ Link to the document

- The review process is strictly anonymous, i.e. the names of the reviewers and authors are not known to each other ('double blind peer review'). Reviewers of studies are selected from among experts in the subject or field. The review reports must be objective and confidential, provided only to the authors and the Editorial Board as a basis for the final decision on publication. Personal criticism is not permitted. The anonymity of the review process is the responsibility of the Editorial Office.
- The Editorial Office will acknowledge the acceptance of the paper to the authors within 7 calendar days. After checking whether the formal requirements have been met, the Editorial Office will notify the authors whether they accept the text for review or not. After the review process is closed, the Editorial Office informs the authors of its results. The length of the review process shall not exceed 30 calendar days; in case of doubt and the need for an additional review, this period may exceed 30 calendar days and the Editorial Office is obliged to inform the author thereof.
- The Editorial Office is responsible for ensuring that there is no conflict of interest in the preparation of the journal. The Editorial Board decides on authors' complaints by vote.
- If there are findings that call into question the results presented in an article already published, the Editorial Office will inform the authors of the findings. If the Editorial Board considers these errors to be more serious, it will decide to publish information about these findings in the next issue of the journal.

Duties of the author:

- Become acquainted with the Ethical Rules and instructions for authors⁵; before sending the manuscript to the Editorial Office, the author is obliged to harmonize the text with both documents.
- By submitting their articles to the Editorial Office of the journal (e-mail: vojenskahistoria@vhu.sk) for publication, the authors agree with the license under CC BY 4.0.⁶ Authors grant the editors and the publisher a license to publish their articles in the journal Vojenská história and to identify the journal as the original medium of publication. The Editorial Office and the publisher have the right to deposit articles in the journal's publicly accessible electronic archive⁷ and in any archives in which articles published in the journal are deposited, without requiring the express permission of the authors and provided that the requirements set forth in the CC BY 4.0 license are met. Redistribution of the text by the authors is permitted under this license if authorship is acknowledged and the Vojenská história is named as the medium in which the text was published. References to the published text are to be made in accordance with the usual citation standards.
- By sending the text to the Editorial Office of the Vojenská história, the authors declare that they have read the ethical standards of the journal.⁸ They further acknowledge that the submitted paper will be subject to peer review in accordance with the Statute⁹ and these Ethical Rules and that the submitted paper meets the requirements for the formal editing of the text.
- By sending a manuscript to the Editorial Office, the author undertakes not to send this or a text similar in meaning to any other periodical or media.
- By submitting a paper to the journal, the author declares that the paper does not show the signs of plagiarism, faked data, falsified data, manipulation of citations or any other signs that are contrary to the usual procedures in scientific work.
- By sending the manuscript to the Editorial Office, the author gives the publisher his or her consent to publish the paper in both printed and electronic form. The paper will be published online on the journal's website at www.vhu.sk.
- By sending the manuscript to the Editorial Office, the author guarantees that the paper does not contain information subject to the level of secrecy and that all sources used were obtained in accordance with applicable laws. The author also undertakes to avoid any unethical

⁵ Link to the document

⁶ Link to <https://creativecommons.org/licenses/by/4.0/>

⁷ Link to <https://www.vhu.sk/31-sk/archiv/>

⁸ Link to the document

⁹ Link to the document

behaviour, including unfounded, insulting or denunciatory evaluation arguments, or statements that could jeopardise the reputation of the journal *Vojenská história* or third parties. In case of interest in the publication of graphic attachments, the author guarantees that copyright will not be violated by their publication.

- Authors' papers to the journal *Vojenská história* are honoured in accordance with the internal regulations of the Institute of Military History. In addition to the honorarium, the author has the right to receive one copy of the printed issue of the journal in which his/her paper was published. No fees are required from authors for publication in the journal. If the author wishes to publish visual material with his/her paper, he/she is obliged to send the Editorial Office an affidavit that he/she is the holder of the rights to the visual material or that he/she has received permission from the rights holder to publish it.
- The author undertakes to mention in the paper all persons and institutions that participated in the creation of the paper, including the identification of the project, grant, sponsor and the like.
- The author undertakes to cite sources properly and in accordance with scientific standards, including original sources, academic literature, online sources, etc.
- Authors are obliged to incorporate the reviewers' comments free of charge. In the case of a multi-authored work, the name of the lead author and the extent of each author's work shall be indicated for the purposes of the distribution of author's fees. In all papers, the author warrants that the publication of the work does not violate current copyright laws.
- The author undertakes to agree to such interventions in his text that result from the result of the review process and language proofreading.
- By submitting the paper, the author declares that he will notify the publisher of all circumstances that could threaten the anonymity and objectivity of the review process or any conflict of interest as defined in the recommendations of the Committee on Publication Ethics.¹⁰
- The author is obliged to inform the publisher without delay if he becomes aware that there is a mistake in the published paper.

Duties of the reviewer

- Become acquainted with the Ethical Rules and instructions for authors¹¹
- During the review of the paper, he is also obliged to evaluate whether the text is processed in accordance with both documents;
- If the reviewer is unable to assess the paper in a qualified manner, he is obliged to inform the chairman of the Editorial Board, the Editorial Office, or the publisher about this fact and withdraw from the review;
- The reviewer is also obliged to inform the chairman of the Editorial Board, the Editorial Office, or the publisher and to withdraw from the review if he discovers any conflict of interests as defined in the recommendations of the Committee on Publication Ethics.¹² In particular, it is excluded that papers are reviewed by colleagues working at the same workplace or collaborating within the same project.
- The reviewer shall prepare the review report personally. He is obliged to prepare it in accordance with the Ethical Rules of the journal *Vojenská história*, objectively, unbiased, avoid personal evaluations, but also to prepare the review report in a timely manner and in the required scope and quality;
- The reviewer is obliged to hold in confidence the review process and to ensure the anonymity of the review process;
- The reviewer is obliged to notify the publisher if the submitted text is identical or to a significant degree similar to an already published paper or to any other expression in the reviewed text that is contrary to the ethical standards of the journal or the recommendations of the Committee on Publication Ethics;

¹⁰ Link to: <https://publicationethics.org/competinginterests>

¹¹ Link to the document

¹² Link to: <https://publicationethics.org/competinginterests>

- Inform the publisher without delay if he becomes aware that there is a mistake in the published paper.

Procedure in case of unethical conduct

The publisher undertakes to follow the Ethical Rules of the journal *Vojenská história*. The publisher undertakes to carry out an investigation into possible unethical conduct in the event that any of the bodies of the journal *Vojenská história* (i.e. the publisher, the Editorial Board or the Editorial Office) receives an allegation of the conduct that is in violation of the Ethical Rules, supported by factual evidence. Anyone can file such a notice. The publisher does not deal with anonymous submissions. Investigating and dealing with suggestions regarding unethical behaviour is the responsibility of the chairman of the Editorial Board, who can request the cooperation of other members of the Editorial Board in order to clarify potential unethical behaviour. The chairman of the Editorial Board is responsible for conducting the investigation and dealing with each suggestion in accordance with the Ethical Rules, with all seriousness and consistency, to conduct the investigation objectively and impartially. The chairman of the Editorial Board shall inform the reporter, the publisher and, if relevant, the author or the reviewer about the result of the investigation.

In the case of unintentional or minor violations of the Ethical Rules, which may result from inconsistent familiarization or incorrect interpretation of the rules, it is sufficient if the chairman of the Editorial Board calls on the author or reviewer who committed the violation to remedy it and supervises the remedial process.

In case of a serious violation of the Ethical Rules, the chairman of the Editorial Board shall deal with the violation in cooperation with the publisher, the Editorial Board and other relevant persons or institutions. After an investigation, in case of evidence of a serious violation of the Ethical Rules, the chairman of the Editorial Board, after consultation and in agreement with the publisher and the Editorial Board, may take one or more of the following measures:

- 1) Informing and instructing the author/reviewer, who committed an act in violation of the Ethical Rules, about their content and the necessity to follow the Ethical Rules and about the importance of ethics in scientific work in general;
- 2) A written warning to the author/reviewer who committed an act in violation of the Ethical Rules, about their content and the necessity to follow the Ethical Rules and about the importance of ethics in scientific work in general;
- 3) Publication of the conduct that is in conflict with the Ethical Rules within the journal *Vojenská história* in the form of an anonymized notice;
- 4) Publication of the conduct that is in conflict with the Ethical Rules within the journal *Vojenská história* in the form of a detailed analysis of the violation of the Ethical Rules, including the identity of the person who committed the violation of the Ethical Rules;
- 5) Automatic rejection of papers from the author, interruption of cooperation with the reviewer or dismissal from the Editorial Board of a person who commits an action that is in violation of the Ethical Rules;
- 6) A formal complaint to the employer or professional organization of the author/reviewer who has committed the violation of the Ethical Rules. This takes the form of a detailed analysis of the violation of the Ethical Rules.