

## **Provision on ethics of scientific publications**

The editorial board of the scientific magazine "Siberian Finance School" in the activity is guided by the principles of printing ethics accepted by the international community reflected in the recommendations of Committee on ethics of scientific publications (Committee on Publication Ethics (COPE) – <http://publicationethics.org>) and the Code of ethics of scientific publications ([www.publicet.org/code](http://www.publicet.org/code)) and also conforms to norms and the rules of ethic behavior of all parties (authors, the editor-in-chief, associate editors, senior editors, reviewers, the publisher) involved in the publication and undertakes obligations for strict supervision of the published materials.

In relationship with authors and readers the editorial board welcomes openness, honesty, pluralism, goodwill, skill to communicate, aspiration to search and knowledge, generosity and generosity.

### ***Basic terms used in this Regulation***

*Ethics of scientific publications* - the system of norms of professional conduct in the relationship of authors, reviewers, editors, publishers and readers in the process of creating, disseminating and using scientific publications.

*The author (collective of authors)* is the person or group of persons participating in the creation and publication of the results of scientific research.

*The editor-in-chief* is the person who heads the editorial board and makes the final decision regarding the production and release of the journal.

*The publisher* is a legal entity or an individual who publishes a scientific publication.

*The scientific article* is a completed and published author's work, which is an integral part of the periodical.

*Plagiarism* is the deliberate appropriation of authorship of someone else's work of science or art, other people's ideas or inventions. Plagiarism is associated with violation of copyright and patent law and as such may entail legal liability.

*Editor* - a representative of a scientific journal or publisher, preparing materials for publication, as well as supporting communication with authors and readers of scientific publications.

*The editorial board* is a group of authoritative persons, an advisory body that assists the editor-in-chief in the selection, preparation and evaluation of works for publication.

*The reviewer* is an expert acting on behalf of a scientific journal or publishing house and conducting a scientific examination of the author's text with the aim of determining the possibility of its publication.

*Manuscript* - submitted to the editorial office for publication of the author's work, not yet published.

*Reader* - any person who has read the published materials.

### ***1. The principles of professional ethics in activity of the publisher***

In the activity the publisher bears responsibility for publication of author's works that attracts for need it to adhere to the following fundamental principles and procedures.

1.1. To promote execution of ethical duties by the editorial office, editorial board, reviewers and authors according to these requirements.

1.2. To give support of editorial office of the magazine in consideration of claims to ethical aspects of the published materials and to help to interact with other magazines and/or publishers if it promotes fulfillment of duties of editors.

1.3. To provide confidentiality concerning contents of the manuscript obtained from authors and any information until its publication.

1.4. To realize that activity of the magazine is not the commercial project and does not bear in itself the purpose of generation of profit.

1.5. To be always ready to publish corrections, explanations, denials and apologies, when necessary.

1.6. To give to the editorial office of the magazine an opportunity of an exception of the publications containing plagiarism or doubtful data.

1.7. The publisher (editor) has the right to reject the manuscript or to demand from the author of its completion if it is issued with violation of the rules, accepted in this magazine and coordinated with publishing house.

1.8. To place information on financial support of a research if the author accompanies with such information article.

1.9. At detection of substantial, grammatical, stylistic and other mistakes the editorial office undertakes to take all measures for their elimination, coordinating the changes made in article with the author.

1.10. Not to detain issue of the magazine.

1.11. Article, in case of its acceptance to publication, is placed in open access, author's rights remain for the author.

## ***2. Ethical principles by which the author of the scientific article has to be guided***

Sending article to edition, authors have to adhere to a responsible approach and realize personal responsibility for novelty and reliability of results of scientific research that assumes respect for the following principles.

2.1. Sending article to edition, authors thereby confirm that this article is not under consideration in the editorial office of other magazine and was not published earlier.

2.2. Authors bear responsibility for the content of article and guarantee that the results of a research stated in the submitted manuscript are completely original. The results discussed in article have to answer criterion of reproducibility with other researchers. All methods of data processing and also the logician of their interpretation have to be absolutely transparent.

2.3. Authors bear responsibility for free or involuntary plagiarism. The borrowed fragments or statements have to be issued with obligatory instructions of their author and the primary source. Excessive loans and also plagiarism in any form, including not properly executed quotes, rephrasing or assignment of the rights to results of others researches, are unethical and unacceptable.

2.4. Authors bear responsibility for the indication of sources of financial support of the project which results are described in article submitted for consideration and also for the indication of the persons promoting performance of a research.

2.5. Authors have to provide only the original facts and data in the manuscript; not to use information obtained privately (in correspondence, a conversation, a discussion with the third parties or as providing confidential services), without open written permission of the third party; not to allow a fabrication and falsification of data.

2.6. Not to allow duplication of publications (the author has to specify in the cover letter that work is published for the first time). If separate elements of the manuscript were earlier published, the author is obliged to refer to earlier work and to specify difference of new work from previous.

2.7. It is necessary to recognize a contribution of all persons which anyway affected the research course, in particular in article references to works which mattered for carrying out a research have to be made.

2.8. Authors have to respect ethical standards, criticizing or remarks concerning researches of the third parties.

2.9. All persons which made an essential contribution to carrying out a research have to be specified by coauthors of article. Among coauthors it is inadmissible to specify the persons who were not participating in a research.

2.10. Authors have to be respectful to work of an editorial board and reviewers and to eliminate the specified defects or with deep arguments to explain the position.

2.11. Authors have to represent and make out the manuscript according to the rules adopted in the magazine.

2.12. If the author notices an essential error or inaccuracy in the own already published article, he is obliged to notify immediately the editor of the magazine or the publisher and to cooperate with the editor on edition of article or entering of amendments into it. If the editor or the publisher learns from the third party that the published work contains an essential mistake, and will report about it to the author, the last will be obliged to send quickly corrections or to produce in edition the evidence of correctness of data in its article.

2.13. Cases when the author initiated the publication of the article which is already published in the native language or in translation are subject to special consideration at an editorial board meeting on condition of obligatory respect for ethical principles by all parties concerned.

2.14. According to the international ethics of scientific publications the editorial office recommends to authors to observe extent of self-citing no more than 20% (in the list of references).

### ***3. Responsibility of the editorial board of the magazine***

In the activity the editorial board of the magazine bears responsibility for publication of author's works and therefore adheres to the following fundamental principles.

3.1. The editor-in-chief bears responsibility for making decision on the publication, being convinced of reliability of the results received by the author and proceeding from their scientific importance. At the same time it is guided by editorial policy of the magazine taking into account relevant legal requirements for an author's right, legality, plagiarism and slander. At making decision on the publication the editor-in-chief confers with other editors and reviewers.

3.2. The editorial board of the magazine takes cognizance of anywhere not published articles representing original scientific research or the developed review on any subject corresponding to the scientific direction of the magazine earlier. In case of detection of earlier published work which results according to check by the Antiplagiat program more than for 30% are reproduced in article which is under consideration the editorial office of the magazine reserves the right to refuse its publication.

3.3. Editors of the magazine and members of editorial board have no right to open information on articles which came to edition to somebody, except for a narrow circle of people, directly related to article and process of its preparation for publication.

3.4. Editors of the magazine in the course of consideration of articles have to get acquainted in details with the original information which is contained in them, however they under no circumstances have no right to use it in own researches or in other personal purposes. Use of such information is allowed only after official publication of article on condition of correct citing according to the standard requirements.

3.5. Editors under no circumstances should not impose to authors citing articles published in the magazine for the sake of artificial improvement of its scientometric indicators.

3.6. Editors are obliged to provide control of accuracy and correctness of citing in article approved for publication.

3.7. Editors have to estimate scientific articles according to intellectual contents irrespective of race, a floor, sexual orientation, religious beliefs, ethnic origin, nationality and political views of authors.

### ***4. Responsibility of reviewers***

Reviewers of the magazine use only the procedure of double "blind" reviewing ("double blind" peer review policy). Reviewers carry out scientific examination of author's materials owing to what their actions have to have the impartial character consisting in performance of the following principles.

4.1. The manuscript received for reviewing has to be considered as the confidential document which cannot be transferred for acquaintance or discussion to the persons which do not have on that powers from edition.

4.2. Reviewers are obliged to know that the manuscripts sent them are the intellectual property of authors and treat the data which are not subject to disclosure. Violation of confidentiality is possible only in case of the statement of the reviewer for unauthenticity or falsification of the materials stated in article.

4.3. Reviewing of articles in the magazine is anonymous. To the author it is not told who specifically reviewed his article. However at the request of the reviewer and from his written consent the name of the reviewer can be told the author of article.

4.4. Before publication of article reviewers under no circumstances have no right to use in own researches or in other personal purposes information to which they got access in the course of reviewing.

4.5. The reviewer has to draw the attention of the editor-in-chief to essential or partial similarity of the estimated manuscript to any other work and also to the facts of lack of references to the provisions, conclusions or arguments which are earlier published in other works. The reviewer has to note the corresponding published works which are not quoted in article.

4.6. When the reviewer at the general positive opinion has essentially significant remarks to the reviewed article, in coordination with edition they can be published in the form of comments, at the same time the author is given an opportunity to give the public answer to the reviewer on pages of the magazine.

4.7. Reviewers have to carry out scientific expertise of articles in the terms established by the editorial office of the magazine (no more than two weeks). In the absence of an opportunity to execute reviewing in the specified time the reviewer has to report about it immediately in edition.

4.8. When conducting examination of articles reviewers have to strive for the maximum objectivity. The only criterion at assessment of article is its scientific importance. Decisions on the basis of personal preferences of the reviewer are inadmissible. At existence or emergence between the reviewer and the author of the conflict of interests in any form the reviewer is obliged to inform immediately on it the editorial office of the magazine and to refuse reviewing.

## ***5. Conflict of interests***

All interested persons should avoid emergence of the conflict of interests in any form at all stages of process of preparation of article for printing. In case of such conflict the person the which the first found it has to report about it immediately in edition. The same rule works for any violations of the standard ethical standards and establishments.