

**Publication Ethics and Publication Malpractice Statement
of Acta morphologica et anthropologica**

Ethical guidelines for journal publication

The statement is committed to ensuring ethics in publication and quality of articles. For a peer-reviewed journal, the publication of articles plays an essential role in the development of a network of knowledge. It is, therefore, expected that all publisher, editors, authors, and reviewers, conduct themselves in accordance with the highest level of professional ethics and standards.

Each party involved has the following duties:

Publisher: The publisher is dedicated to support the efforts of the editors, the academic contributions of authors, and the work undertaken by reviewers. The publisher is also responsible for ensuring that the publication system works smoothly, and that ethical guidelines are applied to assist the editor, author and reviewer in performing their ethical duties.

Editors: Editors should ensure an efficient and fair review process of the manuscripts exclusively on the basis of their academic merit. The editor should ensure that the submitted manuscripts are processed in a confidential manner, and that no content of the manuscripts will be disclosed to anyone other than the corresponding author, reviewers, and the publisher. Editors should take reasonable responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper. The editor should not disclose the names and other details of the reviewers to a third party without the permission of the reviewers. The editor has the right to make the final decision on whether to accept or reject a manuscript with reference to the significance, originality, and clarity of the manuscript and its relevance to the journal. The editor should by no means make any effort to oblige the authors to cite the journal either as an implied or explicit condition of accepting their manuscripts for publication. The editor should not use for his or her own research any part of any data or work reported in submitted and as yet unpublished articles.

Authors: Authors should not submit articles describing essentially the same research to multiple journals. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable. Authors should present an objective discussion of the significance of research work as well as sufficient detail and references to permit others to replicate the experiments. Inaccurate statements constitute unethical behavior and are unacceptable. The author should guarantee that the works he or she has submitted are original. If the author has used work and/or words by others, appropriate citations are required. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable. Review articles should also be objective, comprehensive, and accurate accounts of the state of the art. The corresponding author should ensure that there is a full consensus of all co-authors in approving the final version of the paper and its submission for publication. The author should indicate and give acknowledgement to all sources that have supported or made contributions to the research and also declare any conflict(s) of interest. The author should promptly inform the journal editor of any obvious error(s) in his or her published paper and cooperate earnestly with the editor in retraction or correction of the paper.

Reviewers: Any manuscripts received for review must be treated in a confidential manner. The reviewer should approach the peer-review job objectively and observations should be formulated clearly with supporting arguments, so that authors can use them for improving the paper. Personal criticism of the author is unacceptable. The manuscript should not be disclosed to or discussed with others except as authorized by the editor. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships with any of the authors, companies, or institutions connected to the papers. The reviewer should immediately notify the editor of any similarities between the manuscript under review and another paper either published or under consideration by another journal. The reviewer should immediately call to the editor's attention a manuscript containing plagiarized material or falsified data.