

PUBLICATION ETHICS AND MALPRACTICE STATEMENT

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FEES: NO FEES are required from the authors for either article submission or publication.

PUBLICATION POLICY: In its publication policy *Lyuboslovie* follows the general strategy of Shumen University, which observes the accepted international standards of publication ethics. The Editorial Board regards it as their inherent obligation to follow the rules defined in COPE: <http://publicationethics.org/resources/guidelines>

PUBLICATION ETHICS: *Lyuboslovie's* Rules of Ethics apply to all participants in the publication process:

AUTHORS

- Authors of a publication are considered people who have contributed considerably to writing the article. Everyone who has a substantial contribution should be identified as a co-author. The abuse of copyright is ethically unacceptable.
- The authors should keep the primary data related to the article for editorial review if requested and long enough after the publication of the article.
- Any form of plagiarism is strictly prohibited. The submitted materials must be original. If the authors use parts of their own or other people's work, they should be cited correctly.

- It is considered unethical to present the same article simultaneously to more than one publisher. The authors do not have to offer to publish materials with identical studies already offered to other publishers. The authors declare that the scientific materials have not been published before in written or electronic form.
- The authors should report the conflict of interest that could affect the final results of the empirical data. The publication or use of the material without prior consent of the other co-authors is unacceptable.
- Upon detection of significant errors in already published articles the authors are required to notify immediately the Editorial Board and cooperate to withdraw or correct the issue.)

REVIEWERS

- Reviewers' work is particularly important for improving the quality of the materials proposed for publication. Reviews play a crucial role in the decisions of the Editorial Board to publish a particular article.
- The reviewers must notify the editor when they consider themselves not qualified enough to review a particular scientific material, or when they are unable to examine immediately the manuscript. Then they should drop out from the process of peer review.
- The principle of confidentiality is essential in the work of the reviewers. The reviewer must not disclose or discuss the contents of the manuscript with another person unless s/he has received an explicit permission from the editor.
- Reviews must be based on the objective qualities of the article. The reviewers are obliged to write impartially and competently, clearly and with sufficient arguments.
- Reviewers are required to observe proper citation and use of data and sources. In case of detected violations (inaccuracies and omissions in the bibliography or finding pieces of the material in already published articles) they should notify the editor.
- Reviewers should withdraw from the reviewing process when there is a conflict of interest arising from professional, personal, financial and other relations with the author.

EDITORS

- The Editorial Board decides which of the submitted articles will be published in the next issue of the publication. The decision is based on criteria for publication in *Lyuboslovie*, the objectives and scope of the journal. A guiding principle for publishing is the importance of the research for development of scientific knowledge and its academic contribution to science. The Editorial Board is obliged to inform the author

about all the deficiencies and inaccuracies, without the removal and correction of which the article will not be published.

- The evaluation of manuscripts by the members of the Editorial Board should be according to their scientific content regardless of the gender, race, religious beliefs, sexual orientation, ethnicity or political beliefs of the authors.
- The Editorial Board has the right to discuss the materials submitted only with the author, the reviewers and the publisher.
- Editors must give up considering articles in which they have a conflict of interest based on competitive or cooperative relationships with anyone of the authors, sponsors or institutions associated with the publication.
- The Editorial Board shall take an immediate action upon receiving a signal of unethical behavior, for example, incorrect citation, plagiarism, inaccuracies in the data used and manipulation of the results. Measures include contacting the parties and institutions to establish the veracity of ethical violations. The result could lead to the withdrawal of the manuscript or, if the paper has already been published to subsequent publishing of the revealed ethical violations.
- When rejecting an article the Editorial Board may recommend another publisher to the authors. The authors have the right to an additional review, but only if they provide evidence of any mistakes made by the reviewers. In this case a new expert committee can be formed that should give the final review.

PUBLISHERS

- The publisher does not take part in the decisions of the Editorial Board for the publication of the articles.
- The publisher guarantees that advertising, reprint or other commercial activities related to the publication, will not affect editorial decisions.
- The publisher gives contacts of other journals and publishers to the Editorial Board or the reviewers when it is necessary.
- The publisher cooperates with other publishers and organizations in defining standards and exchanging best practices on Publication Ethics.

PLAGIARISM STATEMENT: Every article submitted for publication to *Lyuboslovie* is checked for plagiarism and duplicate publication during the initial editor screening and before double-blind peer review. If there are any plagiarism allegations, we act in accordance with the COPE Guidelines (see <https://publicationethics.org/>). If plagiarism is acknowledged in an already published article, we will consequently publish an apology, in which the plagiarist will be identified.

MALPRACTICE STATEMENT: *Lyuboslovie* follows the best practices on ethical issues, corrections and retractions. One of the important responsibilities of the Editorial Board of *Lyuboslovie* is the prevention of publication malpractice. Any kind of unethical behavior is not acceptable, and plagiarism in any form is not tolerated. In case of any allegations we will act in accordance with the COPE Guidelines (see <https://publicationethics.org/>).

All contributors to the work submitted for publication should be acknowledged and the sources used cited correctly.

By submitting an article to *Lyuboslovie* authors agrees with the following Ethical statement:

- 1) This material has not been published in whole or in part elsewhere;
- 2) The manuscript is not currently being considered for publication in another journal;
- 3) The material is original. Other people's work is cited correctly.
- 4) The author(s) keep the primary data related to the article for editorial review if requested long enough after the publication of the article.
- 5) All authors have been personally and actively involved in the substantive work leading to the manuscript and are responsible together and individually for its content.

Any suspicion of malpractice is treated very seriously. In such cases the Editorial Board would contact the related parties and institutions to establish the veracity of ethical violations. Provided the malpractice is proved, the manuscript will be withdrawn from publication or, if the paper has already been published, the revealed ethical violations will be made public.

CORRECTIONS AND RETRACTIONS: *Lyuboslovie* will regard very carefully any report about unreliable content or data which may result from honest errors or research misconduct and may lead to scientific inaccuracy of the published material. When honest errors are detected, they require the publication of a correction. Four categories of corrections are applicable to the submitted articles: Erratum or Publisher Correction, Corrigendum or Author Correction, Retraction or Addendum. We are responsible to keep the integrity of the scientific content. The correction procedure depends on the publication stage of the article as it is pointed out in the Correction and Retraction Policy:

Several categories of amendments (corrections) are relevant for peer-reviewed material: Erratum or Publisher Correction, Corrigendum or Author Correction, Retraction or Addendum and Editor's Note. With all amendments we will follow the Committee on

Publication Ethics (COPE) Retraction guidelines and flowcharts in our communications with all parties involved.

1) Corrections

We expect the authors to inform the editor of any errors of fact they have noticed in their article after publication. Corrections are made at the journal's discretion. We are responsible to keep the integrity of the scientific content. Therefore, minor corrections that do not affect the scientific understanding of the paper (e.g., formatting or typographical errors) may be rejected if submitted after publishing. The correction procedure depends on the publication stage of the article, but in all cases, a correction notice is published as soon as possible.

2) Erratum (Publisher Correction)

An Erratum or a Publisher Correction notifies of an important error made by the journal that affects the scientific integrity of the paper, or the reputation of the authors or of the journal.

3) Corrigendum (Author Correction)

A Corrigendum or an Author Correction notifies of an important error made by the author(s) that affects the scientific integrity of the paper, or the reputation of the authors or the journal.

4) Retraction

Editors retrieve article in cases of evidence of unreliable or falsified data, plagiarism, duplicate publication, and unethical research. All serious claims will be considered immediately, a preliminary assessment of the submitted evidence will be conducted. This will involve communication with authors, editors, reviewers, publishers, etc. Help may be requested from external bodies, such as legal advice, in trying to resolve the case. If the raised concerns and/or allegations are legitimate, the findings will be published and the case will be "Closed".

The retraction procedure depends on the publication stage of the article. However, if the journal receives serious allegations concerning data or author conduct, we follow the Committee on Publication Ethics (COPE) guidelines.

If the case proves impossible to resolve, due to either insufficient evidence or the unwillingness of third parties to cooperate, it will be marked as "On-Going" until further evidence is collected. Retraction notices receive a DOI.

5) Addendum

Addenda are published when the editors decide that the additional information is crucial to the reader's understanding of a significant part of the published article.

6) Editor's Note

An editor's note is published when the editors would like to notify readers of issues related to the published paper.

In all cases, we will follow the COPE Retraction Guidelines (see <https://publicationethics.org/retraction-guidelines>) and in our communications with all parties involved.

CONFLICTS OF INTEREST: Authors, peer reviewers, and members of the editorial team should notify the Editor-in-chief about any suspicion that can cause a Conflict of Interest in connection with the submitted materials. The Conflict of Interest Policy is relevant to all research articles in *Lyuboslovie*, including the sections Classical Heritage, Academic Reviews, and Documents and Memory.

Not only authors but also peer reviewers, and members of the editorial team must disclose any relations that can cause a Conflict of Interest with the articles submitted to *Lyuboslovie*.

A conflict of interest we consider a financial relation that could influence the objectivity or interpretation of a publication. Such conflicts of interest include connections with companies related to the subject matter of the article. These connections include employment, ownership of funds, membership in committees or boards of directors, or receiving any fees or honoraria in exchange of services, etc. When a conflict of interest is disclosed either by the author or editor, this will be notified in a footnote describing the conflict.

Conflict of Interest of Authors

Authors have to disclose any conflict of interest during article submission. They should also acknowledge all funding sources supporting the work. This information should be part of the article's Acknowledgements section. If the article is co-authored, the corresponding author must ensure that all authors have disclosed any conflicts of interest.

Conflict of Interest of Reviewers and Editors

Peer Reviewers and editors should reject reviewing/ editing a paper if a conflict of interest makes them unable to be objective in their judgment or evaluation. Editorial decisions for materials submitted by the Editor in Chief will be made by another member of the Editorial Board who is not at the same institution as the submitting editor and does not have a conflict of interest. The other editor will choose reviewers and make all decisions on the paper.

Submission by an author at same institution as one of the editors

A paper submitted by an author for which there is a potential conflict with who is at the same institution as one of the editors will be handled by one of the other editors. The other editor will choose reviewers and make all decisions on the paper.

Submission by a relative to the editor

A paper submitted by a relative of one of the editors, or by an author whose relationship with one of the editors might lead to bias (e.g. in terms of close friendship or conflict/rivalry), will be handled by another editor in terms of selecting reviewers and making decisions on the paper.

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COMPLAINTS: We are trying to ensure a high standard of service. However, if a complaint is submitted by an author, reviewer, editor or reader we will deal with it fairly, quickly and effectively. It is of paramount importance that the complaint is made as soon as possible. This means that it should be raised within a week of the date of the circumstances giving rise to the complaint. Delays in submitting the details may result in the journal being unable to effectively investigate the complaint. It should usually suggest a resolution to the problem.

A complaint can be made in an informal or formal way. If one decides to make a complaint informally, they can contact the editor-in-chief. We hope that most complaints will be resolved informally. However, if one prefers the formal procedure, they should write a Letter of Complaint, providing some details such as:

- Your names;
- The matter of the complaint;
- The date when it occurred (supporting evidence);
- Aftereffects for the person submitting the complaint;
- Suggested solution to the problem.

Please email the Letter of Complaint as an attached file to lyuboslovie@shu.bg

Complaints Procedure

The following procedure applies to both informal and formal complaints.

- 1) An email is sent back to the author of the complaint to confirm its receipt within 2 working days.
- 2) The Editor in Chief investigates the complaint to find the cause and may ask for feedback from any individuals related to the matter, or additional information (supporting documents or evidence) from the author of the complaint. This information can also be provided in a personal meeting with the Editor in Chief.

- 3) Within 14 days of its acknowledgement, the author of the complaint will receive a response with reasons if the complaint has been upheld or not. If the 14 days response period should be exceeded, the author of the complaint will be notified of its status and the period within which the outcome will be sent.

If you have any questions regarding our complaint's procedure, do not hesitate to contact us.

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ARCHIVING: *Lyuboslovie* is archived in COBISS – Bulgarian National Information System of Libraries (print, full text); Central and Eastern European Online Library (CEEOL) (digital, full text); eLibrary (digital, full text); SCRIBD (digital, full text).

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