

1. Ethics and malpractice statement

If the Editors are made aware of an allegation of misconduct related to the published material, the [Committee on Publication Ethics](#) (COPE) guidelines will be followed. Editors encourage Authors, Reviewers and Readers to contact the Editorial Office via email, phone, or post in the case of any suspicion of misconduct, such as (but not limited to): plagiarism, data falsification, figures/tables/citation manipulation or reuse without proper consent, unethical AI usage, authorship, and contribution problems. Allegations brought to the Editors' or Publisher's attention (pre- and post- publication) will result in specific-to-case measures that will be implemented according to the COPE guidelines. Editors together with the Publisher will undertake an investigation in order to verify the allegations. The outcomes of the procedure will be communicated to the sender, to the subject of the allegations and to appropriate institutions. In the case of false allegations, the outcome will also be communicated to all parties involved, including the institution and managers of the whistle-blower. Editor, Author and reviewer roles The Journal follows the COPE Code of Conduct in defining roles and duties, as well as Recommendations for Promoting Integrity in Scientific Journal Publications specified by the [Council of Science Editors](#) (CSE).

Roles and responsibilities of the Editors:

- The Editor-in-Chief (EiC) is appointed by the University of Warsaw. It is the EiC's obligation to appoint Deputy Editors and other staff needed for the Journal's functioning.
- Editors are accountable for all the content published in the Journal.
- They are responsible for monitoring and ensuring fairness, timeliness, thoroughness, and civility of the peer-review and editorial processes.
- They maintain the integrity of the academic record of the published material.
- They are responsible for making unbiased decisions.
- They follow the COPE guidelines (<https://publicationethics.org/sites/default/files/editorial-board-participation-cope-guideline.pdf>) when appointing new members of the Editorial Team for a 5-year term. The term may be reduced due to a member's biased or unethical behaviour.
- They define and execute the Journal's policy, handle complaints and misconducts.

- They disclose any conflicts of interest, should they emerge.

Roles and responsibilities of the Authors:

The Journal follows the [CSE guidelines](#) that define the Authors' roles. The Author-Editor relation is founded on confidentiality.

- The Corresponding Author is responsible for managing all queries and communication between the Journal and the Authors, including making corrections, providing feedback, and providing necessary permissions.
- Authors provide a statement confirming the originality of the submitted study.
- They disclose the originality of the content, their actual contribution to the study, conflict of interest, and funding.
- They follow the Journal's or the Publisher's guidelines concerning the reuse of any copyrighted material and provides the material's proper attribution. This includes the Author's own work as well.
- They should be aware of any data sharing responsibilities required by the funding agencies (please see the Journal's policy on data sharing).
- In the case of research involving humans, confidential materials and any other information protected by legal regulations, Authors must provide appropriate consents and permissions.

Roles and Responsibilities of the Reviewers:

The Journal follows the [CSE guidelines](#) concerning the Reviewers' roles and responsibilities.

Responsibilities toward the Authors:

- Reviewers keep in confidence the details concerning the review process.
- They provide written, unbiased, and constructive feedback in a timely manner.
- They comment on the originality, accuracy, relevance, and linguistic competence of the article.

Responsibilities toward the Editors:

- Reviewers reply promptly to invitations.
- They disclose any conflict of interest, ethical concerns, bias, plagiarism, or any other

misconduct discovered.

- They provide constructive criticism.
- They indicate the ways to improve the manuscript.

Responsibilities toward the Readers:

- Reviewers make sure that the presented research can be validated by the methods and analyses described in the manuscript.
- They make sure that the cited works are relevant and up to date.

1.1. Authorship and contributionship

Authors

The Journal follows the [International Committee of Medical Journal Editors](#) (ICMJE) guidelines and defines the Author as a person who has made a significant intellectual contribution to the study, drafted or reviewed it critically for important intellectual content, given the final approval of the article to be published and is accountable for all aspect of the work related to the accuracy and integrity of any part of the work. One has to meet all the four criteria to be defined as an Author. The Corresponding Author confirms that all the individuals listed as Authors have contributed significantly to the research presented in the submitted article. The Corresponding Author also confirms that all individuals listed as Authors have contributed to the entire manuscript.

Contributors

Individuals who do not meet all the four criteria of authorship cannot be listed as Authors. A proper acknowledgement of their input should be provided in the manuscript. As per the [ICMJE guidelines](#) such individuals may be responsible for:

- a) the acquisition of funding,
- b) general supervision of a research group or general administrative support,
- c) writing assistance,
- d) technical editing,
- e) language editing,

f) proofreading.

In the case of individuals who have contributed unequally to the work, the Editors recommend that detailed information on their contribution be provided.

The Journal strongly supports the [Contributor Roles Taxonomy](#) (CRediT) when describing each Contributor's specific role. More information on CRediT can be found at:

<https://onlinelibrary.wiley.com/doi/epdf/10.1002/leap.1210>.

Changes to Authorship

If the Authors request that an Author be removed or added after the manuscript has been submitted or published, they provide an explanation of the requested change and a signed agreement from all the listed Authors, including the Author who is to be removed or added.

2. [Change of Authorship Request Form](#)

Changes to Authorship are allowed only before the acceptance of the manuscript and only if approved by the Editor.

The Editor may agree to introduce changes to the Authorship. This includes name changes, addition, removal, or rearrangement of the Authors after the article has been accepted for publication. Such requests will result in a suspension of the manuscript until the issue is resolved. In the case of an already published material a corrigendum is released.

AI Authorship

Upon submission of an article, the Journal requires the Authors to disclose whether they have used artificial intelligence AI-assisted technologies (such as Large Language Models [LLMs], chatbots, AI agents or image creators). The Authors who have used such technology specify, in the cover letter or within the submitted work, the details of such usage.

The use of AI for writing assistance should be disclosed in the acknowledgment section.

Unaccepted Authorship

There are three types of authorship that are considered unacceptable:

- a) Ghost authors who contribute substantially but are not acknowledged.
- b) Guest authors who make no discernible contributions.
- c) Gift authors whose contribution is based solely on a tenuous affiliation with a study.

The Journal follows the definitions of inappropriate authorship as specified by the Council of Science Editors:

<https://www.councilscienceeditors.org/2-2-authorship-and-authorship-responsibilities>.

1.2. Complaints and appeals

Apart from misconduct allegations, Editors encourage Authors, Reviewers, Readers, and other individuals to contact the EiC, Editors, Editorial Board Members, the Publisher, or the Editorial Office in the case of complaints against the Journal, its staff, the Editorial Board, Publisher, or Reviewers.

Individuals wishing to raise a concern or make a complaint may send an email to Editorial Secretary (bw.wojciechows@uw.edu.pl) or call +48 22 552 25 20. The appropriate party will investigate whether correct procedures have been followed. The complainant will be notified about the outcome in writing.

Complaints may concern editorial decisions, published articles, the review procedure, delays, unethical behaviour, and any other activity that is seen by the complainant as important.

If the complainant wishes to pursue the complaint further, they may contact COPE directly.

The procedure is available at:

<https://publicationethics.org/facilitation-and-integrity-subcommittee>.

1.3 Conflicts of interest / Competing interests

All Authors must disclose any conflict of interest defined as a financial or personal relation with other individuals or organizations, activities or positions that can bias the submitted article. Such conflict includes but is not limited to the matters of familial kinship, employment, consulting services, honoraria, and funding.

Conflict of interest also refers to any of the above-mentioned relations between Authors and the Journal's Editors, Reviewers, Editorial Board, Editorial Office, as well as the Publisher.

Authors are advised to disclose any potential conflict of interest before submitting the manuscript or during the editorial procedure. The Journal will also acknowledge the post-publication disclosure.

Competing interest among the Journal staff, including Editors, Board, staff members and the Publisher, will be disclosed, if applicable, on the Journal's website.

Reviewers are advised to disclose any potential conflict of interest when they agree to review a manuscript or, if not yet known, after the publication. If a concern about a conflict of interest is made, the manuscript will be assigned to a different Editor or Reviewer.

In the case of an acknowledged conflict of interest, the review procedures and the editorial decisions will be made independently of the disclosed information, based solely on the quality of the manuscript. More information can be found in the Description of the Review Process section.

1.4 Data and reproducibility

Research data typically refers to digital, machine-readable files and can be defined as the results of experiments and observations that validate the research. The Journal encourages Authors to post their data in standard formats that can be accessed and re-used by others.

The Journal follows the Findability, Accessibility, Interoperability, and Reuse of digital assets ([FAIR](#)) principles . It supports data integrity and encourages Authors to share the data

associated with their research and any other information that supports it. The Journal also encourages Authors to share their data on social media, repositories, and personal and institutional websites.

The Journal supports the [TRUST principles for digital repositories](#) and encourages Authors to place the data in one of the repositories listed in [OpenDOAR](#). Authors should also follow institutional and, if applicable, the funding body's guidelines when choosing the platform to share their data.

Authors are also encouraged to cite the data in their manuscript or indicate how to access the data by providing the DOI or access number.

The Journal encourages Authors to share the VoR (Version of Record) and the AAM (Author Accepted Manuscript) together with the data associated with the research.

1.5 Ethical oversight

Authors, Editors, Publishers, and Readers adhere to the publishing ethics described herein on the Journal page.

The Journal encourages reports on any unethical practices such as, but not limited to, fabrication of data/research/figures/tables, plagiarism, authorship falsification, duplicate publication, peer review manipulation, concealment of conflict of interest, paper mill publication, and others.

Upon submission, the Corresponding Author has to receive the approval form from all the Authors. The forms must be available upon request to the Journal's Editors and include all the necessary consents to the use of third-party materials. The consent has to be obtained also for any research on human beings, managing confidential data, and ethical nosiness/marketing practices. If any concerns arise, Editors will follow the COPE guidelines.

1.6 Intellectual property

Authors

All Authors are required to accept the 3. [License Agreement](#) terms and conditions. The Corresponding Author provides a signed agreement upon submission/after acceptance.

By submitting the manuscript, the Corresponding Author, also on behalf of all the Authors, agrees that:

- the work is original,
- it has not previously been published and is not currently under consideration for publication elsewhere,
- all copyrighted material (e. g. block quotation or extracts) is properly acknowledged and the Author has obtained permission to use it.

The Journal is published in an Open Access model CC BY 4.0, which allows for redistribution, reuse, and adaptation with attribution to the Authors.

Reviewers, Editors, Editorial Staff, Publisher

The Journal treats submissions as confidential during the whole editorial process until the manuscript is published. All individuals involved in the process, including Reviewers, proceed with adequate caution, most importantly to ensure that the manuscript or any of its parts are not disclosed, stolen or plagiarised. This also refers to instances of stealing research ideas.

Any allegations of theft or plagiarism must be substantiated and will be adequately investigated.

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Authors retain the right for the published material.

Authors grant the Journal a non-exclusive licence to publish their articles.

If Authors are not permitted to retain the copyrights to the manuscript, they should contact the Editorial Office before submission.

Fees

The Journal is published in an Open Access model. All published materials are freely and permanently available online immediately upon publication, without any charges (subscription, pay-per-view, etc.) or registration barriers.

There is no fee for Authors to publish their manuscripts. The Journal does not charge an Article Processing Charge (APC), submission fees, the editing process fees or page charges.

Readers are free to read and use the published materials as per the CC BY regulations.

Plagiarism, duplicate publication, and fabrication

Only original work can be submitted. All quotations need to be appropriately indicated and referenced. Any unacknowledged copying of large chunks of text, misattributing the original authorship (including ideas, arguments, results) will be treated as plagiarism. According to the Office of Research Integrity such practices include, but are not limited to theft or misappropriation of intellectual property and a substantial unattributed textual copying of another's work: <https://ori.hhs.gov/ori-policy-plagiarism>.

When paraphrasing or summarising publications by others, Authors have to proceed with due care.

Text recycling is not allowed and will be treated as self-plagiarism (as per COPE guidelines: “sections of the same text appearing in more than one of an author's own publications”).

Duplicate/redundant publication occurs “when an author intentionally or unintentionally republishes his or her own work without informing the editor of the previous publication (...) and refers to publication of an article’s content, which has substantial overlaps with one’s paper already published in print or electronically.” without proper references. (F. A. Habibzadeh and M. Winker, “Duplicate Publication and Plagiarism: Causes and Cures.” *Notfall Rettungsmed* 12, (2009), 415–418. DOI: 10.1007/s10049-009-1229-7).

The Journal is part of the Similarity Check service (<https://www.crossref.org/services/similarity-check/>) and uses an anti-plagiarism tool (iThenticate) to verify the originality of the submitted manuscripts. In the event of a plagiarism detection, the Editors will immediately reject the manuscript and they may, depending on the case, take further steps according to the COPE guidelines.

Already published articles will be retracted or marked as plagiarised.

Prepublication

Any fragment of work which has been already copyrighted to a third party, published, posted or repositied in the form that has been submitted to the Journal will be considered as pre-publication and consequently will not be published.

The Journal can publish a manuscript that has been uploaded on a preprint server or has a DOI only if a significant amount of new data or original material is added.

Preprint is not considered as prior publication only if the work fulfils the following definition: “a complete scientific manuscript (often one also being submitted to a peer-reviewed journal)

that is uploaded by the authors to a public server without formal review” (Jeremy M. Berg et al., “Preprints for the Life Sciences.” *Science* 352 (2016), 899-901. DOI:10.1126/science.aaf9133).

The Journal allows to republish a conference paper only if a full disclosure and citation is provided.

1.7 Post- publication

Discussions

The Journal supports post-publication debates regarding the published articles. Readers can submit their concerns, opinions, criticism, or letters of support. The Journal has the right to peer review the criticism, the response to criticism and to publish the discussion.

The discussions can also be held on third party moderated platforms, such as PubPeer.

As the Journal follows the COPE guidelines, the Editors require that criticism should:

- be reasonable,
- not contain libellous or defamatory content,
- have evidence or data that support the claims.

Readers can express their concern regarding the published material. The concerns should be sent via email at bw.wojciechows@uw.edu.pl

Depending on the nature of the concern and the outcomes of an investigation, the Journal may publish:

- an addendum (significant information disclosed after the publication that enhances the readers’ understanding of the article),
- Editor’s note (to inform that an investigation has been started),
- editorial expression of concern (to alert the readers about serious concerns),
- correction,
- retraction,

- corrigendum.

In the above instances, the Journal follows the COPE guidelines (<https://publicationethics.org/resources/forum-discussions/expressions-of-concern>)

Corrections

If an Author notices a mistake after the article has already been published, they are requested to contact the Editorial Office at bw.wojciechows@uw.edu.pl. Depending on the nature of the error, the Editorial Office will investigate the case and decide whether an erratum or corrigendum needs to be published. Only for substantial errors the procedure of corrections will be taken. Reports on mistakes in punctuation, mistakes not influencing the meaning of the paper or not affecting the scientific integrity of the paper, will not be processed.

Retraction

The Journal follows the COPE guidelines (<https://publicationethics.org/node/19896>) with regard to the retraction process. An article will be immediately retracted if:

- It constitutes plagiarism,
- The findings have previously been published elsewhere without proper attribution to previous sources or disclosure to the Editor, permission to republish, or justification (i.e. cases of redundant publication),
- It contains material or data without authorisation for use,
- Copyrights have been violated or there is some other serious legal issue (e.g., libel, privacy),
- It contains unethical research,
- It has been published solely on the basis of a compromised or manipulated peer review process,
- The Author(s) failed to disclose a major competing interest that, in the view of the Editors, would have unduly affected interpretations of the work or recommendations by editors and peer reviewers.

An appropriate retraction note will be published both as an individual statement, separate from the article's contents, and within the article on the first page of the online version.

Article removal

The Journal will not remove any published material unless it gravely violates the law. In such case, retraction is not sufficient, since the article may be subject to a court order or pose hazard to human beings.

In such cases the body of the article will be removed and only the metadata (the names of the Authors) retained, followed by a statement that explains the removal due to legal reasons.

Changes to authorship

For information concerning changes to the names of Authors, the order of listing, the affiliations etc. see the section Authorship and Contributorship – Changes to Authorship.

2. Peer review process

All manuscripts submitted to the Journal are subject to a double-blind peer review (the identities of the Authors and the Reviewers are not disclosed). Two external Reviewers will assess manuscripts initially accepted by the Editors after a technical screening and verification of the thematic scope.

Reviewers submit their reviews in writing, together with the declaration of potential conflicts of interest and information whether they discovered the identity of the Authors.

The review is anonymous and confidential.

If the review is not satisfactory, Editors may invite additional reviewers or discuss the case internally. It is always the Editor-in-Chief who makes the final decision on any material to be published in the Journal.

The standard peer review applies to all full-length articles and review articles.

The conference materials will be published only if they meet the criteria of non-prepublication (see the paragraph Prepublication) and will be subject to the standard peer review procedure. Articles written by Editors, members of the Board or anyone else having a potential conflict of interest with the Journal (that needs to be disclosed) will be subject to the standard peer review procedure conducted by the Board members and Reviewers who do not have such correlation with the Authors.

In the case of articles authored by the Editor-in-Chief, the review process is managed by one of the Deputy Editors who also makes the final decision.

All the decisions are impartial, independent, and based only on the quality of the submitted material, also in the case of special issues or supplements.

The Journal publishes a list of Reviewers on the web site, without disclosing details on the reviewed articles.

Depending on the nature of the supplementary material, such material may also be subject to the peer review process.

As the Journal operates on double-blind review principle, the Authors are requested to prepare their manuscript with masked authorship details (the names of Authors, their affiliations, funding, acknowledgement, etc.) that otherwise might disclose their identity.

Any special issues and supplements are subject to the standard peer review procedure.

Non-scientific material that is excluded from the external peer review procedure includes:

- Introductions,
- Editorials,
- speeches,
- book reviews,
- in memoriam statements,
- society updates (academic events, awards, etc.).

3. Archiving

University of Warsaw is committed to preservation of scholarly research. In order to make the published content available and accessible the journal is archived in:

- As per Polish legal regulations, the Journal is obliged to deposit copies of every published issue at the National Library of Poland. Upon publication, all the material is immediately sent to the Library and goes through archiving procedures.
- The journal is archived in a digital version on the University of Warsaw repository website (<https://repozytorium.uw.edu.pl/home>).

4. Revenue sources

This is an Open Access Journal with no subscription charges. The Journal does not receive any revenues from publication of regular issues.

The Journal is financed by the University of Warsaw.

Any revenues from special issues, supplements or any other form of subsidies or sponsorships that occur on an irregular basis, do not influence the decisions of the Editors.

There is no subscription fee.

5. Advertising

The Journal does not accept publication of any advertising material.

In-house advertising might appear in a form of banners on the Journal web site and within the Journal.

Advertisements are not related in any way to the editorial decisions.

6. Direct marketing

In the case of direct marketing, the Editors will make every effort to target them accurately and unobtrusively.

7. Publishing schedule

The Journal is published once a year in December.

8. RODO

All details regarding the information obligation and confidentiality of personal data can be found here: <https://odo.uw.edu.pl/obowiazek-informacyjny/>