**ETHICAL GUIDELINES**

FOR PUBLICATION IN THE YEARBOOK “PROCEEDINGS OF THE ISTITUTE FOR BULGARIAN LANGUAGE” ISSUED BY THE INSTITUTE FOR BULGARIAN LANGUAGE “PROF. LYUBOMIR ANDREYCHIN”

**Publication ethics and publication malpractice statement**

The present Ethical Guidelines govern the regulation of the standards for ethical conduct to which all parties involved in the publication process for the yearbook “Proceedings of the Institute for Bulgarian Language Prof. Lyubomir Andreychin”, issued by the Institute for Bulgarian Language “Prof. Lyubomir Andreychin”, under the Bulgarian Academy of Sciences, shall conform. The adherence to the adopted international standards of publication ethics shall also play a crucial role in the policy of the Editorial board and shall aim to guarantee the exclusive publication of papers of the highest possible quality. Compliance with the standards of ethical conduct and performance of obligations in observance with professional ethics is therefore expected of all parties involved in the process of yearbook publication.

1. **Ethical guidelines for publication authors**

Authors are obliged to identify the sources of their funding, e.g. internal funding by a university, institute, etc., or any form of external funding, and so on. Authors shall justify the significance of their scientific research while at the same time providing comprehensive detail and citations/references to their sources so that any interested parties are able to reproduce the study analysis. Fraudulent or knowingly inaccurate statements constitute unethical conduct and shall therefore be deemed unacceptable.

Authors shall by all means strive to ensure that their work is entirely original, and therefore wherever and whenever the work and/or words of others are used, all instances shall be appropriately acknowledged. Plagiarism in all its forms constitutes unethical publishing conduct and shall therefore be deemed unacceptable. Submitting the same manuscript to more than one yearbook concurrently constitutes unethical publishing conduct and is unacceptable.

The corresponding author shall strive to 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 publication of any part of a collective research work without the prior consent of all contributing authors is inadmissible. Another important condition with regard to collective research work is that all co-authors shall be able to demonstrate their significant involvement in and contribution to the research under consideration.

Authors shall state that (to the best of their knowledge) all data utilized for the purposes of their research are genuine and authentic.

In case significant errors are discovered, authors shall duly notify the editorial board so that publication could be withdrawn and revised accordingly in due time.

1. **Ethical guidelines for the Editor in chief and the members of the Editorial board**

The Editor in chief and members of the Editorial board shall evaluate manuscripts exclusively on the basis of their scientific merit.

Essays and articles shall be approved for printing during the regular sessions of the yearbook’s Editorial board. The yearbook’s Editor in chief shall present any available publication materials, while the Editorial board shall approve or reject particular manuscripts/drafts based on anonymous reviews. The selection shall be made with view of professional quality and academic contribution in the respective area of scientific interest.

Neither the Editor in chief nor any member of the Editorial board shall in any way consider manuscripts which present conflicts of interest arising from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions, connected to the publication text. Upon the establishment of such conflicts, the Editor or member of the Editorial board concerned shall be excluded from the process of review and approval/rejection of the manuscript concerned.

Whenever ethical complaints are filed concerning a submitted manuscript or published paper, the Editor in chief and members of the Editorial board shall take reasonable action to ensure that the proper compliance with the ethical standards is restored

The Editor in chief and the members of the Editorial board shall by all means respect the confidentiality of the reviewers and authors involved in the process of anonymous review.

The Editor in chief and the members of the Editorial board shall be responsible for familiarizing all parties in the publication process with the present Ethical Guidelines.

1. **Ethical guidelines for reviewers**

The job of reviewers is crucial for the attestation and improvement of the quality of any and all materials submitted for publication, and shall be of conclusive importance in the decision making process on behalf of the Editorial board as regards the publication of materials.

Reviewers shall not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

The ethical principle of confidentiality lies at the core of any reviewer’s job. Privileged information or ideas obtained through peer review shall be kept confidential and not used for personal advantage.

Reviews shall be conducted in an objectively, comprehensive, and accurate manner, while any observations shall be formulated clearly and supported by arguments.

Any appointed reviewer who feels unqualified to review the research reported in a manuscript, or is otherwise aware that a prompt or accurate review will be impossible, shall notify the editor and step down from the review process.