

PUBLICATION ETHICS

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT FOR

СЛЪДОВАТИ ДОСТОИТЪ

Proceedings of the Onomastic Conference

“Anthroponyms and Anthroponymic Researches in the Beginning of 21st Century”,
dedicated to the 100th anniversary of the birth of prof. Yordan Zaimov, Dr. Sc. (1921-1987)

СЛЪДОВАТИ ДОСТОИТЪ. The Proceedings of the Onomastic Conference “Anthroponyms and Anthroponymic Researches in the Beginning of 21st Century” (referred below as the Proceedings) publishes double-blind peer-reviewed papers that have been accepted for presentation at the Onomastic Conference “Anthroponyms and Anthroponymic Researches in the Beginning of 21st Century”. It is organized on the occasion of the 100th anniversary of the birth of the prominent Bulgarian onomastician prof. Yordan Zaimov (1921 – 1987) by the Onomastics Department of the Institute for Bulgarian Language “Prof. Lyubomir Andreychin” at the Bulgarian Academy of Sciences. The conference is organized under the Project “Personal Names in Bulgaria in the Beginning of 21st Century” funded by the Bulgarian Science Fund, Grant № КП-06-Н-40/10, 10. 12. 2019.

These Publication Ethics and Publication Malpractice Guidelines govern the regulation of the standards for ethical conduct to which all parties involved in the publication process of the Proceedings of the Onomastic Conference “Anthroponyms and Anthroponymic Researches in the Beginning of 21st Century” shall comply. The Proceedings is issued by the Institute for Bulgarian Language “Prof. Lyubomir Andreychin” at the Bulgarian Academy of Sciences.

The conference is dedicated to different onomastic, in particular anthroponymic, problems dealing with the current state of the anthroponymic systems, pragmatics and grammar of the personal names, diachronic anthroponymy, researches about the anthroponyms influence on the toponymy, etc.

Papers accepted to the Conference have to include original state-of-the-art work in some of the areas of anthroponymy .

The Proceedings endorses and behaves in accordance with the codes of conduct and international standards of the Committee on Publication Ethics (COPE), available free of charge Publication ethics.

ETHICS GUIDELINES FOR THE PROGRAMME COMMITTEE AND THE ORGANISING COMMITTEE

The Programme Committee shall appoint members of the Programme Committee and/or the Organising Committee to specific tasks related to the publication of the Proceedings, including the task of editing the submitted papers and preparing them for publication.

The members of the Programme Committee and the Organising Committee and the editors responsible for the preparation and publication of the Proceedings shall be committed to fair and professional principles in every aspect of the process of submission, evaluation, acceptance and

publication of the conference papers. They shall make fair and unbiased decisions independent of commercial consideration and should ensure a fair and appropriate peer review process.

The Programme Committee shall evaluate and select manuscripts for publication in the Conference Proceedings and for presentation at the Conference exclusively on the basis of their scientific merit. The selection shall be made in careful consideration of the originality, contribution, scientific and methodological quality, technical soundness and clarity of the presented research. These particularities shall be evaluated through a double-blind reviewing process carried out by anonymous reviewers appointed to the task who are experts in the particular field. The Programme Committee members who participate in the selection process must not be involved in the assessment of the manuscript in any other capacity (i.e. as reviewers).

The Programme Committee shall in no 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. Upon the establishment of such conflicts, the manuscript shall be rejected without being reviewed.

The Programme Committee and the Organising Committee shall by all means respect the confidentiality of the reviewers and authors involved in the process of anonymous review.

The Programme Committee and or the appointed editors in charge of preparing and publishing the Proceedings shall always be willing to publish corrections, clarifications, retractions and apologies when needed.

The Programme Committee shall have appropriate policies in place for handling editorial conflicts of interest and is in charge of managing the conflicts of interest of the staff, authors, reviewers, editors, Editorial Committee members, etc. The Programme Committee shall respond promptly to complaints and should ensure there is a way for dissatisfied complainants to take complaints further. The Programme Committee takes it upon itself to make every possible effort to resolve any conflict or complaint that may arise in line with the best available practices. The Programme Committee and the Organising Committee shall be responsible for familiarising in due course all parties in the Proceedings publication process with these Publication Ethics and Publication Malpractice Guidelines.

ETHICS GUIDELINES FOR AUTHORS

By submitting a paper to the conference, the authors acknowledge that the research reported has been conducted in an ethical and responsible manner and complies with all relevant legislation.

Authors shall present their results honestly, without fabrication, falsification or inappropriate data manipulation. They 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 be able to reproduce the study analysis. Fraudulent or knowingly inaccurate statements constitute unethical conduct and shall therefore be deemed unacceptable.

Authors shall 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.

In case of submitting the same manuscript to other conferences, the authors must notify the Programme Committee in due time, so that the Programme Committee is aware of the fact that the manuscript might be withdrawn depending on results from other conferences.

The corresponding author shall strive to ensure that there is full consensus of all co-authors in approving the final version of the paper and its submission for publication. Submission is taken by the Programme Committee to mean that all the listed authors have agreed to the submitted manuscript.

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

Authors shall ensure that the authorship accurately reflects the individuals' contributions to the work and its reporting.

Authors shall disclose relevant funding sources and any existing or potential conflicts of interest.

Authors take full responsibility for the submitted work(s).

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ETHICS GUIDELINES FOR REVIEWERS

The reviewers are selected from a pool of leading experts in onomastics and other closely related linguistic areas. Reviewers are assigned to review manuscripts according to their fields of expertise.

The Programme Committee notifies the reviewers by email about all the relevant information related to the reviewing process and provides access to the Review Form.

The Programme Committee guarantees that peer reviewers' identities and those of the authors are protected according to the requirements of the double-blind review procedure.

The reviews are crucial for the attestation of the quality of the submitted manuscripts and shall play a primary role in the decision making process as regards the acceptance or rejection of the manuscripts for publication in the Proceedings and presentation at the conference.

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.

Privileged information or ideas obtained through peer review shall be kept confidential and shall not be used for personal advantage of the reviewer or anyone else.

Reviews shall be conducted in an objectively, comprehensive, and accurate manner. Any observations, recommendations or critique must be formulated clearly and supported by relevant

arguments according to the requirements stated in the Review Form. Reviewers must present their judgment in a respectful, non-offensive way.

In case an appointed reviewer feels unqualified to review the research reported in a manuscript, or is otherwise aware that a prompt or accurate review will be impossible, he or she shall notify the Programme Committee in due time and shall step down from his or her appointment as a reviewer.