

# Guidelines for Publication Ethics

We are presenting a set of principles and protocols for the editorial work of Journal of Telecommunication and Information Technology (JTIT). The presented issues have been developed in line with the COPE guidelines <https://publicationethics.org/core-practices>

## What is the procedure for addressing allegations of misconduct?

Should a substantial error or inaccuracy be identified within an article undergoing the editorial process or one that has already been published (e.g. manipulation, fabrication of research data or plagiarism), the author is required to promptly inform the editorial team and work with them to rectify the defective manuscript or to withdraw it where such rectification is not possible.

Issues with a published article can be brought to the attention of the editorial team by any person by reaching out through electronic mail. Such a notification is analyzed by us, the author of the referenced text is informed that a problem has been reported and is required to cooperate with the editorial team to find a satisfactory solution.

In the event of any issues with the article after publication, the editorial team will also notify all co-authors of this occurrence.

We do not allow authors to submit a manuscript to multiple journals at the same time. To this end, it is mandatory to submit signed documents, including the license, at the stage of article submission, i.e. even before the article is sent to the reviewers. We do this out of concern for the time and effort that researchers put into review preparation so that it is not wasted.

Upon submission of an article, it is mandatory for the author to declare whether generative artificial intelligence was employed in the production of any text or graphics. This declaration is part of our ghostwriting form. The author is required to indicate specific locations within the article where AI mechanisms have been used and for what purpose. This information must also be provided to the reader in the Acknowledgments section.

The editorial team regards any concealment of this information as a material flaw in the article, tantamount to its rejection at the pre-publication phase. For a post-publication article, a violation of the rules regarding the use of AI is thoroughly examined by the Editor-in-Chief who determines whether the text is to be rectified or withdrawn altogether.

## How do we approach author contributions and ensure editorial changes are accepted?

The list of authors should comprise only those individuals who made a significant contribution to the publication (i.e. conception, research, revision etc.). Other individuals who were part of the research project should be recognized and detailed in the Acknowledgments section.

Submission of the article and subsequent formal acceptance on behalf of all co-authors rest with the corresponding author. However, to ensure that all co-authors have examined the final version of the article and agree with the corrections made at the editing stage, the editorial team send the final version of the article to all authors and co-authors for their perusal.

Any changes in the order of authors, changes of affiliation occurring during the development of the article, require the submission to the editorial team of a substantiated request signed by all authors and co-authors, specifying the need for such changes. The request undergoes a comprehensive review by the Editor-in-Chief whose approval is mandatory for the amendments to be introduced.

### **How do we handle complaints and appeals?**

Those who disagree with the work and decisions of the editorial team have the right to lodge a grievance. This applies to authors, reviewers, readers and representatives of institutions that collaborate or have related activities with the Journal. The complaint must be submitted in written format and addressed to the editorial team's main email address to ensure it is received by the entire team.

The complaint should clearly describe the problem, present valid arguments and put forward a preferred approach for resolution. It is considered within 14 days by the editorial team and a reply is sent to the complainant within that time. Appeals against the decision regarding the complaint are considered by a representative of the Journal's publisher, i.e. the Scientific Director of the Institute of Communications.

### **How do we prevent conflicts of interest?**

We require authors, reviewers, and editors to disclose potential conflicts of interest in their work on publications. This includes financial, legal or professional relationships with other organizations that could affect their respective research. Such relationships and sources of financial support should be disclosed by authors in the documents submitted with the article, i.e. the conflict of interest declaration. Any statements that are either false or deliberately manipulated constitute an ethical breach and are unacceptable.

Editors should refuse to consider manuscripts in cases where conflicts of interest exist between any of the authors, reviewers, or their respective institutions. Should a conflict of interest come to light only after the publication, the article will be treated as flawed, i.e. requiring correction, supplementation or retraction. Editors should also disclose reviewer misconduct.

### **How do we handle editorial archives and research data repositories?**

We archive all materials collected throughout the publication process, i.e. authors' materials, anti-plagiarism reports, reviews, approvals, intermediate and final versions, on durable media. We use the facilities provided by the publisher, NIT, which is a state institution with an extensive professional archiving department that meets the stringent security standards mandated for state institutions.

During the article submission process, authors are asked to indicate whether they use repositories for storing research data for the article and to provide the location of such data sources. We publish this information at the end of the article in the Acknowledgments section.

### **How do we handle sensitive data and documents?**

All data pertaining to authors and reviewers is processed in accordance with the requirements imposed under the GDPR. At the time of article submission, we ask for your consent to electronic communication pertaining to matters associated with the article and for notifications related to our publications. We do not conduct permanent marketing campaigns.

Together with the article, authors fill out and sign documents pertinent to the license agreement, a ghostwriting declaration, declare no use of AI mechanisms in the publication or indicate the extent of their use, and complete a conflict of interest disclosure form. The documents in question are preserved in the archives by the publisher of the Journal.

The editorial team evaluates manuscripts on merit only and without regard to the authors' gender, race, ethnic origin, sexual orientation, religious beliefs, or citizenship.

The editorial team does not disclose any information about the article under consideration to any parties except the authors and reviewers and members of the program board.

Our activities are controlled by the Journal's publisher (NIT) and the scientific board.

### **What is our intellectual property policy?**

We use Creative Commons Attribution 4.0 International (CC BY 4.0) licensing for articles published in the Journal. Each article includes information about the license (at the bottom of the first page of the PDF file and in the article metadata). We also provide this data on our website in the article metadata.

This license permits the replication, alteration, dissemination, exhibition, and performance of the work, provided that proper credit is given to the original author. This license ensures extensive freedoms for the licensee at no cost and does not affect user rights under copyright law exceptions, such as fair use.

The Journal is published in an open access model, so that authors do not incur publication fees while retaining rights to the intellectual property pertaining to the article.

### **Checking the authenticity of an article**

We use Crossref Similarity Check to check the originality of an article. This service uses iThenticate anti-plagiarism software. We read and analyze the reports from this analysis, and the Editor-in-Chief decides the fate of texts that do not unambiguously meet our standards. We do not use a rigidly set percentage threshold for accepting similarity at a particular value; instead, each result provided by iThenticate is evaluated on a case-by-case basis.

### **How do we organize our editorial tasks?**

The Journal's publishing infrastructure is based on the web-based Open Journal System (OJS) platform and the majority of available functionalities are derived from the capabilities of this software. OJS ensures the management of submitted articles, the assignment of manuscript identifiers, the segmentation of tasks into stages, the exchange of information, and the publication of published materials. It also allows all editorial activities to be documented, correspondence with authors and reviewers to be maintained and archived, and material submitted by authors and the content of reviews to be archived.

OJS provides an opportunity for authors to view the status of their work on a text via an account created at the text submission stage, keeping our activities structured and typical of the scientific community.

Our staff resources include two editors and an Editor-in-Chief, ensuring that our editorial team operates efficiently. We respond to most queries within one day, we make decisions when working with articles within a maximum of 3 days and allocate 6 to 8 weeks for the article review process. However, it should be noted that the review time largely depends on the topic of the article. We proofread all articles to maintain a consistently high standard of publication.

The publisher of the Journal is the National Institute of Telecommunications, which is a national research institute for telecommunications and information technologies.

### **How do we carry out the review process for submitted articles?**

Once submitted, the article undergoes an initial check by the editor for compliance with formal requirements. These include the acceptable volume of text and the quantity of graphical elements, whether complete anonymization of the file has been performed, whether the included graphics are free of third-party rights. In the event of any shortcomings, the correspondent author is called upon to rectify the defects. Subsequently, the article is subjected to an anti-plagiarism check, after which it is submitted to the Editor-in-Chief for assessment as to whether the subject matter covered by the text is congruent with the Journal's profile. The publication accepted at this stage is forwarded for peer review.

Manuscripts submitted to the Journal undergo a double-blind peer review. The decision regarding the publication of a text for which the review results are inconclusive or contradictory is made at the sole discretion of the Editor-in-Chief or may be contingent upon an additional, third review which is conclusive. Authors who disagree with reviewers' opinions may lodge appeals which are considered through an identical resolution process.

All submitted manuscripts are regarded as confidential documents and only anonymous versions are used in the review process. The review process is also confidential and the identities of the reviewers cannot be disclosed to the authors of the publication. Journal editors are required to disclose any potential conflicts of interest concerning authors and reviewers and notify the Editor-in-Chief of any such matters. Once a year, we publish a list of reviewers who worked with us in a given year.

### **What is the procedure for amending published articles?**

If a published article contains an error, it may be corrected under such circumstances. A correction request may be submitted either by the author who identified the issue after some time or by an individual who brings the matter to the attention of the editorial team. The request for correction of an article must be substantiated, i.e. it must be stated why the publication cannot be continued in its existing form. Consent for correction is granted by the Editor-in-Chief, and the file with the revised article is replaced on the website of the Journal. The revised article will feature an amended publication date and an errata added at the end with information specifying which sections have been changed, the date of such changes, as well as their respective requester.

Withdrawal of an article, i.e. removal of the publication from the Journal's repository, occurs when the publication contains serious, irremediable flaws. These include substantive inaccuracies, forgery,

plagiarism or concealment of a conflict of interest, the use of AI mechanisms to prepare the text, and infringements of the copyright of other individuals or institutions in relation to the text and graphics. The decision to withdraw is made by the Editor-in-Chief following a request from the author or individual notified the editorial team of the issue at hand. The withdrawn article will be replaced by a PDF file containing details as to why the original article was removed (and stating the reasons for the decision) and at whose request this happened. The data in Crossref associated with the article will be updated.