

Code of Ethics of the ACTA VŠFS journal

This Code of Ethics of the ACTA VŠFS journal regulates obligations of authors, reviewers, and editors, and shall be binding on such individuals.

Journal ACTA VSFS is not profitable and commercial issues have no influence on editorial decisions.

1. Code of Ethics for Authors

By presenting a manuscript to the editor's office, authors hereby confirm that they:

- Only submit manuscripts, which represent their original work, and they may prove this fact upon request at any time;
- Only submit manuscripts, which have not been previously published elsewhere;
- Only submit manuscripts, which they - currently and until the completion of the review process – do not intend to publish elsewhere;
- Are the sole owners of copyright in respect of any submitted manuscripts; in case of manuscripts by several authors, they shall specify all co-authors and whether or not they have their consent to the manuscript publication;
- Shall notify the editor of any conflict of interest related to the submitted manuscript;
- Clearly, precisely, and explicitly state all sources used in preparing such manuscript;
- Agree with the editorial proceedings of the journal;
- Submit articles for double blind review proceedings and other evaluation by the editor's office;
- Shall inform the editor about any mistakes in their manuscripts, including any errors in the research results described in such manuscripts;
- Provide the publisher with a free right to publish the manuscript in printed and/or electronic form, and to include the article in any databases, in which ACTA VŠFS is or might be included.

2. Code of Ethics for Reviewers

By accepting a manuscript for review, reviewers hereby confirm that they shall:

- Immediately notify the editor of any identified conflict of interest;
- Ensure that any information relating to or included in the manuscript remains confidential;
- Draw the editor's attention to any circumstances that might constitute a reason for rejecting a manuscript for publication;
- Always review manuscripts in terms of their scientific content only;
- Prepare their review opinion in person, to the best of their knowledge and belief;
- Inform the editor, in case they do not feel to be sufficiently qualified for a professional review of a manuscript or in case they cannot, for any reason whatsoever, prepare their review.

3. Code of Ethics for Editors

Editor shall:

- Ensure that any information relating to the submitted manuscripts as well as their authors remains confidential;
- Prevent any conflict of interest;
- Ensure unbiased and impartial review of manuscripts, solely in terms of their scientific content;
- Accept manuscripts from all authors, irrespective of their racial or ethnic origin, gender, sexual orientation, religion or belief, nationality, or political beliefs;
- Ensure initial internal review of manuscripts in terms of formal aspects and in terms of their compliance with the specialization of the journal; in case of negative assessment, the editor shall immediately notify the authors;
- Ensure the submission of anonymous review opinions of reviewers for the purpose of implementing any suggestions in the manuscripts;
- Bear the responsibility for decisions related to the publication of individual manuscripts. Editor has complete authority to accept, reject or request modifications to the manuscripts;
- Guarantee the quality of the papers and the integrity of the academic record;
- Publish corrections, explanations, errata or apologies when needed;
- Retract the article which is confirmed to be false or seriously incorrect. Retraction of article is always discussed and agreed by editorial board. After the editorial board decision the retraction is noted in printed version of following journal issue and in relevant electronic version.

4. The breach of any part of this Code of Ethics, including plagiarism and other unethical conduct, shall be considered unacceptable and shall result in an immediate withdrawal of a manuscript from the review process and in the rejection of such manuscript.