



## Publication Ethics for Danish Journal of Archaeology

The Editorial Board of the DJA is committed to ensuring that high ethical publishing standards are maintained by the journal. As a benchmark, the DJA subscribes to the Core Practices of the Committee On Publication Ethics (COPE): <https://publicationethics.org/core-practices>. Therefore, the standards are agreed upon and enacted by all parties involved in the publishing of DJA: the editorial board, the authors and the reviewers.

### Allegations of misconduct

- The editorial board takes seriously, and will investigate, any allegations of misconduct, pre- and post-publication.
- The editorial board takes reasonable steps to identify and prevent the publication of papers where research misconduct has occurred.
- In no case does the journal or its editors encourage such misconduct or knowingly allow such misconduct to take place.
- In the event that the journal's editorial board is made aware of any allegations or research misconduct, the editorial board will deal with the allegations appropriately.

### Authorship and contributorship

- The list of authors should accurately reflect who carried out the research and who wrote the article. The names of individuals who have not contributed significantly to the work should not be included.
- The editorial board expects authors to resolve disputes between themselves but will investigate allegations of authors stealing work and seeking to publish it under their own name.

### Complaints and appeals

- The editorial board takes seriously, and will respond to, complaints about the journal, its staff, editorial board or publisher.
- The editorial board will investigate and respond to all appeals and complaints in a timely manner.

### Conflicts of interest / Competing interests

- The editorial board will seek to handle and resolve conflicts of interest of authors, reviewers, editors, our journal and our publisher.
- All authors and peer reviewers must declare any conflicts of interest relating to submitted work.
- Sources of support for the research to be published must be acknowledged by authors.
- Authors are invited to suggest specialist peer reviewers, and can also indicate the names of certain experts whom they would prefer not to be included in the peer review process for stated reasons (e.g. a strong personal conflict), although the final decision on selection of peer reviewers will be taken by the editorial board.
- Members of the editorial board may submit articles, but—with the exception of their editorials—are subject to full peer review and subject to a decision to publish being made by another member of the editorial board.

## Data and reproducibility

- Authors are expected to make relevant data available, although data lists may be published as supplementary data.

## Ethical oversight

- The editorial board expects ethical approval to have been secured for all research published in the journal.
- Work dealing with human remains must have been undertaken according to national legislation and informed by professional standards.
- It is the responsibility of corresponding authors to obtain consent to submit work to the journal from all co-authors, before the work is submitted.
- The editorial board reserves the right to edit peer reviews.
- Knowingly submitting inaccurate statements constitutes unethical behaviour and is unacceptable.
- Authors must ensure that information obtained privately i.e. in conversation, correspondence, or discussion with third parties, may not be used or reported without explicit, written permission from the source.
- Authors aim to ensure that they write entirely original works. If work of other authors is used, authors ensure to cite or quote in accordance with international standards for academic citation.
- All authors are obliged to provide retractions or corrections of mistakes.

## Intellectual property

- Authors are responsible for ensuring that they hold intellectual property rights to the work that they submit to the journal, including copyright on all illustrations. They are also responsible for any costs associated with obtaining such rights.
- Suspected plagiarism in a submitted manuscript will always be investigated, and - if proven - authors will be presented with the evidence.
- The editorial board will not consider any paper submitted simultaneously to another journal.
- The editorial board will not publish an article that has been previously published elsewhere, including in a different language.
- Full acknowledgement to other works used to produce the paper must be given.
- Articles published in DJA are licensed under Creative Commons (CC BY-NC-SA) as per the Creative Commons website <https://creativecommons.org/licenses/by-nc-sa/4.0/legalcode>
- The editorial board may accept other Creative Commons licenses, if required by funding bodies e.g. the European Research Council.
- DJA is an online journal and articles published on the website are considered to be fully published with copyright held by the DJA and the author(s).

## Journal Management

- The editorial board functions as publishers of the journal.
- DJA is hosted by the Royal Danish Library at the Open Access platform [www.tidsskrift.dk](http://www.tidsskrift.dk).
- The Open Access platform uses Open Journal Systems of the Public Knowledge Project, which is an open source software application for managing and publishing scholarly journals. (<https://pkp.sfu.ca/ojs/>)

## Peer review processes

- All submitted manuscripts are subject to initial appraisal by the editorial board.
- The journal uses single blind peer review by two or more independent, anonymous expert referees.
- Submission is only accepted through the online system via the journal webpage.

- Peer reviewers' comments are only shared with the editors and authors.
- Peer reviewers are expected to maintain confidentiality of any information supplied by the editorial board or by the authors, but are invited to alert the editors to any content that has previously been submitted for publication elsewhere.

#### **Post-publication discussions and corrections**

- The editorial board encourages debate post-publication and is committed to correcting any publishing errors.
- The editorial board will retract articles or publish corrections when needed.