

Publication Ethics and Malpractices Statement for Outlines - Critical Practice Studies

In accordance with Elsevier's guidelines and policies on publishing ethics, the free access online publication, Outlines, follows the standards stated below in order to secure the quality of this peer-reviewed journal. Therefore the standards are agreed upon and enacted by all parties involved in the publishing of Outlines: the editorial board, the authors, the journal editors as well as the reviewers.

Duties of the Editorial Board

- Outlines assure to print full names and affiliations of all members of the editorial board on the journal website, all of whom are recognized experts in their fields.
- The editor/the editorial board of Outlines is responsible for deciding which of the articles submitted to the journal should be published.
- The contact information of the editorial office is available on the journal website.
- The editorial board ensures that advertising, reprint and other commercial revenue does not impact or influence editorial decisions.
- Any editorial staff ensure to evaluate submissions for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Duties of the Authors

- No fees or charges are to be required for manuscript processing or other services. This is stated clearly before authors begin preparing their manuscript for submission.
- Reports of original research, accurate accounts of the work performed as well as the underlying data must be presented clearly in the paper.
- Authors are obliged to participate in peer review processes in the peer reviewed sections of the journal.
- All authors have significantly contributed to the research in question.
- All authors are obliged to provide retractions or corrections of mistakes.
- All articles include a list of references and information on financial support.
- Authors agree not to let the same material be published in more than one journal.
- 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 .
- 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.

The Peer-Review Process

- All papers of the journal is subjected to peer-review.
- Peer-review is defined as obtaining advice on individual manuscripts from reviewers' expert in the field.
- The process is clearly described on the journal website.
- Any selected referee who feels unqualified to review the submission or feels unable to meet the time frame must notify the editor promptly and excuse himself/herself from the review process.
- Judgments aim to be objective.
- Reviewers aim to have no conflict of interest.
- Reviewers aim to point out relevant published work that is not yet cited.
- Reviewed articles are treated confidentially.

Publication Ethics

- The editorial board and the editors take 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 or editors are made aware of any allegations or research misconduct, the editorial board or editors will deal with the allegations appropriately.
- Outlines has guidelines for retracting or correcting articles when needed.
- The editorial board and the editors of Outlines are always willing to publish corrections, clarifications, retractions and apologies when needed.
- The editorial board and editors must ensure that privacy rights of human subjects are always observed.

Copyright and Access

- Copyright and licensing information is clearly described on the Outlines website.
- Outlines is a free online access journal, available on repositories to all.

Archiving

- The journal has electronic backup on repositories and is furthermore preserved in Netarchive.dk in the event Outlines – Critical Practice Studies is no longer published.

Ownership and management

- Information about the ownership and management of Outlines is stated clearly on the journal website.
- The editorial team do not use organisational names that could mislead potential authors and editors about the nature of the journal's owner.

Website

- The website and its content demonstrate that care has been taken to ensure high ethical and professional standards.

Publishing Schedule

- The periodicity at which Outlines is published is clearly indicated on the website.

Name of Journal

- Outlines- Critical Practice Studies, the name of the journal, is, to the knowledge of the editorial team, not easily confused with other journals or misleading about its origin or association to potential authors and readers.