

## **Ethical Codex of the *Živá hudba* Periodical**

The publication ethics of *Živá hudba* are based on the Ethical Codex of the Committee on Publication Ethics (COPE – accessible online at [www.publicationethics.org](http://www.publicationethics.org)). They establish the responsibilities of the authors, peer-reviewers, editors and the publisher.

### **Authors**

Only those who have significantly contributed to the conception, form and production of the text are considered to be the authors, resp. co-authors. The main author of the study guarantees that all co-authors have the final version of the text at their disposal, approved it and agree on that version to be submitted for publication. Any other persons' partial contribution to the manuscript production has to be mentioned at an appropriate place explaining their participation.

The authors are responsible for the manuscript's originality and accuracy. If they use other own works or results of other authors' work, these shall be appropriately marked and used in harmony with the authors' rights, including exact resource citation. With original research, the authors provide as exact initial data as possible for the future verification and further exploration of the results. They shall strive to do their best to evaluate their results unbiased. All outside funding shall be explicitly stated.

Deceptive and consciously vague statements or the use of other works without appropriate citations are considered to be unethical behaviour. If the authors discover a significant error or vagueness in their published work, they are obliged to inform the editors without delay, and to cooperate on publishing the correction or withdrawing the article from circulation. This obligation does not relate to cases where the vagueness or error showed up after newly acquired knowledge that was not, for objective reasons, available to the authors at the time of publishing. The same obligation to inform the editors also relates to an essential conflict of interests.

The authors shall not offer their study, or an essential part of it, to be published in another Czech or foreign periodical or publication. To attempt to publish an article in more than one periodical is considered to be unethical behaviour.

The authors shall adhere to Chicago Manual of Style guidelines and shall cooperate during their peer-reviewing with the editors without any unnecessary delays. They shall perform the necessary text adjustments following the reviewers' suggestions.

### **Peer-reviewers**

The *Živá hudba* peer-review process is double blind and occurs prior to publication. Only at the direct request of the reviewer shall their editors disclose the reviewer's name to the author.

The reviewer shall maintain confidentiality. Concerning the submitted manuscript's contents, they deal only with the editors, or possibly through their mediation with the authors. The editors protect the confidentiality of the author's work, not providing it to any third parties, nor using the information from the unpublished manuscript for their own research. Breach of the confidentiality rules is considered to be unethical behaviour.

The reviewers are obliged to perform a qualified and, to their knowledge, as unbiased evaluation of the study as possible. With their clear, unambiguous and sufficiently argued review, they aid both the editors and the author to publish a text of the highest possible quality. The reviewers are obliged to

point out any insufficiencies in citation or missing significant published titles relevant to the topic. They are further obliged to inform the editors about any suspicion of unethical behaviour of the author, especially those of unoriginality or similarities to already existing research.

An addressed reviewer who knows that he/she would not be able to write the review, whether for lack of qualification or time, is obliged to inform the editors as soon as possible so that they can contact other reviewers in time.

The reviewers are obliged to provide an unbiased evaluation of the manuscript. If there were to be a suspicion of close professional or personal relationship to one of the authors, or if there was a conflict of interests, they are obliged to forfeit their role as a reviewer. The following constitute a conflict of interests:

- approval or refusal of the reviewed study would bring any profit to the reviewer,
- cooperative work on the project in question within the past five years,
- if the reviewer had major differences in the viewing the main topic of the study.

If the reviewer does not refuse to do the evaluation, the editors will assume that there is no conflict of interests. Any conflict of interests is considered to be unethical behaviour.

### **Editors and the Editorial Board**

The editors are responsible for all specialized texts published in *Živá hudba*. In their decisions they shall take into consideration the suggestions of the publisher and the Editorial Board, while adhering to valid Czech legal regulations, mainly copyrights and the Civil Code. They shall maintain the peer-reviewing procedures and shall be responsible for editorial decisions while not being influenced by any possible commercial, personal or institutional interests. All possible commercial contents shall be separated and clearly marked.

The editors shall not, without authorization, influence the measured value of the periodical (such as its extent, number of copies, or on-line visit count) by any artificial means.

The editors shall maintain confidentiality concerning the information on the submitted manuscript with the exception of communication with the authors, other editors and peer-reviewers (including potential reviewers). Without permission, they shall not share with anyone the unpublished manuscripts, or use the knowledge attained from them for own research.

The editors shall evaluate the manuscript according to the quality of its contents regardless of their own relationship to the authors, their origin, gender, psychosexual identity, religion or political views. The editors are obliged to refuse to work on any manuscript where they have a conflict of interest. In such cases, the editors are obliged without delay to declare the conflict of interests and transfer responsibility for the given manuscript to another editor.

The editors are authorized to require that all the contributors as well as the reviewers declare possible conflicts of interests and to publish corrections if the conflict of interests comes out only after the text had been published.

If the peer-reviewers or other readers point out a possible serious breach of ethical behaviour by the authors or the expert validity of the information presented in the manuscript or the published article, the editors must first address all the authors of the given text with a request of a reaction. If no

answer is provided within an adequate time or if it does not seem satisfactory, the editors follow the COPE Retraction Guidelines – see <https://publicationethics.org>).

The members of the Editorial Board as well as the editors shall respect the rules for maintaining confidentiality, unbiased opinion, and preventing conflicts of interests.

### **The Publisher**

The Academy of Performing Arts, as the *Živá hudba* publisher, shall see in its cooperative work with the editors that the authorities of the publisher, the editors and the Editorial Board are clearly defined.

The publisher guarantees the editors and the Editorial Board independence in their decisions and will prevent possible commercial, political, institutional or other pressures, except in cases where a serious editorial malpractice, confirmed by an independent investigation, would have resulted in defamation or an essential change of the periodical's orientation.

The publisher shall supervise adherence to the procedures guaranteeing the periodical quality (such as the peer-reviewing process, rules for the correction or withdrawal of articles) and avoiding illegal acts (such as infringement of copyrights and other intellectual property, or breach of the Civil Code).

Any publisher's attempts at unauthorized influencing the measured value of the periodical (such as its extent, number of copies, or on-line visit count) by artificial means are banned.

The publisher shall be able to transparently document the financing of the periodical. Furthermore, the publisher undertakes to fulfil all contractual obligations in connection with the preparation, publishing, and distribution of the periodical.

The publisher shall provide long-term archiving of all *Živá hudba* issues.