

Code of Ethics of the Journal *Živá hudba*

The publication ethics of *Živá hudba* journal are based on the Code of Conduct of the Committee on Publication Ethics (COPE), available online at www.publicationethics.org. The Code of Conduct sets out the responsibilities of authors, reviewers, editors and publishers.

Authors

Authorship

Only those who have made a significant contribution to the conception, form and realisation of the text are considered authors or co-authors of the article. The main author of the study is responsible for ensuring that all co-authors had access to and approved the final version of the article and agreed to submit this version for publication. The partial contribution of any other person to the creation of the manuscript is mentioned in the appropriate place, including the type of participation. Works written predominantly using generative artificial intelligence and large language models (LLMs) will not be accepted. Authors must indicate the use of AI or LLM in their work in a general statement at the beginning of their article. In addition, each specific use of AI and LLM tools in the text, figures, tables or other parts of the work must be cited, as must any external sources.

Originality, objectivity and citation of sources

Authors are responsible for the originality and truthfulness of their manuscripts. If they use other works of their own or the results of other authors' work, these are properly identified and used in accordance with copyright law, including accurate citation of the source. In the case of original research, authors shall provide the most accurate source data possible for possible verification and further application of the results, and shall endeavour to evaluate their results objectively to the best of their belief. If the study or original research on which the manuscript is based was funded by external sources, the authors shall explicitly state this in the article.

Fraudulent and knowingly inaccurate statements and the use of other works without proper attribution and in violation of copyright law are considered unethical behaviour and are unacceptable. If authors discover a significant error or inaccuracy in their published work, they are obliged to inform the editors of the journal without delay and to cooperate in publishing a correction or retracting the article. This obligation does not apply to cases where the inaccuracy or error arose due to newly acquired knowledge that, for objective reasons, could not have been available to the authors at the time of publication. The obligation to provide information also applies to any significant conflict of interest.

Findings of research misconduct, plagiarism or other violations of the Code of Ethics will be subject to COPE standards.

Simultaneous submissions and duplicate publications

Authors may not simultaneously offer their study, or a substantial part thereof, for publication in another Czech or foreign periodical or publication. Attempts at simultaneous or repeated publication are considered unethical and unacceptable.

Review process and formal editing of manuscripts

Authors undertake to comply with the rules for formal editing of the text (see Chicago Manual of Style) and to cooperate with editors during the review process without undue delay. They undertake to make the necessary adjustments based on the reviewers' comments.

Reviewers

Anonymity of reviewers and their duty of confidentiality

The review process for the journal *Živá hudba* is double-blind. Only at the direct request of the reviewer will the editors disclose the reviewer's name to the author of the article.

Reviewers guarantee confidentiality — they discuss the content of the submitted manuscript only with the editors or, through them, with the author. They protect the confidentiality of the author's material, do not disclose it to third parties, and do not use information from unpublished manuscripts for their own research. Violation of the rules of confidentiality is considered unethical behaviour and is unacceptable.

Objectivity and quality of the review

Reviewers are obliged to evaluate studies in a professional manner and as objectively as possible according to their best knowledge. Clear, unambiguous and sufficiently substantiated reviews help both the Editorial Board and the author to publish the highest quality text possible. Reviewers are obliged to point out any shortcomings in citations or any significant published titles on the given topic that are missing. Reviewers are also obliged to inform the Editorial Board of any suspicion of unethical behaviour on the part of the author, pointing out especially any lack of originality or similarity to existing outputs.

Eligibility to prepare a review

A reviewer who knows that they will not be able to provide a review, whether due to lack of qualifications or time constraints, is obliged to inform the Editorial Board immediately so that it can contact other reviewers in a timely manner.

Impartiality and conflict of interest

The reviewer is obliged to evaluate the manuscript impartially. If they suspect a close professional or personal relationship with one of the authors, or if there is a conflict of interest, they are obliged to refuse to review the manuscript. A conflict of interest is considered to be, in particular:

- any benefit to the reviewer from the approval or rejection of the reviewed contribution;
- collaboration on the project in question in the past five years;
- a fundamental difference of opinion on the main topic of the reviewed contribution.

If the reviewer does not refuse to prepare a review, the Editorial Board considers that there is no conflict of interest. Violation of the rules on conflict of interest is considered unethical behaviour and is unacceptable.

Editors and Editorial Board

Responsibility for content

Editors are responsible for all professional texts published in the journal *Živá hudba*.

In their decisions, they consider the suggestions of the publisher and the Editorial Board of the journal and at the same time proceed in accordance with applicable legal regulations, in particular the Copyright Act and the Civil Code. They adhere to the review process and are responsible for ensuring that editorial decisions are not influenced in any way by commercial, personal or institutional interests, and they separate any commercial content, which must always be clearly marked.

Editors must not attempt to unduly influence the evaluation of the journal by artificially inflating its measurable value (scope, circulation, online readership, etc.).

Confidentiality

Members of the Editorial Board maintain confidentiality regarding information about submitted manuscripts, with the exception of communication with authors, other members of the Editorial Board and reviewers (including potential reviewers). Without the authors' consent, they do not share unpublished manuscripts with anyone, nor do they use the knowledge gained from them in their own research.

Impartiality and conflict of interest

Editors evaluate manuscripts based on the quality of their content, regardless of their personal relationship with the authors, their origin, gender, psychosexual orientation, religious beliefs, or political views. Editors are obliged to refuse to participate in the evaluation of a manuscript if there is a conflict of interest (close relationship, current collaboration on a joint research project, etc.). In such a case, editors are obliged to report the conflict of interest without delay and hand over work on the manuscript to another member of the Editorial Board.

Editors are entitled to require all contributors and reviewers to disclose any conflicts of interest and to publish corrections if a conflict of interest becomes apparent after publication.

Rules for retraction and publication of notices of possible misconduct

If reviewers or other readers point out possible serious misconduct in the ethical behaviour of authors or the professional validity of information contained in a manuscript or published article, the editors will first contact all authors of the text in question and ask them for a response. If the response is not provided within a reasonable time or is not satisfactory, the editors will proceed in accordance with **the COPE Retraction Guidelines** (see <https://publicationethics.org>).

Editorial Board

Like the editors, the members of the Editorial Board adhere to the principles of confidentiality and the rules of impartiality and conflict of interest.

Publisher

Editorial independence and integrity

As the publisher of *Živá hudba* journal, the Academy of Performing Arts in Prague ensures that the roles of the publisher, editors and Editorial Board are clearly defined in cooperation with the editors.

The publisher guarantees the editors and Editorial Board the independence of their decisions and protects them from any commercial, political, institutional or other pressures. Exceptions are cases where there has been gross editorial misconduct confirmed by an independent investigation, which concluded that the decision in question could damage the reputation or fundamentally change the professional direction of the journal.

The publisher oversees compliance with procedures that guarantee the quality of the journal (including the review process, rules for correcting or retracting articles) and prevents unethical behaviour (conflict of interest, violation of the rules of impartiality and confidentiality, etc.) and illegal acts (violation of copyright law and other intellectual property rights, violation of the Civil Code, etc.).

The publisher must not attempt to unduly influence the evaluation of the journal by artificially inflating any of its measurable values (scope, circulation, online readership, etc.).

Financing and other obligations

The publisher is able to transparently document the method of financing the journal. The publisher further undertakes to fulfil all contractual obligations entered into in connection with the preparation, publication and distribution of the journal.

The publisher archives the final published version of all issues of the journal on a long-term basis.