

## **Code of Ethics**

### **Slowakische Zeitschrift für Germanistik**

Slowakische Zeitschrift für Germanistik (abbreviated as "SZfG") is a German studies journal published by SUNG – Verband der Deutschlehrer und Germanisten der Slowakei (hereinafter SUNG). The journal was established in 2009 and offers Germanists from all over the world the opportunity to publish their linguistic, literary and translation studies as well as articles on research and teaching in all areas relevant to German as a foreign language.

#### **General Provisions**

Slowakische Zeitschrift für Germanistik is published by SUNG – Verband der Deutschlehrer und Germanisten der Slowakei.

The organisational form (Editor-in-Chief, Editorial Board, Scientific Board) of the journal is fully regulated in its statute.

The authors of research papers are scientists who submit manuscripts for publication to the journal. Contributions can have one or more authors. In addition to research papers, other types of scientific texts are also accepted (reports, reviews, discussion papers, etc.).

Proposals for research papers are subjected to a review process. Authors receive no information on who is reviewing the submitted papers. Conversely, the name of the respective author of the assessed paper is withheld from the reviewers.

Only research papers are reviewed in the double-blind procedure. Other types of papers are not reviewed in this way. However, the Editorial board or the Editor-in-Chief decide on their publication or rejection.

Two issues per year are published. If justified, it is possible to publish more than two issues per year. The Editorial Board decides on the number of issues.

#### **Responsibilities of the authors**

- The author submits his / her paper in complete form. The author is exclusively and fully responsible for the content and scientific aspects of the submitted contribution. The author is obliged to adhere to the publication guidelines and is responsible for the accuracy and completeness as well as for the compliance with the citation guidelines and referencing specifications.
- The author is obliged to actively participate in the review process and to respond to suggestions for improvement and comments from the reviewers and, if necessary, to incorporate them immediately. In addition, the contribution can be withdrawn by the author at any time.
- Persons who have contributed significantly to the presented research content are to be named as co-authors. If several authors were involved in the preparation of the submitted paper, it is up to the authors to determine the order of their names.
- The submitted contribution or its parts must not have previously been published elsewhere. If the submitted contribution or its parts have already been published elsewhere, the author must

credibly explain to the editor why a publication in the SZfG makes scientific sense. In this case, however, the copyright belongs to the authors.

- The author is obliged to properly provide all information on the financial support of the presented content and the research in the submitted paper.
- Incorrect or incomplete information on funding, persons involved, organisations involved, or violations of ethical principles are in contradiction with scientific ethics and are not to be accepted by the Editorial Board.

### **Editorial Board Responsibilities**

- The Editorial Board is responsible for the smooth running of editorial work.
- The Editorial Board is responsible for the checking of the quality of the published papers, and it guarantees compliance with the highest professional standards for the accepted papers.
- The Editorial Board is responsible for ensuring that all submitted papers are treated as objectively as possible and exclusively according to scientific standards and that there is no conflict of interest when it comes to accepting or rejecting the submitted papers.
- The Editorial Board checks the relevance of the submitted papers for the respective focus.
- The Editorial Board is responsible for ensuring that the anonymity of the reviewers is guaranteed.
- The Editorial Board mediates between reviewers and authors when it comes to discussing reviewers' suggestions and comments and, if necessary, responding to complaints that arise in this discussion.
- It is up to the Editorial Board to decide whether to accept or reject submitted papers.

### **Reviewer Responsibilities**

- Reviewers are recommended by the Editorial Board.
- The reviewer is obliged to be objective and has no conflict of interest with the authors. For this reason, the reviewer can refuse the invitation to review a paper.
- With his / her consent to the acceptance of the contribution for the review, the reviewer declares that there is no conflict of interest.
- The reviewer agrees to review the papers confidentially.

### **Scientific Board Responsibilities**

- The Scientific Board checks the content of the SZfG and supports the Editorial Board.
- The Scientific Board upholds the scientific quality of the SZfG and strives to raise it and to increase the professional reputation of the journal.
- Individual members of the Scientific Board are constantly striving to bring experience from their respective scientific fields into the editorial work in accordance with their professional views.
- The Scientific Board makes decisions regarding the acceptance or rejection of main topic proposals.
- The Scientific Board ensures compliance with ethical principles and good scientific practice through appropriate decisions.

### **Editor Responsibilities**

- The editor designs the thematic focus proposed by him / her and takes on all editorial work up to the completion of the publisher's version.
- In coordination with the Editor-in-Chief, the editor makes decisions about the publication or rejection of the individual papers.

#### **Editor-in-Chief Responsibilities**

- The Editor-in-Chief is responsible for pursuing the goals of the journal.
- The Editor-in-Chief proposes the agenda for the meetings of the Editorial Board, taking into account the proposals of the members of the Editorial Board and possibly those by the SUNG Board.
- The Editor-in-Chief coordinates all editorial work up to the completion of the publisher's version.
- The Editor-in-Chief tries to adhere to the publication process timelines.