

## PUBLISHING ETHICS FOR RESEARCH ARTICLES IN “OIL AND GAS GEOLOGY” JOURNAL

“Oil and Gas Geology” Journal follows the recommendations of Committee on Publication Ethics (COPE) (Code of Ethics for Scientific Publications).

The Editorial Board reserves the right to reject the publication of an article in case of detection of plagiarism and unreliable information.

### 1. Duties of Editors

- Editor-in-Chief and Editorial Board of “Oil and Gas Geology” Scientific Journal are responsible for deciding on the publication of the submission. When making a decision on publication, Editorial Board of the scientific journal should be guided by reliability of data and scientific significance of the work under consideration. In making the final decision on the publication of the article, the existing legal rules relating to libel, copyright and plagiarism should be decisive.
- Editor-in-Chief and Editorial Board should evaluate submissions for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political preferences of the Authors.
- Editor-in-Chief and Editorial Board should protect the confidentiality of the work submitted. Editor-in-Chief and Editorial Board must not use materials from the unpublished submission for their own benefit without the consent of the Author; information contained in the work must be kept confidential and not used for their personal advantage. A breach of confidentiality is possible only in the case of a Reviewer statement about unreliability or falsification of the information contained in the article.
- In the event of a conflict of interests, the Editor should not participate in the review of the submission; in such a situation, he/she is obliged to transfer the material to another editor for further review and editing.
- If significant errors or inaccuracies are discovered in the already published article, the Editor and the Editorial Board shall make an urgent correction, clarification or refutation.
- In the case of ethical claims relating to submissions or published materials, the Editorial, together with the Publisher, shall take appropriate measures that, in general, include interaction with the Authors and appropriate consideration of complaints or claims, but may also include interaction with relevant organizations and research centres.

### 2. Duties of Reviewers

- Reviewer is obliged to evaluate the work impartially, to make decisions reasonably, and to provide evidence of decisions to improve the scientific level of a submission.
- The reviewer is obliged to respect the confidentiality of the submission, and does not have the right to transfer it to third parties not entitled by the Editorial; and to take copies. A breach of confidentiality is possible only in the case of a Reviewer statement about unreliability or falsification of the information contained in the article.
- Any Reviewer who feels insufficiently qualified or insufficiently objective to review submission, or does not have sufficient time to carry out this work, should notify the Editorial and decline to participate in the process of reviewing this submission.
- The Reviewer report is confidential; name of the Reviewer is known only to the Editor-in-Chief, and is not subject to disclosure.
- In the case the materials previously published on suitable topics are available but not included in references, the Reviewer should note them.

### 3. Duties of Authors

#### Requirements to Submissions

- Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the article. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.
- Reviews and research articles should also be accurate and objective.

#### Data Access and Retention

- Authors may be asked to provide the research data supporting their paper for editorial review. Authors should be ready to provide public access to such data, if practicable, and in any case should be ready to retain such data after publication.

#### Originality and Plagiarism

- Authors should ensure that they have written entirely original work, and if the Authors have used the research works or words of the other Authors, that this has been appropriately cited or quoted.
- Plagiarism takes many forms, from submission of someone else paper as the author’s own paper, to copying or paraphrasing substantial parts of someone else works (without attribution), and to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical behaviour and is unacceptable.

### **Multiple, Redundant or Concurrent Publications**

- An Author should not in general publish subscriptions describing essentially the same research in more than one journal of primary publication. Submitting the same article to more than one journal concurrently is unacceptable.
- Author should not submit for consideration in another journal a paper that has been published previously.

### **Acknowledgement of Original Sources**

- Proper acknowledgment of the work of others must always be given. Authors should cite publications that have influenced the submitted work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the original source. Information obtained from confidential sources, such as reviewing submission or grant applications, must not be used without the explicit written permission of the authors of the work relating to confidential sources.

### **Authorship of Publication**

- Authorship of publication should be limited to those who have made a significant contribution to the conception of the work, development, execution, or interpretation of the presented study. All those who have made substantial contribution should be listed as co-authors.
- Author should ensure that all those who have made substantial contribution are included as co-authors, and all of them have approved the final version of the work, and have agreed to its submission for publication.

### **Hazards and Human or Animal Subjects**

- If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the Author must clearly identify these in the submission.
- If the work involves the use of animal or human subjects, the Authors should ensure that the submission contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) have approved them. Authors should include a statement in the submission that informed consent from human subjects was obtained for experimentation. The privacy rights of human subjects must always be observed.

### **Policy of Disclosure and Competing Interests**

- All authors should disclose in their submission any financial and other existing competing interests that could be viewed as inappropriately influencing their work or conclusions made in it.
- Examples of potential conflicts of interest, which should be disclosed, include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest possible stage.

### **Fundamental Errors in the Published Works**

- When Author discovers a significant error or inaccuracy in its own published work, it is the Author's obligation to notify the "Oil and Gas Geology" journal Editor and cooperate with the Editor to withdraw or correct the article. If the Editor or the Publisher obtained information from a third party that publication contains significant errors, the Author is obliged to retract the work or urgently correct the errors.

## **4. Responsibilities of Publishers**

- The Publisher shall follow the principles and procedures that facilitate execution of ethical duties by Editors, Reviewers, and Authors of the "Oil and Gas Geology" journal in accordance with these requirements. We guarantee, that the potential profit from advertising or reprints do not affect the Editors' decisions.
- The Publisher should support editors of the "Oil and Gas Geology" journal as in the review of claims to the ethical aspects of the published materials, and support interaction with the other journals and/or Publishers in the case these activities contribute to performance of Editors' duties.
- The Publisher shall introduce the industrial/sectoral standards with the purpose to improve the ethical advice, procedures of withdrawal and correction of errors.
- The publisher shall provide appropriate specialized legal support (opinion or advice) as needed.