

## **Publication Ethics and Publication Malpractice Statement**

The Canadian Journal of Infection Control (CJIC) is a peer review journal providing a platform for knowledge transfer and academic discourse in the field of infection prevention and control, and hospital epidemiology. All parties involved in the publishing process (the author, the editor, associate editor and editorial board, reviewers and the publisher) are expected to adhere to standards of ethical behaviour. The publication ethics and publication malpractice statement for CJIC is based on the Committee on Publication Ethics (COPE) Code of Conduct and Best Practice Guidelines for Journal Editors.

### **Editor's Responsibilities**

#### ***Publication Decision***

The decision of the editor to accept or reject a manuscript for publication in the journal is based on the validity of the work, the importance to researchers and readers and its relevance to the scope of the journal. Submitted manuscripts are evaluated without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

The editor will ensure that submitted manuscripts undergo peer review by experts in the field. The editor's decision to publish a manuscript will be based on reviewer comments and they may confer with members of the editorial board. Reviewer reports shall be made available to the authors upon decision.

A mechanism for appeal against editorial decisions shall be established.

#### ***Confidentiality***

The confidentiality of all submitted material and all communication with authors and reviewers shall be maintained and no information disclosed about a submitted manuscript except to the author, reviewers, editorial board or publisher as appropriate.

The editor and associate editor will protect the identity of reviewers.

In the absence of written consent, the editor will not use unpublished materials disclosed in a submitted manuscript in an editor's own research.

#### ***Conflicts of Interest***

The editor will declare any conflict of interest and establish a system for managing their own conflicts of interest as well as those of their staff, authors, reviewers and editorial board members.

The editor will recuse themselves from decisions regarding manuscripts in which they have a conflict of interest. If the editor is an author of a submission it is to be handled according to the journal's usual procedure and steps taken to ensure blinding of the editor during the peer review process.

### **Reviewer's Responsibilities**

#### ***Contribute to Editorial Decisions***

A reviewer is to decline to participate in the peer review process in they are unqualified or unable to complete the review in a timely manner.

The reviewer assists the editor in making publication decisions and makes suggestions for improving the manuscript..

### ***Confidentiality***

A reviewer is not to share the contents of the review or any information about the manuscript or contact the authors directly.

In the absence of written consent, a reviewer is not to use unpublished materials disclosed in a submitted manuscript in their own research.

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

### ***Objectivity/Disclosure/Conflict of Interest***

A reviewer must be aware of any personal bias and take this into account when reviewing a manuscript. Personal criticism of the author is inappropriate and any comments must be accompanied by supporting arguments.

Before agreeing to review a manuscript where there is a potential conflict of interest due to a relationship with the authors, or associated companies/institutions the reviewer should consult with the editor and consider recusing themselves from the peer review process.

### ***Author's Responsibilities***

#### ***Publication Guidelines***

The author will follow the submission guidelines of the journal.

#### ***Reporting Standards***

Manuscripts submitted as original research should present an accurate account of the work performed, an accurate representation of data and provide an objective discussion of its significance. Sufficient detail and references should be included in the manuscript to permit replication.

Reviews should also be accurate and objective and editorial works clearly identified as such.

Fraudulent or statements known to be inaccurate constitute unethical behaviour and are unacceptable.

#### ***Originality and plagiarism acknowledgement of sources***

Authors are to ensure that the work they are submitting as theirs is entirely original. If the submitted manuscript includes any work and/or words of others this must be appropriately cited and/or quoted. Publications that have been influential in determining the nature of the reported work must also be cited.

Plagiarism in all forms constitutes unethical behaviour and is unacceptable.

#### ***Multiple, redundant or concurrent publication***

Authors are to certify that the submitted manuscript or one describing essentially the same research is not being considered for publication or previously been published elsewhere.

### ***Authorship***

Authorship is based on the following four criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

It is the responsibility of the corresponding author to ensure that all/only those deemed to have met the above criteria are listed as co-authors, have approved the final version of the manuscript and agreed to submission for publication.

#### ***Disclosure and conflicts of interest***

Authors are to disclose any financial, personal relationships or other substantive conflict of interest that might be construed to inappropriately influence the results or interpretation of the work.

#### ***Fundamental errors in published work***

Authors have an obligation to promptly notify the editor or publisher if they discover a significant error or inaccuracy in the published manuscript and to cooperate in either retraction or correction.

#### **References**

Committee on Publication Ethics (COPE). (March 2011). Code of Conduct and Best-Practice Guidelines for Journal Editors. Retrieved from <https://publicationethics.org/files/Code%20of%20Conduct.pdf>

Elsevier. (May 2017). Ethical Guidelines for Journal Publication Retrieved from: [https://www.elsevier.com/\\_data/assets/pdf\\_file/0009/300888/Ethical-guidelines-for-journal-publication-V2.0-May-2017-Elsevier.pdf](https://www.elsevier.com/_data/assets/pdf_file/0009/300888/Ethical-guidelines-for-journal-publication-V2.0-May-2017-Elsevier.pdf)

International Committee of Medical Journal Editors. (2019). Defining the Role of Authors and Contributors. Retrieved from: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>.