

The editorial team of the journal *Zprávy lesnického výzkumu* (Reports of Forestry Research) pledges to adhere to high standards of publication ethics involved in editorial practice. We especially follow the copyright law and protection of personality rights. Unethical behavior and plagiarism are by no means acceptable.

## **I. Duties and responsibilities of editors**

- The editorial team should decide if the submitted manuscript will be accepted or rejected for peer-review. Articles may be rejected without review if the editor considers the article obviously not suitable for publication. In case that the peer review process is successful the editors should decide about the publication of the paper.
- They should strive to meet the needs of readers and authors, constantly improve the journal, ensure the quality of the material they publish, and champion freedom of expression.
- The editorial staff should present transparent and comprehensible instructions for authors.
- They should insure the integrity of the blind peer review, the identity of the reviewers should not be revealed to the author(s). The editorial staff should not also disclose the identity of an author unless the author gives the staff permission to do so. All submitted manuscripts must be reviewed by suitably qualified reviewers.
- Manuscripts shall be evaluated for their intellectual content without regard to race, gender, sexual orientation, ethnic origin, religious belief, or political philosophy of the author(s).
- The editors should do the best to avoid a potential conflict of interest.
- The editorial staff should not disclose information about manuscripts to anyone other than a reviewer or the author. Requests from third parties to use the submitted articles and reviews should be refused. The editor must ensure that all the information related to the manuscripts is kept confidential.
- When a manuscript is published, the journal keeps copies of the original submission, reviews, revisions and correspondence for five years to help answer future questions about the work should they arise.
- When a manuscript is rejected, the editor deletes its copies from the editorial system.

## **II. Duties and responsibilities of peer-reviewers**

- Reviewer should agree to review only manuscripts for which they have the subject expertise required to carry out a proper assessment and which they can assess in a timely manner.
- Manuscripts received for review must be treated as confidential documents.
- Reviews should be conducted objectively. Reviewers are encouraged to be unbiased and honest, personal criticism of the author is inappropriate. They should express their views clearly with supporting arguments.
- Reviewer suggests relevant and essential published work that has not been cited in the manuscript.
- Reviewers should bring to the editor's notice any kind of similarity or overlap between the manuscripts under consideration or with any other published paper of which they have personal knowledge.

- Reviewer should declare any potentially conflicting or competing interests, which may, for example, be personal, financial, intellectual, professional, political or religious.

### **III. Duties and responsibilities of authors**

- The authors should observe the instructions for authors.
- Their studies must be based on original research and at the same time should not be sent for publishing elsewhere even in translation into different languages. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.
- By submitting a paper, its author confirms that he/she has written entirely original work, and if he/she has used the work of others this must be properly cited.
- Relevant previous work and publications, both by other researchers and the authors' own, should be properly referenced. The primary literature should be cited where possible.
- Data, text, figures or ideas originated by other researchers should be properly acknowledged and should not be presented as if they were the authors' own.
- The corresponding author should act as a point of contact between the editor and the other authors. All authors should have read and be familiar with the submitted work, agree with its content, and be involved in major decisions about the publication.
- The authors should have responsibility for correctness of all data and facts presented in the manuscript. In case that an author finds an inaccuracy, omission or significant error, he/she should immediately report this to the editor and then work with the editor to correct his/her work.
- Authors should respond to reviewers' comments in a professional and timely manner.
- The corresponding author should cooperate with the other authors.
- The authors should disclose all sources of research funding, including direct and indirect financial support. Relevant conflicts of interest should be disclosed as well.

This Publication Ethics and Malpractice Statement is based on the guidelines and standards developed by the Committee on Publication Ethics (COPE).

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