

«APPROVED»

Editor-in-chief of the scientific journal

"Sociology and Law"

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**Publishing Ethics of
the scientific journal "Sociology and Law"
Table of Contents**

| | |
|---|---|
| AUTHORSHIP, AUTHORS' CONTRIBUTION, ACKNOWLEDGEMENTS..... | 2 |
| Authorship | 2 |
| Contribution of authors and non-authors | 2 |
| Responsibility | 2 |
| Statement of authorship | 2 |
| Disputes | 2 |
| COMPLAINTS AND APPEALS..... | 3 |
| CONFLICT OF INTEREST..... | 4 |
| Responsibilities of authors in disclosing a conflict of interest | 4 |
| Responsibilities of reviewers in disclosing a conflict of interest | 4 |
| Responsibilities of editors in disclosing a conflict of interest | 4 |
| DATA REUSE AND REPRODUCTION..... | 4 |
| Identification of research data | 5 |
| Defining exceptions | 5 |
| Data storage | 5 |
| Data quotations | 5 |
| ETHICAL SUPERVISION | 5 |
| Vulnerable groups of population | 5 |
| Dealing with confidential data..... | 5 |
| POST-PUBLICATION DISCUSSIONS AND CHANGES IN THE PUBLISHED ARTICLES .. | 6 |
| Procedures in case of errors in the article..... | 6 |
| The algorithm for making changes in an article | 6 |
| Correction | 6 |
| Withdrawal of the article | 6 |
| Expression of doubt | 7 |
| Deleting an article..... | 7 |
| UPDATES AND POST-PUBLICATION DISCUSSIONS OF ARTICLES..... | 7 |
| Addendum to the published article | 7 |
| Comments on the published article..... | 7 |
| RESPONSIBILITY OF MANAGING STAFF OF THE JOURNAL: EDITORIAL COUNCIL, EDITORS, PUBLISHING HOUSE, FOUNDER | 7 |
| Principles of forming the editorial council | 7 |
| Responsibility of editors | 8 |
| Responsibility of the publishing house..... | 9 |
| Responsibility of the founder..... | 9 |

AUTHORSHIP, AUTHORS' CONTRIBUTION, ACKNOWLEDGEMENTS

Authorship

The scientific journal (hereinafter referred to as SJ) "Sociology and Law" adheres to the following criteria for authorship ([developed and described in the ICMJE recommendations](#)):

1. A significant contribution to the development of the concept or planning of scientific work or its receiving, analyzing or interpretation;
2. Drafting of a manuscript or its critical revision with the introduction of valuable intellectual content;
3. Final approval of the published version of the manuscript;
4. The agreement to assume responsibility for all aspects of the work and ensuring that all issues related to the accuracy and integrity of any part of the work can be properly investigated and resolved.

In addition to being responsible for the parts of the work, the author should have an idea of which co-authors are responsible for other specific components of the work. In addition, authors should be confident in the integrity of their co-authors' contributions. All persons designated as authors must meet all four criteria. All the persons who meet these four criteria must be identified as authors.

Those who do not meet all four criteria should be mentioned in the "Acknowledgements" section.

Contribution of authors and non-authors

The "Acknowledgements" section may include individuals who have contributed to the work but do not meet the criteria for authorship, for example: those who supported the research, served as mentors, assisted in data collection, coordinated the research, etc.

To determine the contribution correctly, the authors of the SJ "Sociology and Law" can use one of the schemes recommended by COPE:

[General Guidelines for Authorship Contributions](#)

[CRediT – Contributor Roles Taxonomy](#)

Responsibility

The responsibility for compliance with the standards of authorship and author's contribution lies on the scientific editors of the SJ "Sociology and Law".

The authors are obliged to provide transparent and correct information about authors and persons who have made a significant contribution to the preparation of the article.

If the manuscript is submitted by the editor-in-chief, deputy editor-in-chief, and a member of the editorial board/council for review, the manuscript is reviewed by external experts only.

To identify the contribution for the preparation of the article correctly, use the following resources:

<https://www.apa.org/science/leadership/students/authorship-determination-scorecard.pdf>

<https://www.apa.org/science/leadership/students/authorship-tie-breaker-scorecard.pdf>

Statement of authorship

The editorial office of the SJ "Sociology and Law" requires that, along with a manuscript, the author responsible for correspondence, or the corresponding author, provides a package of documents (hereinafter referred to as Documents), which includes: a Consent to receive and process personal data (2 pcs.), a Consent to receive and process personal data which are completed and signed by all the authors, and a Contract from the corresponding author.

By signing the Documents, the corresponding author guarantees that:

- Each co-author indicated in the materials meets the criteria of authorship set out in this publication ethics of the journal;
- All the persons who participated in the work on the study (but are not authors), are listed in the "Acknowledgements" section;
- The contribution of each author is described. This information will be published in the journal;
- The authors take responsibility for the correctness of the information provided.

Upon receipt of the article, the editor checks availability of information about the authors and all the Documents. In case of absence of some Documents, or an incomplete set of Documents, or the absence of the signature of the corresponding author, the article is not accepted.

Disputes

In case of disputes over authorship, the work with the article is terminated, regardless of the stage it is at (considering, reviewing, editing, or preparation for publication).

All co-authors are notified of the authorship dispute by e-mails.

The editor of the SJ "Sociology and Law" has the right to specify the exact time when the authors should provide clarifications on the requested issues. After this period of time, the article will be removed from publication with an appropriate explanation.

In case of disputes regarding the published article, the editor of the journal publishes a correction, refutation or review of the article, indicating the reason for making changes to the published document.

If it is necessary, to add or exclude a co-author before or after publication, the editorial council of the journal operates in accordance with the COPE rules:

<https://publicationethics.org/files/authorship-a-addition-before-publication-cope-flowchart.pdf>

<https://publicationethics.org/node/34601>

To prevent manipulations of co-authorship, the editors use the COPE flowcharts and pay attention to the following aspects when working with the article:

- It is indicated that the study was funded by an organization whose authors are not on the general list. This requires a more thorough review of the contributions of all authors and, if necessary, an additional request for further explanations from the corresponding author.
- The list of authors includes scientists from another scientific field. This may indicate guest authorship, i.e., identification of persons who have made minimal or no significant contribution to the study as authors.
- Including a person in the "Acknowledgements" section without specifying any details on the contribution to the study.
- A very long list of authors, atypical for this scientific field or type of article.
- Incomplete description of authors' contributions: for example, lack of information on who prepared the draft version of the manuscript or processed the data.
- A plagiarism check shows that there are borrowings from a thesis whose author is not listed in the list of authors.
- The presence of an article on a similar topic that was published by the same author or team of authors in a foreign language.
- The list of authors suddenly changes at the stage of publication of the article without prior discussion with the editorial council of the journal.
- The author has a lot of publications, although his position does not imply such publication activity (head of the department, director of the institute).
- The author responsible for the correspondence cannot respond to the reviewers' comments.

The editorial office of the journal expects that organizations affiliated with the author will be ready to participate in the investigation of authorship disputes.

COMPLAINTS AND APPEALS

The editorial office of the journal is attentive to complaints about the behavior of editors and reviewers, which may relate to such issues as confidentiality violations, undisclosed conflicts of interest, and misuse of confidential information obtained during the reviewing process. The authors may also disagree with decisions regarding expressing doubts about certain articles or complain about violations of editorial processes.

All complaints can be sent to the following e-mail address izdat-ime@yandex.ru. They will be considered in a general order. The complaints review process does not take more than 7 working days. The person who filed the complaint receives information about the decision taken, as well as information about the measures to be taken and the timing of their implementation.

When reviewing complaints, the editorial staff relies on the principles and rules of COPE in each of the following cases:

[Dealing with post-publication criticism](#)

[Post-publication discussions and changes](#)

[Suspicion of manipulation of the review after publication](#)

[Image manipulations in the published article](#)

[Fabricating data in a published article](#)

CONFLICT OF INTEREST

[The section is prepared according to the recommendations of WAME.](#)

A conflict of interest is a condition under which people have conflicting or competing interests that can influence editorial decisions as well interpretations of data in an article. Conflicts of interest may be potential or perceived, as well as real ones. Objectivity can be influenced by personal, political, financial, scientific, or religious factors.

Conflicts of interest may cover the following areas:

Financial. Such conflicts of interest arise when a participant in the publication process has received or expects to receive money (or other financial benefits such as patents or shares), gifts, or services that may affect work related to a particular publication. Examples: payment for research, fees for consultations and public speaking, etc.

Personal relationships. Such conflicts of interest arise in case of personal relationships with a family, friends, competitors, former colleagues.

Political and religious beliefs. Adherence to one religion or political party may influence the outcome of an article that analyzes these issues.

Institutional affiliation. This conflict arises when one of the participants in the publication process is directly related to an organization that has an interest in publishing.

The editors of the journal can ask the authors additional questions or request additional information, if necessary.

Conflicts of interest may concern authors, reviewers, and editors. The following policy provisions have been prepared based on the recommendations [of the ICMJE](#).

Responsibilities of authors in disclosing a conflict of interest

When authors submit a manuscript of any type or format, they are required to disclose all relationships and activities that may affect or be considered to influence their work.

The author is obliged to notify the editor of a real or potential conflict of interest by including information about the conflict of interest in the relevant section of the article.

If there is no conflict of interest, the author should also inform about it. An example of the wording: "The author declares that there is no conflict of interest."

Responsibilities of reviewers in disclosing a conflict of interest

Reviewers should inform editors of any conflict of interest that may affect their opinion of the manuscript, and they should independently withdraw from reviewing if there are grounds for bias. Reviewers should not use information about the reviewed work to their advantage before it is published.

Responsibilities of editors in disclosing a conflict of interest

Editors making final decisions regarding manuscripts should reject editorial decisions in case of conflicts of interest or relationships that may create potential conflicts related to the articles in question. Other editorial staff members involved in making editorial decisions should inform editors of their current interest (since they can influence editorial decisions), and independently refuse to make decisions if there is a conflict of interest. Editorial staff should not use the information obtained while working with manuscripts for personal purposes. Editors should regularly publish reports on potential conflicts of interest related to their activities as well as activities of the staff. Guest editors should follow the same procedures.

The articles of the editor-in-chief of the journal, the deputy editor-in-chief of the journal, who are members of the editorial council, and other members of the editorial council of the journal should clearly indicate the connection with the SJ "Sociology and Law".

If an undisclosed conflict of interest is found in an unpublished article, the editorial office of the journal acts in accordance with the principles [and rules of COPE](#).

If an undisclosed conflict of interest is found in a published article, the editorial office of the journal acts in accordance with [the COPE guidelines](#).

DATA REUSE AND REPRODUCTION

This section of the policy has been developed according to the [recommendations of COPE regarding work with data](#).

Providing authors with access to the data obtained during the research and substantiating the content of their publications is welcome, but not mandatory. The authors' consent to provide access to research data does not affect the decision to publish.

Identification of research data

Research data includes any factual materials recorded on any medium, used in the process of obtaining research results, in digital or non-digital form: tabular data, code, images, audio and video files, documents, maps, processed and/or raw data. This policy applies to research data that may be required to confirm the reliability of the research results set out in the articles published by the journal. The research data includes information obtained directly by the authors ("primary data"), as well as data from other sources analyzed by the authors during the study ("secondary data").

Defining exceptions

This policy does not apply to research data that is not required to confirm the validity of the results presented in the published articles.

Information about data that is not subject to disclosure can be transferred as follows: posted in research data repositories with limited access; previously anonymized. The author can also make publicly available only the metadata of research data and/or a description of how to access them at the request of other scientists.

Data storage

The preferred method of data exchange is e-mail. The data is stored in the publisher's mailbox izdat-ime@yandex.ru.

Data quotations

The editorial council of the SJ "Sociology and Law" welcomes the provision of access to research data under free Creative Commons licenses. The editorial council of the journal does not insist on the mandatory use of free licenses when data is hosted in third-party repositories. The publisher of the journal does not claim ownership of the research data provided by the author along with the article.

All the letters with questions about compliance with this policy can be sent to a senior editor of the SJ "Sociology and Law".

ETHICAL SUPERVISION

The journal shares the view of COPE that publication ethics includes not only ensuring the integrity and reliability of the published research, but also ethical behavior in relation to research. This category includes vulnerable groups of population, laboratory animals, humans (if appropriate research is conducted), confidential data, and business/marketing practices.

Vulnerable groups of population

Vulnerable groups of population include (at the same time not limited to) those who are unable to protect their own interests: pregnant women, newborns, children, fetuses in the womb, prisoners, people with disabilities, economically disadvantaged people, hospitalized patients in serious condition, etc.

Research activities with the involvement of vulnerable groups of population should be planned only if these groups benefit from the research conducted.

One of the concerns is that not all participants in the study, for objective reasons, can understand all the conditions of the study. If informed consent cannot be obtained from the direct participant of the study, this consent must be signed by his legal representative. Special attention should be paid to the research conducted with the participation of children.

The editorial office of the journal supports [the COPE's statement on the vulnerable groups of population](#).

The authors of the articles must obtain the consent for publication and inform the editorial office of the journal.

Dealing with confidential data

The right to privacy of individuals or organizations involved in the research is of paramount importance and should not be violated without their informed consent. The authors should take all necessary precautions

to protect information about the study participants. If necessary, the authors should take measures to minimize any potential physical and psychological harm to the study participants.

POST-PUBLICATION DISCUSSIONS AND CHANGES IN THE PUBLISHED ARTICLES

In some cases, it may be necessary to make changes to an already published article. The editorial council of the SJ "Sociology and Law" supports the practice of making changes to the published materials and, if necessary, acts [in accordance with the recommendations of COPE](#).

Any the changes are accompanied by a notification after publication, which will always be linked to the original version of the article so that readers can receive information about all the necessary changes. The editors of the journal use "Expressions of doubt", "Correction" or "Withdrawal of the article". The purpose of the practice is to ensure the integrity of scientific materials.

All Corrections, expressions of doubt, and feedback on the article are publicly available.

Procedures in case of errors in the article

An author may discover a technical or semantic errors after the publication of the article. In this case, the author should notify the editorial office of the journal as soon as possible, especially in case of errors that may affect the interpretation of the results or cast doubt on the reliability of the information. The author responsible for the correspondence is responsible for reaching agreement in the author's team on further interaction with the editorial staff.

If you think that changes need to be made to the published article, please contact us by email izdatime@yandex.ru.

The algorithm for making changes in an article

Corrections

Corrections are made to the article if it is necessary to correct an error or add missing information that does not affect the integrity and scientific significance of the article.

Corrections can be made, for example, in the caption, information about research funding can be added, or information about conflicts of interest can be clarified.

If such changes are made, a separate correction message should be published. The general algorithm of actions is as follows:

- A correction is made to the original version of the article;
- The Crossmark entry is updated;
- A description of the change is entered in the "Abstract" field of the original version of the article;
- A correction message is published, which contains information about the original version of the article, the names of the authors, a description of the essence of the correction, as well as references.

Messages about correcting spelling errors, typos, and other minor changes are not published separately. The website reports that corrections have been made to the article (without additional details).

Withdrawal of the article

The editorial office of the journal decides on the need to withdraw the article in the following cases:

- When there is clear evidence that the results are unreliable for a number of reasons: there are serious errors in calculations, the data is fabricated, and image manipulation has been carried out;
- Plagiarism was found in the article;
- The results were previously published in other journals and the author did not justify the need to publish the article again and did not warn the editors about it;
- The article contains materials and data that have not been authorized for use;
- The copyright has been violated or another serious legal problem has arisen (for example, confidentiality has been violated);
- The ethics of conducting research is violated;
- The reviewing process is compromised;
- The author did not disclose a conflict of interest, which, in the opinion of the editor, could have influenced the decision of the reviewer or editor to publish the article.

The editorial office of the journal operates according to the following algorithm of the retraction of the article:

- Conduct an investigation and make sure that a retraction is necessary;

- Prepare a message about the retraction: include in the title the note "Withdrawal of the article" and the title of the article, describe the reason for the retraction, indicate on whose initiative it is carried out, provide a link to the article;
- Post a message about the retraction;
- Replace the original version of the article being reviewed by noting in the .pdf file that the article has been withdrawn;
- Report the retraction to the databases;
- Transfer information about the withdrawn article to the Database of the retracted articles.

The editorial council of the journal works with the withdrawn articles according to [the COPE regulations](#).

Expression of doubt

The editors of the journal express doubt in the following cases:

- Serious concerns have been expressed about the published article, but the investigation has failed to prove anything, or for some reason the investigation will not be conducted or cannot be completed for a long time. At the same time, it is necessary to notify readers of what is happening as soon as possible.

After the investigation is completed, the article may be amended or it may be withdrawn.

Deleting an article

Articles are deleted from the journal only in extreme cases when it is impossible to follow the protocol of making changes, withdraw the article or express doubts.

The article can be deleted in the following cases:

- If the distribution of the article may pose a serious risk;
- If the article contains content that violates the right to privacy of the research participant;
- If the article violates the rights;
- If the article is subject to deletion by a court decision.

In case of deleting of an article, all materials are deleted from the website of the journal, queries are sent to databases with a request to delete the full text and post a message about the deletion of the article.

UPDATES AND POST-PUBLICATION DISCUSSIONS OF ARTICLES

Addendum to the published article

The author may need to add some materials to the article after its publication. In this case, the editorial office of the journal may publish an addendum to the article. Additions to the article are necessarily checked by the editors of the journal and can be sent for reviewing. Additions to the article may be published within 12 calendar months from the date of the publication of the original article.

When the updated article is published, the file with the original version of the article is updated, and the current issue of the journal additionally contains a notification about the addition of the article, including information about the article, its authors, the essence of the changes and a link to the article.

Comments on the published article

Reader comments are short materials in which an opinions or observations about the published article can be expressed. The comments are sent to the reviewers and authors of the article so that they have the opportunity to prepare a response to the comments.

Reader comments are also sent to the reviewers. The reader will have an opportunity to reply to the authors again, after which the correspondence between the reader and the authors of the article can continue privately.

The decision to publish the comments is made by the editor of the journal, the answers, and remarks are linked to the original version of the article to which they are referred to.

RESPONSIBILITY OF MANAGING STAFF OF THE JOURNAL: EDITORIAL COUNCIL, EDITORS, PUBLISHING HOUSE, FOUNDER

Principles of forming the editorial council

The editorial office of the journal is guided by the principles [of COPE](#) when forming the editorial council.

Potential members of the editorial council may be recommended to the editor-in-chief (a member of the editorial council) by the members of the editorial council, reviewers and authors.

Editors who wish to participate in the work of the journal as a member of the editorial council can send their applications to the editor-in-chief or editorial staff. All potential members of the editorial council must agree to the following conditions:

- An editor who has been invited to work on a special issue for another journal at the same time cannot be a member of the editorial council of the journal;
- All potential members of the editorial council should be ready to provide the editorial council with information about all potential and actual conflicts of interest (for example, about any activities related to the publication of scientific journals and books, membership in editorial councils of other journals, as well as about any conflicts of interest that may arise after their appointment).

All potential members of the editorial council should answer the following questions:

Duties of a member of the editorial council:

- Publication of one article per year to support the journal;
- Reviewing incoming manuscripts according to the profile in case of absence of external reviewers. Each member of the editorial council receives no more than two manuscripts per year for reviewing. The review should be conducted in accordance with the approved Reviewing Policy of the journal.
- Selection of reviewers for the articles at the request of the head of the publishing and printing center.
- Making decisions on the possibility to publish articles after all rounds of reviewing procedures. The results of the decisions are passed to the editor-in-chief, who makes the final decision on the possibility of publication.
- Inviting authors and reviewers to collaborate with the journal.

A member of the editorial council may be dismissed from the position for the following reasons:

- violation of publication ethics: concealment of conflicts of interest, information, use of status for personal purposes;
- failure to perform assigned duties for a year without a valid reason and without the approval of the editor-in-chief;
- by decision of the editor-in-chief of the SJ “Sociology and Law”.

Privileges of a member of the editorial council:

- Articles by members of the editorial council of the journal are considered as a priority;
- A member of the editorial council can participate free of charge in events organized by the journal and the founding organization;
- A member of the editorial council can act as a guest editor for a special issue of the journal;
- Information about a member of the editorial council is posted on the website of the journal with the necessary links to profiles in databases, affiliations and other necessary data.

Participation of potential candidates for the role of a member of the editorial council is considered at regular meetings of the editorial council.

The final decision on the inclusion of a potential candidate in the editorial council is made by the editor-in-chief of the journal.

Responsibility of editors

The scientific editor of the journal is personally and independently responsible for making decisions to publish articles. The final decision on publication is made by the editor-in-chief of the journal.

The scientific editor of the journal is guided by the policy of the journal when reviewing articles and deciding whether to publish them or not.

The scientific editor may discuss the article and the reviewer's comments with other editors and reviewers if such discussions are justified and legitimate, without using the materials discussed for personal purposes.

The scientific editor of the journal is obliged to evaluate the content of the manuscript regardless of race, gender, sexual orientation, religious views, origin, citizenship or political preferences of the authors.

The senior editor of the journal should ensure confidentiality and not unnecessarily disclose information about the manuscript to third parties (with the exception of other editors of the journal, reviewers, publisher and founder).

The senior editor of is obliged to inform the head of the publishing and printing center about all conflict situations, as well as about the discovery of critical errors or accusations of authors or reviewers of violating publication ethics, submitted to the journal, in order to carry out necessary actions in such cases: making changes, publishing refutations, withdrawal of the article, expressing doubts.

The editor-in-chief of the journal participates in the investigation of any ethical violations related to the manuscripts under review and the published articles, and makes every effort to resolve conflicts as soon as possible. If necessary, the senior editor of the journal interacts with the author's organization to conduct a deeper investigation.

Responsibility of the publishing house

The publishing and printing center (hereinafter referred to as the Publishing house) of the journal is responsible for compliance with all modern recommendations and requirements for maintaining the integrity of scientific materials published in the journal.

The publishing house follows the editorial policy of the journal in terms of receiving compensation for the preparation and publication of manuscripts, as well as making profits from advertising and reprints. The publisher of the journal does not allow the potential profit from advertising and reprints to influence the editors' decision to publish the manuscript.

The publishing house of the journal, if necessary and at the request of scientific editors or members of the editorial council, may participate in the investigation of violations of publication ethics, as well as send official requests on its behalf to scientific and educational organizations, as well as other publishers.

The publishing house of the journal is obliged to introduce industry standards into the work of the editorial office in order to improve ethical aspects.

Responsibility of the founder

The founder of the journal, represented by the Rector (hereinafter referred to as the Founder), adheres to the principle of editorial independence: the head of the founding organization and its staff do not interfere in the editorial process.

The founder can recommend potential members of the editorial council, reviewers and authors.

The Founder supports the need to ensure geographical and gender diversity among editorial council members, reviewers, and authors.

The founder does not put financial and political benefits above the quality of the journal. The editors of the journal decide on the publication of manuscripts based on their quality and interest to the target audience of the journal.

The founder does not interfere in editorial processes, however, if necessary and at the request of editors, he can participate in the investigation of violations of publication ethics, as well as send official requests on his behalf to scientific and educational organizations, as well as to other publishers.

The founder is obliged to provide comprehensive legal support to the editorial staff of the journal, if necessary.

AGREED:

Scientific editor of
SJ "Sociology and Law"

A.B. Chernykh

Senior editor of the publishing and
printing center

V.V. Salina

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