

## **Berghahn Journals: *Learning and Teaching*** **Publication Ethics and Publication Misconduct Statement**

We are committed to maintaining the highest ethical standards and this document outlines our general Ethics and Misconduct policies across all our journals. We use the foundational recommendations of the [Committee of Publication Ethics \(COPE\)](#) and [COPE Core Practices](#). For more detail or for specific questions with regard to individual journals please contact the [Journals Manager](#).

### **Editors' responsibilities**

**Publication decisions:** Editors are independently responsible from the Publisher for deciding which of the papers submitted to the journal will be published. Our Editors evaluate manuscripts without regard to the Authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. Decisions on publication are ultimately based on the paper's contribution to the field, its originality and clarity, and its relevance to the journal's aims and scope.

**Peer Review:** Berghahn journals generally use a review process in which all parties remain anonymous. Research articles are typically reviewed by at least two external and independent Reviewers. The Editor selects Reviewers who have suitable expertise in the relevant field.

**Confidentiality:** Materials submitted to the journal as well as all communications with Reviewers are held in confidence unless otherwise agreed with the relevant Authors and Reviewers.

**Disclosure and conflicts of interest:** Unpublished materials disclosed in a submitted paper will not be used by the Editor or the members of the Editorial Board for their own research purposes without the Author's explicit written consent. Any conflicts of interest such as competitive or other relationships or connections with any of the Authors, Reviewers or institutions associated with the manuscripts should be declared to the Publisher. The Editor is not to be involved in decisions about articles which they have written themselves.

**Retractions, Corrections and Expressions of Concern:** The Editor will consider retractions, corrections or expressions of concern in line with [COPE's Retraction Guidelines](#).

### **Reviewers' responsibilities**

**Contribution to Editorial Decisions:** The peer-review process assists the Editors in making sound editorial decisions and is useful to the Author/s in revising and improving the paper.

**Confidentiality:** Any manuscripts received for review must be treated as confidential documents and not circulated. Any queries are to be directed to the editors.

**Standards of objectivity:** Reviews should be conducted objectively. Referees should express their views clearly with supporting evidence.

**Acknowledgement of sources:** Reviewers should indicate instances where they believe observations or arguments derived from other publications are not accompanied by the relevant source or reference.

**Disclosure and conflict of interest:** Privileged information or ideas obtained through peer review must not be used for personal advantage, or for their own research and should be kept confidential. Reviewers approached to review manuscripts in which they have conflicts of interest arising from competitive or other relationships or connections with any of the authors or institutions associated with the manuscripts should remove themselves from the review process.

## Authors' responsibilities

**Originality and acknowledgement of sources:** Authors will submit only entirely original works, and must cite or quote the work and/or words of others in an appropriate manner and in line with the journal's published guidelines. Any copyrighted materials must have all of the necessary permissions cleared.

**Multiple, redundant or concurrent publication:** Authors submitting an original paper to the journal should not have the paper under consideration with any other journal at that time.

**Authorship of the paper:** Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or the writing of the paper itself. All Authors who have made significant contributions should be listed as co-authors.

**Disclosure and conflicts of interest:** All Authors should include in their submission a clear statement disclosing any competitive, financial, or other relationships or other substantive conflicts of interest that may be interpreted as influencing the research included in the manuscript. All sources of financial support for the project should be disclosed, including where relevant project or funding reference numbers.

**Fundamental errors in published works:** If an author discovers a significant error or inaccuracy in their own published work, the author is obliged to promptly notify the journal Editor or Publisher and to cooperate with the Editor to retract or correct the paper in form of an erratum.

**Copyright:** All authors must sign an author agreement before publication. Some journals ask authors to transfer their copyright to the journal, or society. Others accept a License to Publish from the authors, whereby the author retains ownership to the rights. Authors who publish in Open Access journals retain copyright and must sign the appropriate CC BY license.

**Use of Inclusive Language:** Authors are expected to use inclusive language in their submitted manuscripts. Inclusive language avoids the use of certain expressions or words that may be considered to exclude specific groups of people. Such language acknowledges diversity, conveys respect to all people, is sensitive to differences and promotes equal opportunities.

**Image Integrity:** It is not acceptable to obscure, move, or introduce a specific feature within an image. However, identities of certain parties shown in an image may be obscured as and when an Author and Editor agree it is necessary (e.g. for anonymizing a source).

## Publisher's responsibilities

### **Corrections, Clarifications, Retractions and Apologies**

Publisher and Editors shall take reasonable steps to identify and prevent the publication of papers where research misconduct had occurred. The Publishers are always willing to publish corrections, clarifications, retractions and apologies when needed.

**Integrity of Record:** The Publisher maintains a record of the existence of everything published with information (metadata) describing each publication.

**Conflict of Interest:** The Publisher follows best practices as outlined in the COPE flowcharts linked below with regard to [suspected conflict of interest in a submitted manuscript](#) and [suspected conflict in a published article](#).

**Metrics, Usage and Reporting:** The Publisher ensures that its reporting of content usage remains compliant with the industry standards and the [COUNTER Code of Practice](#). The Publisher may partner with third parties, including commercial services, to provide users with metrics to illustrate the impact and reception of content.