

# Code of Ethics

.....

## **Rules on Ethical Behaviour and Prevention of Abuse in the Journal Communication Management Review**

### **Article 1**

Communication Management Review (henceforth in the text: CMR) is an academic and professional journal issued by the Edward Bernays University College (henceforth in the text: Bernays) with the objective of encouraging academic and professional activities in the wider academic community.

CMR will be published twice annually, exclusively in the English language, and it will publish academic and professional papers whose topics will encompass the fields of public relations, marketing, management, political sciences, and, indirectly, psychology, sociology and economics.

The Rules shall apply to all parties involved in the work of the journal (publisher, editors, authors, co-authors, reviewers).

### **Article 2**

The editor in chief sets the editorial policy (sending and receiving papers, communication among all editors, authors, reviewers, proofreaders and graphic designer; monitoring the review and publishing procedure for papers) of the journal, which is founded on respecting the fundamental ethical principles and procedures for submitting and publishing papers.

The editor in chief shall supervise the implementation of the procedure and, together with the journal's editorial board, decide on the academic and professional suitability of the received papers that are submitted into the publishing procedure (structure, methodology and originality of paper).

### **Article 3**

The editor does not have to agree with the recommendations of the editorial board and, during the publishing procedure, may refuse to forward the paper into the review procedure if he or she determines that the paper does not meet the criteria or plagiarism is suspected.

The reviewers are selected by the editor in chief and the executive editor in coordination with the editorial board, whereby taken into consideration are the academic qualifications of the reviewers and their expertise in the scientific research area in question. Required to publish a paper are two positive, anonymous reviews if the received paper has met the basic criteria.

### **Article 4**

The editor must guarantee the confidentiality of the paper publication procedure, keeping in line with all of the prescribed principles and procedures, as well as ensure the same treatment for all parties, regardless of sex, age, gender, religious and political affiliation, and geographical belonging.

The editor and the editorial board shall not enable to external parties access to information on reviewers, outcomes of review procedures and other contents related to the paper publication procedure.

The received, unpublished papers and their contents shall be stored in a database, and the editor and the reviewers may not use them for their personal benefit, but rather they are required to respect the confidentiality and secrecy of data.

### **Article 5**

The selected reviewers must, in advance, accept all of the conditions of the journal's editorial policies, to keep to the set deadlines and the formal procedures for assessing the paper, respecting the principle of objectivity.

The reviewer is required to notify the editor and the editorial board of a potential conflict of interest, insufficient competency in the review procedure (familiarity with the area and topic), as well as plagiarism, and all other irregularities related to indirect and direct citations and use of the given citation system.

## Article 6

The stated author of the paper guarantees that he or she has participated in its writing (writing the paper and adaptations necessary for publication in the journal). An associate who participated in a particular segment of the preparation of the paper that is not related to writing the paper and adaptations for publication is not considered the author of the paper.

The author shall respect the paper submission and delivery procedure (accuracy of personal information, set deadlines and communications channels), as well as the contents of the Instructions for Authors.

The author is required to use the academic writing style and categorical apparatus adapted to the field and topic about which he or she is writing, as well as to consistently use and cite sources. If the author notices a mistake in the citing of sources, the accuracy of data or other content in the paper, he or she is required to immediately notify the editor.

The author is required to respect the legal regulations, provisions and codes of ethics when collecting and using data for the paper and conducting research, as well as interpreting research findings.

The author must avoid possible conflicts of interest of any nature, and all sources of financing of the paper must be clearly stated in the paper.

## Article 7

The publisher shall, during the publishing of the journal, ensure the anonymity of the entire contents and publishing procedures, as well as that the contents shall not be used for personal or someone else's benefit.