

Agrochimica journal policies and procedures for publishing ethics

For a peer-reviewed journal, the publication of articles plays an essential role in the development of a coherent network of knowledge. It is, therefore, essential that publishers, editors, authors and reviewers, in the process of publishing the journals, conduct themselves in accordance with the highest level of professional ethics and standards.

The journal is dedicated to supporting the vast efforts of the editors, the academic contributions of authors, and the respected volunteer work undertaken by reviewers. The journal is also responsible for ensuring that the publication system works smoothly, and that ethical guidelines are applied to assist the editor, author, and reviewer in performing their ethical duties.

The Editor-in-Chief and the Editorial Board have a responsibility to the journal in ensuring that allegations of scientific misconduct are properly investigated and prosecuted.

Expectations for Authors

Agrochimica expects authors submitting to and publishing in the journal to adhere to ethical standards for scholarship and to ensure that the work they submit to or publish in the journal is free of scientific misconduct.

Authors are expected to

- take credit only for work they have produced. All authors named on the paper are equally held accountable for the content of a submitted manuscript or published paper. The corresponding author must ensure all named co-authors consent to publication and to being named as a co-author. All persons who have made significant scientific or literary contributions to the work reported should be named as co-authors;
- properly cite the work of others as well as their own related work. It is the responsibility of the authors, not the editors or reviewers, to ensure that relevant prior discoveries are appropriately acknowledged with the original citations in manuscripts submitted for publication;
- submit only original work to the journal, no part of which has been previously published in print or online as, or is under consideration as, a peer-reviewed article in another journal, as a non-peer-reviewed article (such as a review) in another journal, or as a book chapter;
- determine whether the disclosure of content requires the prior consent of other parties and, if so, obtain that consent prior to submission;
- maintain access to original research results. Primary data should remain in the laboratory and should be preserved as long as there may be reasonable need to refer to them;
- ensure adherence to journal authorship policy as outlined in the Instructions for Authors;
- declare any conflicts of interest relating to a given article. Conflicts of interest are defined as those that, through their potential influence on behaviour, content or from perception of such potential influences, could undermine the objectivity, integrity or perceived value of publication;
- describe within the publication funding received for the work by all authors;
- include all appropriate warnings concerning any specific and particular hazards that may be involved in carrying out experiments or procedures described in the article or involved in instructions, materials, or formulae in the article; include explicitly relevant safety precautions, and cite, if an accepted standard or code of practice is relevant, a reference to the relevant standard or code;

- provide the correct details for suitable reviewers with the appropriate experience to review, ensuring that the suggested reviewers have not a conflict of interest;
- assume full responsibility, within the limits of their professional competence, for the accuracy of their paper.

Instances of possible scientific misconduct related to papers submitted to or published in *Agrochimica* include:

- fraud: fabricating a report of research or suppressing or altering data;
- duplicate publication: publication of the same article in two different journals;
- simultaneous submission to more than one journal;
- plagiarism: taking material from another's work and submitting it as one's own;
- self-plagiarism: republishing one's own material that has previously been published elsewhere in the primary literature without citing the earlier publication.

Research misconduct does not include honest error or differences of opinion.

By submitting to *Agrochimica*, the submitting authors declare that they have obtained permission to use any material which has been sourced from third parties (e.g. illustrations, photographs, charts or maps), and that the terms granted agree with the journal requirements.

Expectations for Editors and Reviewers

Editors-in-Chief and Editorial Board members (Editors)

Editors will uphold ethical standards for reviewing and accepting papers submitted to *Agrochimica* as outlined below. When ethical issues arise in a submitted manuscript, these issues must be dealt with according to *Agrochimica* ethics in publishing policies.

Editors will base decisions to accept or reject manuscripts submitted for publication on the paper's scientific merit, originality, clarity and the study's relevance to the mission of the journal, without regard to race/ethnic origin, sex, religion, or citizenship of the authors.

Editors will treat all submitted manuscripts as confidential and will not reveal a reviewer's name without the reviewer's permission. Editors will not use previously undisclosed information contained in a submitted manuscript.

Editors may reject a submitted manuscript without resort to formal peer review if they consider the manuscript to be inappropriate for the journal and outside its scope.

Editors should make all reasonable effort to process submitted manuscripts in an efficient and timely manner.

An Editor may on occasion need to withdraw from the review process for a particular manuscript because of a real or perceived conflict of interest that would affect or could be reasonably perceived to affect the Editor's ability to handle a manuscript objectively.

An Editor who has submitted a manuscript to his or her own journal must delegate responsibility for the manuscript to an Editorial Board member.

An Editorial Board member must not seek to influence publication decisions on manuscripts he or she has submitted to the journal.

Because the journal interest lies in the integrity of the published record, the Editor-in-Chief must ensure that, where appropriate, important errors in the journal are corrected.

Reviewers

Reviewers will uphold ethical standards for reviewing papers submitted to *Agrochimica* as outlined below. When ethical issues arise in a submitted manuscript, these issues must be dealt with according to *Agrochimica* ethics in publishing policies.

Reviewers must treat all assignments as confidential, taking care to guard the author's identity and work. The reviewer is confined to ensure that strict confidentiality is maintained if a colleague is consulted during the review of a manuscript. In such cases, the reviewer of record is solely responsible for the content and accuracy of the review.

Reviewers are not to contact authors directly without permission from the Editor handling the manuscript.

Reviewers will not retain copies of submitted manuscripts and will not use previously undisclosed information contained in a submitted manuscript.

Reviewers will provide prompt, constructive, courteous, and objective assessments of the manuscripts they are assigned. Personal criticism is not appropriate. A reviewer who feels unqualified to assess a manuscript, or who lacks the time to do so, should decline the assignment promptly. Reviewers should provide a constructive, comprehensive, evidenced, and appropriately substantial peer review report.

Reviewers should be alert to an author's failure to cite relevant work by other scientists. Any significant similarity between the paper being reviewed and another paper should be reported to the Editor, as should any suspicion of duplicate publication, fraud, or plagiarism or any other form of author misconduct.

Reviewers should disclose to the Editor who is handling the manuscript any personal or professional connection to the author if the relationship might be considered a conflict of interest or otherwise bias the review.