

## Publication Ethics and Malpractice Statement

The publishing ethics of the *Folia Biologica (Kraków)* follow the relevant guidelines of the Committee on Publication Ethics (COPE) and in case a malpractice is suspected, journal editors will act in accordance with them (see: <http://publicationethics.org/resources/guidelines>).

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The decision on acceptance, revision or rejection of the manuscript is undertaken by the Editorial Board of the *Folia Biologica (Kraków)*. The main factors taken under consideration are: the scientific quality and importance of the paper, its originality, clarity and relevance to publication's scope.

The Editorial Board cares for avoiding plagiarism, ghost writing and guest authorship. Any case of such malpractice disclosed and directed to the Board is treated according to the guidelines under <http://publicationethics.org/resources/guidelines>. The Authors are informed on the claims in writing and are asked for explanation. Unanswered claims are directed further to the institution in which the Authors are affiliated.

The manuscript accepted by two reviewers is further processed for publication. Necessity of minor or major revision is directed in writing to the Authors. Two negative reviews result in rejection of the manuscript, and this decision is expressed in writing as soon as possible.

### *Responsibility of Reviewers*

The manuscript submitted to the *Folia Biologica (Kraków)* will be reviewed by two independent, external experts. They should declare any conflicts of interests. According to the **single blind** review policy of our journal, the identities of the Reviewers remain unknown to the Authors.

The contents of the manuscript is confidential. The Reviewers can discuss it only with the members of the Editorial Board and must not refer it to third parties, or make use of the results, conclusions and opinions expressed in the submitted paper until its publication.

Reviewers should focus first of all on scientific quality of the manuscript. Their review must be objective and they are asked to be polite and constructive in their reports. Reports that may be insulting or uninformative will be declined.

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Suspected cases of plagiarism, of ghost writing or guest authorship should be disclosed to the Editorial Board; the texts showing these malpractices should be extracted and commented upon.

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Plagiarism in all its forms is considered unethical behavior. In cases of alleged or proven scientific misconduct or plagiarism concerning the text, data, or results, the Editorial Board will take all reasonable steps to clarify the situation. The Authors are informed on the claims in writing and are asked for explanation. Unanswered claims are directed further to the institution in which the Authors are affiliated. Further, depending on the severity of a given case of misconduct, there follows publication of an erratum, clarification or, in the most severe case, the retraction of the affected work.