

Principles of Publishing Ethics in PWNT

Pomorskie Wydawnictwo Naukowo-Techniczne PWNT, hereinafter referred to as the **Publishing House**, applies publication standards and principles of publishing ethics, aimed at counteracting unfair publishing practices, in particular in accordance with the guidelines of the COPE Committee on Publication Ethics: <https://publicationethics.org/>) and recommendations of the Ministry of Science and Higher Education (*Good Practices in Review Procedures in Science*, Warsaw 2011).

The publishing house publishes peer-reviewed scientific monographs in the field of engineering and technical sciences (mainly in the disciplines of Automatic Control, Electronics and Electrical Engineering, Technical Information Technology and Telecommunications, and Biomedical Engineering), as well as in the Field of Exact and Natural Sciences (mainly IT and Mathematics) and the Field of Social Sciences (mainly Management and Quality Sciences, Sociological Sciences and Psychology), which, in the opinion of reviewers, make a significant contribution to the development of world science. In addition, it conducts a publishing policy contributing to the dissemination of scientific monographs on a global scale (including through participants of international conferences organized by the Association TKP/FSNT-NOT).

The publishing house applies uniform standards for qualifying scientific monographs for publication, regardless of the payment of the fee for the publication of the scientific monograph and the amount of this fee:

1. All scientific publications of the Publishing House, before being approved for editorial and printing, undergo a multi-stage decision-making process.

The Publishing College decides about the acceptance of a work as a publishing proposal, taking into account the above-described profile of the publishing house, subject matter, originality and usefulness for the recipients (representatives of science and law practitioners). Only works that have been positively recommended by both the Publishing College and the team of reviewers, selected according to the substantive scope of the publication, are allowed to be published.

2. The publishing house ensures a reliable and professional publishing process, including the editorial process.

A team of independent reviewers (2-4 or more) who are specialists in a given field and have the status of independent researchers (habilitated doctor or full professor) is selected to evaluate the work. In special cases, e.g. works with a high level of technological advancement, it is allowed to invite one reviewer with a doctoral degree and many years of experience in a given field. The selection of the reviewer excludes a conflict of interest, which is additionally confirmed by the reviewer's statement. The peer-review process is confidential (<http://www.konsulting.gda.pl/pwnt.html>).

3. The publishing house ensures the confidentiality and security of personal data processing, in accordance with the principles of the GDPR (<http://www.konsulting.gda.pl/pwnt.html>).

The publishing review of a work is an internal document of the publishing house, which stores reviews and authors' responses for a period of 5 years. Only members of the Editorial Board and authors (to the extent assigned to the authors), as well as administrators handling the publishing process, have access to their content.

4. The publishing house undertakes to respect the moral rights of authors, and in particular to respect the right to authorship and to decide on the method of labeling authorship, care for the reputation and good fame of the authors and the work.

The text of the monograph provided by the authors is published on the basis of an author's publishing agreement (<http://www.konsulting.gda.pl/pwnt.html>), regulating all copyright issues.

5. The publishing house uses all available measures to prevent plagiarism and the publication of false data, counteracts the phenomenon of *ghostwriting* (omitting from the list of authors of people who contributed to the publication) and *guest authorship* (attribution of authorship to people who did not participate in the creation of the work).

The publishing house publishes innovative works, which are handled by appointed independent specialist (sector) reviewers. An element of the publishing procedure is also the verification of the content of the work by a professional anti-plagiarism system (currently <https://plagiat.pl/>). The report and the reviewers' opinion are made available to the members of the Editorial Board as grounds for making a decision to accept or reject the text.

When submitting a work for publication, the author is obliged to sign an appropriate declaration (<http://www.konsulting.gda.pl/pwnt.html>) about:

1. Handing over an original work that does not constitute in any part plagiarism and self-plagiarism (all or part of the publication of books published in other publishing houses), in accordance with the Act of February 4, 1994 on copyright and related rights ((Journal of Laws/Dz.U. 2018, item 1191, as amended).
2. Determining the authorship of individual fragments of the work, in the case of collective or multi-author works (publishing agreement: <http://www.konsulting.gda.pl/pwnt.html>).
3. Not using the forbidden *ghostwriting* mechanism (consisting in omitting the authorship of people who created the publication) and *guest authorship* (consisting in assigning authorship to people who did not participate in the creation of the work).
4. Confirmation that the copyright to the work is not limited to the extent covered by the publishing agreement. In particular, that the copyright to the work transferred to the publishing house on the day of its acceptance by the publishing house is not restricted by any rights of third parties, and the use of the work and its disposal by the publishing house will not infringe personal rights or the rights of third parties.

If there is a suspicion that one of the above-mentioned forms of non-compliance with the rules of publishing ethics is present, the publishing house of PWNT asks the author/authors to explain the situation and resolve the suspicion. The final decision on the revision of the work or its rejection is made by the Publishing College. In the event of a documented breach of ethics, the publishing house will not accept the work for publication.