

# Guidelines for Editors

## Editor's Responsibilities

All participants of the publishing process shall follow the globally recognized best international publication practices established by the [Committee on Publication Ethics \(COPE\)](#). The Editors shall observe the COPE's [Code of Conduct and Best Practice Guidelines for Journal Editors](#). The COPE's [Flowcharts](#) and [Guidelines](#) should be followed where applicable.

### Editors' responsibilities:

- Editors are responsible for communication among the participants of the publishing process including authors and reviewers.
- Editors shall provide the guidelines to the participants of the publishing process and monitor the overall publishing progress.
- Editors shall ensure the transparency, objectivity and fairness of the publishing process.
- Editors can consult with Reviewers and other Editors before making final decision on the paper.
- Editors are responsible for the final decision on the paper, whether positive or negative.
- Editors shall evaluate the papers and the reviewer reports.
- All decisions shall be impersonal and have to be made by Editors on the unbiased basis, considering purely the paper's academic value.
- All unpublished information shall be treated confidential and shall not be used by Editors for their advantage or someone's disadvantage.
- The information about submitted papers shall not be disclosed to third parties other than participants involved in the publishing process in the normal course of activity (Authors, Reviewers, Editors, Publisher).
- Editors shall deal with all actual or potential conflicts of interest and are responsible for their settlement. They shall establish clear guidelines for such issues and are also requested to follow them.
- Editors shall coordinate all cases regarding clarifications, amendments, corrections, withdrawals or retractions and are responsible for introducing the necessary changes to the content, whether published or unpublished.
- The Editors are finally responsible and accountable for all content published in their journal, book or volume.

To learn more about the journal's Publication Ethics and Malpractice please refer to the Policy and Ethics.

To get acquainted with the Academic OA webinterface for Editors, please follow the Editor Manual.