

## Instructions to Authors: Publication Ethics and Malpractice

JH&P adheres to the recommendations of the International Committee of Medical Journal Editors (ICMJE) and the Committee on Publication Ethics (COPE). We strive to continually improve our publication processes, and aim for the highest ethical standards. Readers, prospective authors and reviewers should reference <http://publicationethics.org> and <http://www.icmje.org> for more detailed guidance.

### Publication and Authorship

#### Authorship

The ICMJE recommends that authorship be based on the following four criteria:

1. Substantial contribution to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Contributors who meet fewer than all four criteria should not be authors, but may be acknowledged.

#### Author Responsibilities

In addition to that stated previously:

- Authors are obliged to participate in the peer review process. Manuscripts that editors forward to peer review are reviewed anonymously by at least two qualified reviewers assigned by JH&P editors.
- Authors are obliged to provide retractions or corrections of mistakes. If the author(s) at any point becomes aware of an error, he/she is required to promptly bring to the attention of JH&P.
- Author/researchers should present their results clearly, honestly and without fabrication, falsification or inappropriate data or image manipulation.

JH&P's policy is to investigate and correct substantive errors as soon as possible.

- Disagreements or corrections to published articles should be addressed to the editor.
- Article authors will be notified of any refutations and given opportunity to respond.
- Decisions on corrections will be made by the editorial board.

#### Plagiarism

Papers submitted to JH&P are routinely screened for plagiarism. It is the responsibility of the author to make a full statement to the editor concerning materials in a manuscript that might be considered redundant or duplicative.

Plagiarism involves the unauthorized use or close imitation of the language (in text, figures, images, or tables) and thoughts of others and the representation of them as one's own original work without permission or acknowledgment by the author of the source of these materials. Plagiarism generally involves the use of materials from others, but can apply to researchers' duplication of their own previously published reports without acknowledgment (this is sometimes called self-plagiarism or duplicate publication). Additional information about plagiarism can be found here: <http://ori.hhs.gov/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing>.

#### Conflicts of Interest

JH&P has a policy of full disclosure. All authors must declare all actual or potential competing financial interests involving people or organizations that might reasonably be perceived as relevant. Disclosure of competing interests does not imply the information in the article is questionable. Decisions to publish or reject an article will not be based solely on a declaration of a competing interest. For each manuscript, **ALL** authors must complete a Competing Financial Interests Declaration form. Disclosures will be published if the paper is accepted. If there are no actual or potential competing financial interests, a declaration of "No competing financial interests" will be published.

Failure to declare a competing interest could result in rejection or retraction of the article, and a ban on publication.

Actual or potential competing financial interests occurring within the last three years, include but are not limited to: grant support; employment (past, present, or offer); patents (pending or applied); payment for expert witness or testimony; personal financial interests and compensation by the authors, immediate family members, or institutional affiliations. Investments do not constitute a competing financial interest.

#### Duplicate Submission

Authors are prohibited from publishing the same research in more than one journal. All submitted papers must be original work of the author(s) and not have previously been published online or in print.

#### Copyright Policy

Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License (<http://creativecommons.org/licenses/by/3.0/>).

#### Accuracy of References

Authors are required to format and numerically list references according to the JH&P instructions found

here: ([http://www.journalhealthpollution.org/userimages/ContentEditor/1386267301852/JH%26P\\_Formatting\\_InstructionstoAuthors.pdf](http://www.journalhealthpollution.org/userimages/ContentEditor/1386267301852/JH%26P_Formatting_InstructionstoAuthors.pdf)). References should be listed on a new page after the Conclusion in the manuscript. Authors are fully responsible for the accuracy of references, however JH&P will double-check all references for accuracy, completeness of information, spelling, formatting, symbols and accent marks.

### **Research Ethics**

#### **Research Involving Humans**

Research involving humans must be approved by an appropriate Institutional Review Board (IRB) or ethics committee and comply with all relevant national, state, and local regulations. Authors must identify the name and jurisdiction of the committee approving the research, and include with their submission a statement confirming that informed consent was obtained from all subjects. If no formal ethics committee or IRB exists, research must be performed in accordance with principles of the Declaration of Helsinki (<http://www.wma.net/en/30publications/10policies/b3/index.html>). This information must also be included in the Methods section of the manuscript. Whether or not a committee has given approval, if editors have doubt that the research was conducted in accordance with the declaration of Helsinki, authors will be asked to explain the rationale for their approach.

#### **Research Involving Animals**

Authors reporting research involving live vertebrates and/or higher invertebrates, must confirm that all experiments were performed in accordance with relevant local guidelines and regulations. The manuscript must include a statement identifying the institutional and/or licensing committee approving the experiments. JH&P requires assurances that animals used in a study, whether live or euthanized have been treated humanely and with regard for the alleviation of suffering. Guidelines for research involving fish or other aquatic animals can be found here: <http://fisheries.org/policy-media/science-guidelines/guidelines-for-the-use-of-fishes-in-research/>.

#### **Peer Review and Reviewer Responsibilities**

Manuscripts that editors forward to peer review are reviewed anonymously by at least two qualified reviewers assigned by JH&P editors. Authors are able to suggest reviewers, and may also request that JH&P excludes particular individuals or institutions. JH&P considers such requests, however the editors' decision is final. We do not release reviewer identities to authors of other reviewers except when reviewers specifically ask to be identified. Unless they feel strongly, we prefer reviewers remain anonymous.

#### **Conflict of Interest**

Reviewers must declare any potential conflict of interest with respect to the research, the authors and/or the research funders, and decline reviewing specific manuscripts if the potential for bias exists.

#### **Confidentiality**

By agreeing to review the manuscript, reviewers agree to keep submitted manuscripts and associated data confidential, and not to redistribute them without permission from JH&P.

#### **Objectivity**

Reviews must be objective. We ask reviewers to abstain from personally negative comments about authors or associates. Frank and honest comments about the scientific content of the manuscripts are encouraged.

#### **Editorial Responsibilities**

JH&P editors are responsible for everything published in JH&P. Editors may edit manuscripts for grammar, style, and readability at their own discretion. Authors will be given the opportunity to review changes made to submissions before publication. Editors reserve the right to publish submitted manuscripts next to a photo or logo of the editor's choosing to increase interest in the article or identify the article type. Authors are encouraged to submit relevant photos or images for consideration. Editors make every effort to preserve the anonymity of reviewers.

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JH&P editors have complete responsibility and authority to reject/accept an article. A manuscript may be rejected at any time, including after acceptance if there is evidence of any misconduct, including but not limited to plagiarism, undisclosed conflict of interest, or evidence of a breach in research or publication ethics. JH&P editors decide whether or not to forward a manuscript to peer review.

#### **Conflict of Interest**

Editors who make decisions about manuscripts shall recuse themselves if they have potential conflicts of interest, or relationships that pose potential conflicts of interest related to articles under consideration.

#### **Editorial Board**

JH&P maintains an editorial board that actively monitors publication ethics and takes corrective steps where needed. Information about the editorial team can be found here: <http://www.journalhealthpollution.org/page/editorial>.

#### **Retractions**

In the case of a report of fraudulent information, and after a thorough investigation, JH&P will publish corrections, clarifications, retractions and apologies when needed. JH&P follows the retraction guidelines of the Committee of Publication Ethics: [http://publicationethics.org/files/retraction\\_guidelines.pdf](http://publicationethics.org/files/retraction_guidelines.pdf).

*Please forward any questions relating to JH&P Publication Ethics and Malpractice policies to [info@journalhealthpollution.org](mailto:info@journalhealthpollution.org).*