

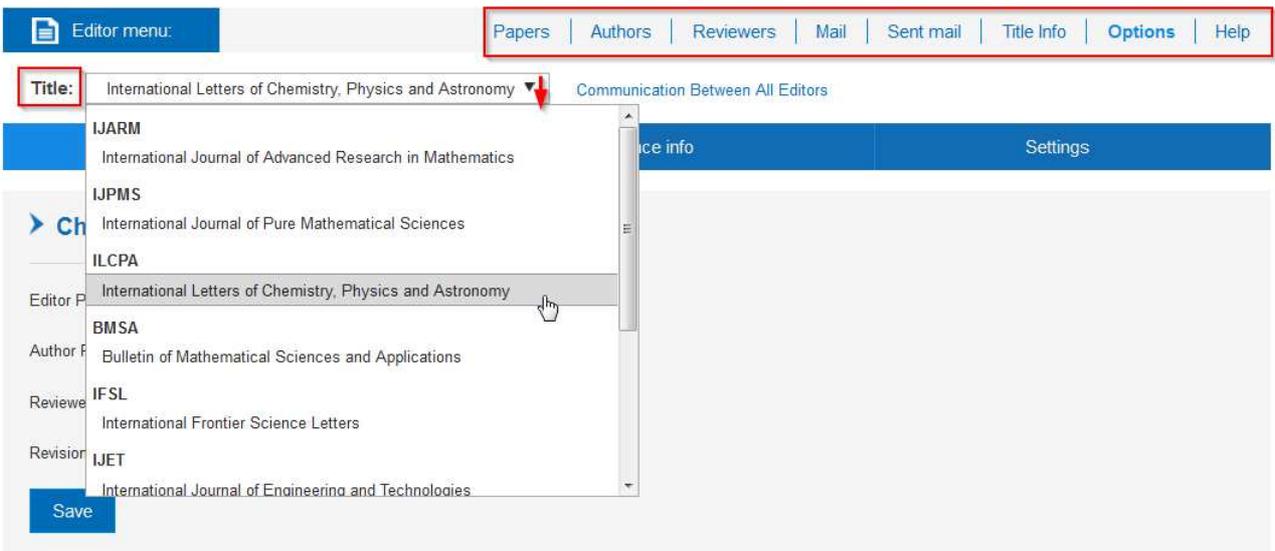
# Manual Online Editor Tool

## A) Log in the Online Editor Tool

1. To access the **Editor Interface**, visit [www.scipress.com](http://www.scipress.com) and log in. On the **Top** menu, in the **Choose Role** box, select **Editor** from the list.



2. Click any tab available on the **Editor menu**. In the **Title** box, select the journal to work on from the list.



## B) Set Periods

1. On the **Editor menu**, click **Options**, then in the **Edit Period** tab set the time periods for different groups of users (the periods may overlap):
  - **Editor period** (Editors can work in the tool)
  - **Author period** (Authors can upload and re-upload their papers)
  - **Reviewer period** (Reviewers can review the papers assigned to them)
  - **Revision period** (Authors can upload the revised versions of their papers)
2. Enter the dates for each period using the **Calendar**, click **Save**.

The screenshot shows the 'Change edit period' interface. At the top, there is a navigation bar with 'Options' highlighted. Below it, the title is 'International Letters of Chemistry, Physics and Astronomy'. The main content area has a blue header with 'Edit period' selected. The 'Change edit period' section contains four input fields for 'Editor Period', 'Author Period', 'Reviewer Period', and 'Revision Period'. The 'Editor Period' field is set to '01.09.2016'. A calendar widget is open, showing the month of September 2016. A 'Save' button is located at the bottom left of the form.

M	T	W	Th	F	S	Sn
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Once a paper has been uploaded by an Author the Reviewers may be assigned to it.

## C) Add Authors, send E-mails

1. On the **Editor menu**, click **Authors**, to create a list of Authors:

Editor menu: Papers | **Authors** | Reviewers | Mail | Sent mail | Title Info | Options | Help

Title: International Letters of Chemistry, Physics and Astronomy Communication Between All Editors

**Authors**

Show By: 10 Search:

First Name	Last Name	Email	Uploaded	Code*	Delete
Showing 1 to 10 of 200 entries *Click to edit value in the column					

1 2 3 4 5 ... 20 >

**Add New** **Add Bulk**

- Click **Add New**, to search and add one Author at once.
- Click **Add Bulk**, to open the **Register New Authors** page and upload several Authors at once.\*

Editor menu: Papers | **Authors** | Reviewers | Mail | Sent mail | Title Info | Options | Help

Title: International Letters of Chemistry, Physics and Astronomy Communication Between All Editors

**Register new Authors**

**i** Please upload an excel file (Excel 2007 or later is preferable) which contains the columns First Name, Last Name, Email, Code Number. First row must contain the column names: First Name, Last Name, Email, Code Number ([BulkExample.xlsx](#)). Entries without e-mail address will not be considered.

**Select** **Upload**

2. Download the **BulkExample.xlsx** file. In the columns of the Excel file, fill in the following information:

**First Name:** full first name

**Last Name:** last name

**Email:** only personal email addresses allowed

**Code Number:** not mandatory (leave empty)

	A	B	C	D
1	First Name	Last Name	Email	Code Number
2	John	Doe	john.doe@mail.com	M34, M35
3	Sanfeng	Zheng	12345678@126.com	

3. When the Excel file is ready to be uploaded, return to the **Register New Authors** page, click **Select** to browse the file from your PC, then click **Upload**.

\* If you need help with adding Authors in bulk, please send us the Authors list in Excel format, all fields correctly filled in, to the address [editors@scipress.com](mailto:editors@scipress.com). In the email, state your reference number (important) and the project title. If you want to set the number of papers each Author can upload, make one more column in the file and add the required number of uploads.

4. By default, the number of papers to upload is set to one paper for each Author. You may check it on the **Authors** page, in the **Limit Uploads** column and change the limit for each Author individually.

Uploaded	Code*	Limit Uploads*	Delete
4		4	
4		5	

- To send an email to Authors, click **Edit E-mail** if you want to look through and/or edit the text before sending, otherwise click **Standard E-mail** to send one of the standard emails provided.

**Edit E-mail**

**Standard E-mail**

Options:

- Click the **Sent mail** tab to see the emails you have already sent out.
- Click the **Mail** tab to send another email to all Authors, Reviewers, and others.

Editor menu: Papers | Authors | Reviewers | **Mail** | Sent mail | Title Info | Options | Help

Title: International Letters of Chemistry, Physics and Astronomy | Communication Between All Editors

**Mail**

Send e-mail to:

- All authors
- All reviewers
- All missing reviews which were asked for
- All authors in "revisions" status
- All authors with Accepted papers
- All authors, which have not submitted their paper

Message

Reply-To: "International Letters of Chemistry, P..." <9780999999912@scipress.com>

Subject: "{TITLE\_NAME}" Manuscript "{PAPER\_NAME}"

My Templates: \* Standard Template Description

Standard \* | Custom

- Author registered
- Paper accepted
- Paper rejected
- Paper requires revision
- Paper submitted
- Review approved
- Reviewer assigned
- Reviewer registered

Custom: Create your own email templates

Placeholders

Person Title	First name
Last name	Email
Login	Password
Author code	Reviewer code
Editor name	Editor email
Title Name	Start Author date
End Author date	Start Reviewer date
End Reviewer date	Start Revision date
End Revision date	Paper Name

Dear {PERSON\_TITLE} {PERSON\_FNAME} {PERSON\_LNAME},

Based on the reports of the referees, the Editors have determined that your article «{PAPER\_NAME}» requires revision before it can be published in the «{TITLE\_NAME}» . To access the referees' reports and submit your revised article, please enter the publisher's website {HOST} and log in using the credentials below:  
 Username : {PERSON\_LOGIN}  
 Password : {PERSON\_PASSWORD}

After you log in please select « Author » role and then « My Papers » near the top of the screen and then click on items in the « Reviews » column of the papers list to access the Editor/Reviewer reports of your article. If you click on the « Paper Title » column of the papers list you will get a screen where you can upload your revised manuscript.

Please check the Review(s), revise your manuscript and upload a new version. The new paper must be uploaded over the first version, just click on your paper title and upload the new version (mandatory).

The revised manuscript is uploaded over the earlier version, thus replacing it.

If you have any questions or wish to comment on your revisions, please E-mail the Editor.

Thank you.  
 Best regards,  
 {EDITOR\_NAME}  
 {EDITOR\_EMAIL}

Path: p

Send | Preview | Recipients List | Save As Template

Estimated recipients count: 23

- When the Authors start uploading their papers, on the **Papers** page, in the **Status** column, their paper status is **Submitted**.

Important: Please make sure that Authors use the templates, provided to them in the Author Interface, and that they do complete the **Checklist** during the submission.

## D) Add Reviewers, send E-mails (mandatory to use)

1. The procedure of creation of a list of Reviewers is similar to the procedure of the Authors' list creation (see the Section **C) Add Authors, send E-mails**).
  - Click **Add New**, to search and add one Reviewer at once.
  - Click **Add Bulk**, to upload several Reviewers at once.
2. Assigning papers to the Reviewers:
  - On the **Editor menu**, click **Reviewers**.
  - On the **Reviewers** page, choose a Reviewer from the list, then click the **Assigned/Reviewed** column to see the lists of papers which were assigned/not assigned to the reviewer. Select one or several papers to assign to the Reviewer.
  - To inform Reviewers about the papers assigned to them, click **Edit E-mail** or **Standard E-mail**. In case you do not need to send a notifying email, click **Do not Notify**.

The screenshot shows the 'Reviewers' page in the editor menu. The top navigation bar includes 'Editor menu:', 'Papers', 'Authors', 'Reviewers' (highlighted with a red box), 'Mail', 'Sent mail', 'Title Info', 'Options', and 'Help'. Below the navigation bar, the title is 'International Letters of Chemistry, Physics and Astronomy' and the communication type is 'Communication Between All Editors'. The main content area is titled 'Reviewers' and includes a 'Show By: 10' dropdown and a search box. A table lists reviewers with columns for First Name, Last Name, Email, Rev.Code\*, Assigned/Reviewed, and Delete. The row for 'Abdelkader Boutra' is highlighted with a red box, showing '1/0' in the Assigned/Reviewed column.

First Name	Last Name	Email	Rev.Code*	Assigned/Reviewed	Delete
A.B.	Naik	<a href="mailto:lnaik@sgbau.ac.in">lnaik@sgbau.ac.in</a>		5/2	
Abdelkader	Boutra	<a href="mailto:knad@yahoo.fr">knad@yahoo.fr</a>		1/0	
Abdelmadjid	Maireche	<a href="mailto:maireche@gmail.com">maireche@gmail.com</a>		3/3	
Abdulazeez O.	Mousa	<a href="mailto:zliquid_2005@yahoo.com">zliquid_2005@yahoo.com</a>		1/0	
Aboubakr	Bouayad	<a href="mailto:ouayad@ensam-umi.ac.ma">ouayad@ensam-umi.ac.ma</a>		2/0	
Adil Nameh	Ayaash	<a href="mailto:l_nameh78@yahoo.com">l_nameh78@yahoo.com</a>		5/1	
Ahmed N.	Abd	<a href="mailto:med_naji_abd@yahoo.com">med_naji_abd@yahoo.com</a>		3/0	

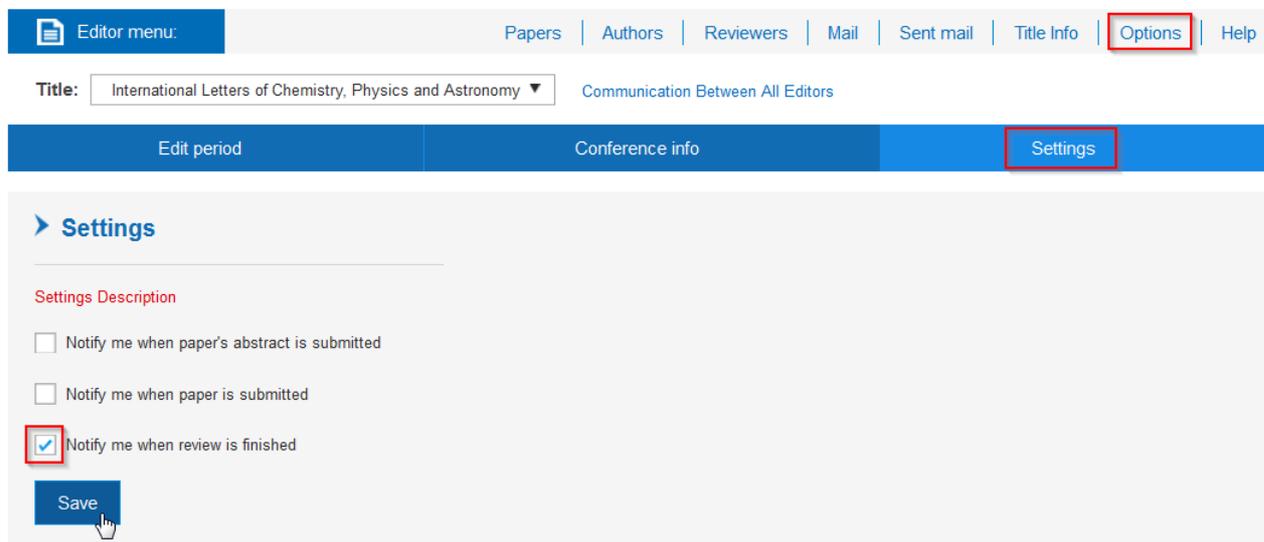
Option: You may assign a Reviewer for a paper from the **Papers** page. On the **Papers** Page, click the **Paper Title**, and proceed to the **Edit Reviewers** tab. Click **Assign Reviewer** to see the list of Reviewers and select one of them. The notification options are as described in paragraph 2 of this section.

The screenshot shows the 'Edit Reviewers' page in the editor menu. The top navigation bar includes 'Editor menu:', 'Papers' (highlighted with a red box), 'Authors', 'Reviewers', 'Mail', 'Sent mail', 'Title Info', 'Options', and 'Help'. Below the navigation bar, the title is 'ILCPA: International Letters of Chemistry, Physics and Astronomy' and the communication type is 'Communication Between All Editors'. A progress bar at the bottom shows steps: '1. Edit Paper', '2. Edit Authors', '3. Edit Keywords', '4. Copyright', '5. Checklist', and '6. Edit Reviewers' (highlighted with a red box). The main content area is titled 'Reviewers' and includes a 'Comments' button. The paper title is 'The Biomass of the Earth as the Direct Energy-Mass Equivalence'. A message states: 'Paper doesn't have any reviewers. Please use the button below to add a new reviewer to current paper.' Below the message is a blue button labeled 'Assign Reviewer' with a red arrow pointing to it.

## E) Review Process

1. A Reviewer fills in the report, adds comments and submits it to the Editor (once the review report is submitted it cannot be changed).

**Important:** On the **Options** page, click the **Settings** tab. Select the proper check box to receive automatic emails when Reviewers submit their reports.



The screenshot shows the 'Options' page with the 'Settings' tab selected. Under the 'Settings Description' section, there are three checkboxes: 'Notify me when paper's abstract is submitted' (unchecked), 'Notify me when paper is submitted' (unchecked), and 'Notify me when review is finished' (checked). A blue 'Save' button is located below the checkboxes.

2. Editor checks the report, adds comments and approves the review so that the Author can see it.

- On the **Editor menu**, click **Papers**. In the proper row of the table, click **Reviews** to open the **Reviewer's Report** page and see the reports sent by Reviewers for a particular paper.

Paper	Modified	Pos*	Status*	Reviews
<input type="text"/>				
A Convenient, Facile and Novel Procedure for Synthesis 2-amino-5-aryl-1,3,4-oxadiazoles Derivatives	07.07.2016 16:48		Rejected	0/0/0
Molecular Docking and QSAR Study of Chalcone and Pyrimidine Derivatives as Potent Anti-Malarial Agents against <i>Plasmodium falciparum</i>	19.09.2016 15:11		Revised	<a href="#">2/1/1</a>

- There are three numbers in the **Reviews** column: (for example, **2/1/1**)

- 1st Number shows how many Reviewers were assigned to a paper
- 2nd Number shows how many Reports were received from the Reviewers
- 3rd Number shows how many Reports were approved by the Editor

- Look through the information on the **Reviewer's Report** page, then click **Approve**.

Important: The report will be visible for the Author(s) only if you approve it.

**Reviewer's Report** ✕

Saniye Refatova: 21.10.2015 13:51  **Approve**

**Title:** TEST

**Paper:** A New Study to the Non Relativistic Schrödinger Equation for Modified Potential in both (Nc: 3D-RSP)

**Author(s):** Ekaterina Antonova

A. Recommendation (Please check appropriate option)	B. Checklist
<input type="radio"/> Publish as is	1. Is the manuscript of high scientific quality? <b>No</b>
<input type="radio"/> Publish after optional minor revision	2. Is the manuscript free from errors? <b>Yes</b>
<input checked="" type="radio"/> Publish after mandatory minor/major revision	3. Is the paper well organized? <b>Yes</b>

3. Editor changes the paper status and notifies the Author.

- On the **Papers** Page, click in the **Status** column and select the proper status from the list:
  - **Revisions** (allows an Author to make corrections and upload the revised version of the paper)
  - **Rejected** (a paper is not accepted)
  - **Accepted** (publish the current version of the paper)
- To notify the Authors who have to make changes in their papers, click **Edit E-mail** or **Standard E-mail**. In case you do not need to send a notifying email, click **Do not Notify**.

Important: Author(s) will be able to re-upload files only if the Author Period is open.

Option: To send notification emails to all the Authors who have to correct their papers (after the status of all the corresponding papers have been changed to **Revisions**), on the **Mail** page, select **All authors in «revisions» status**, then select the **Paper requires revision** template, and click **Send** (refer to the screenshot in the Section **C) Add Authors, send E-mails**).

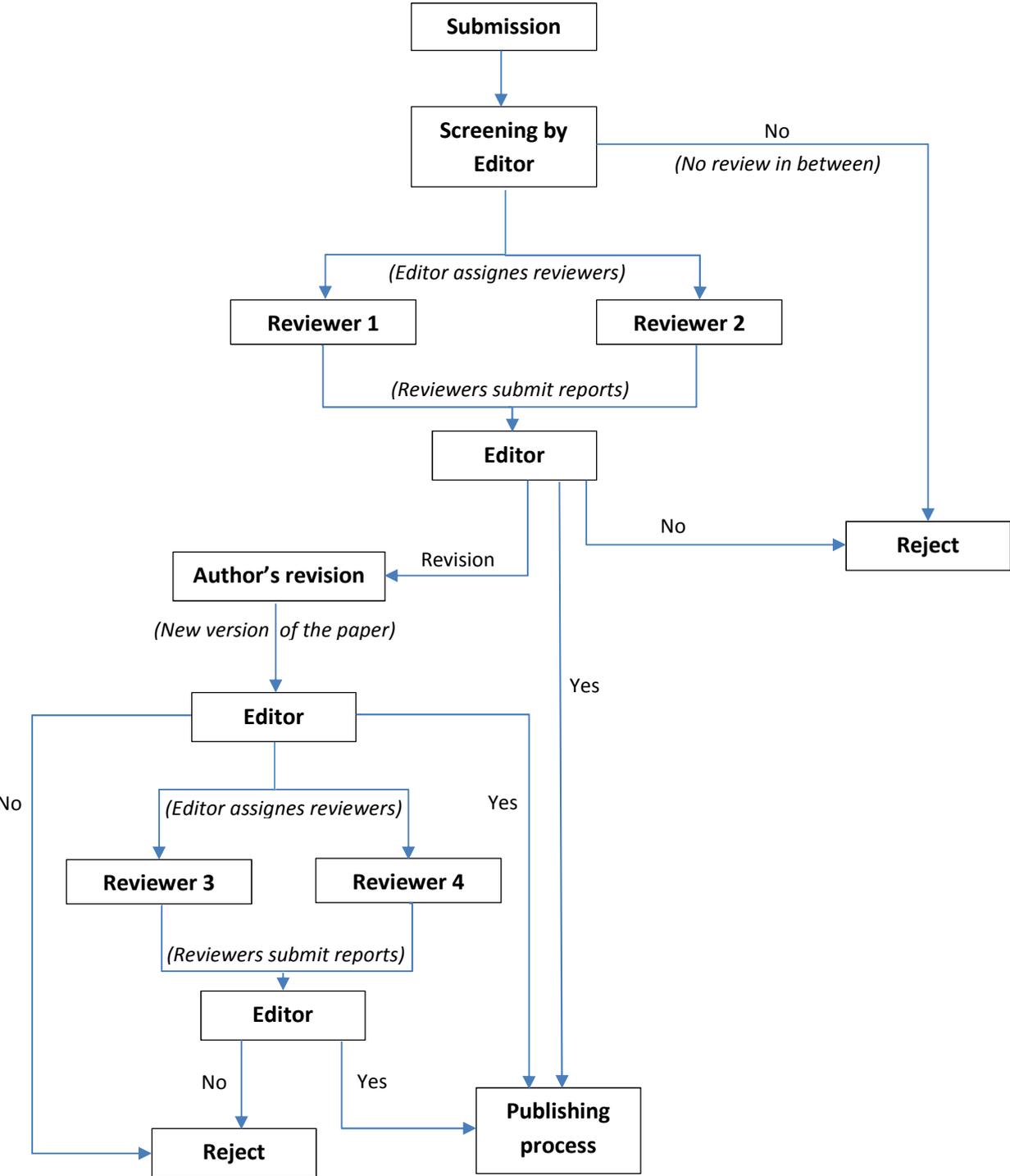
4. As soon as an Author has uploaded the revised paper, the paper status automatically changes to **Revised**. The Editor has to decide if the paper has to be **Accepted** or **Rejected** and set the corresponding paper status in the table on the **Papers** page.

Important: After a paper has been revised, the Reviewers assigned to it are not able to review the paper again in the tool. If you want the Reviewer to peer review the paper for the second time, you must contact them through your own email. If the paper requires being revised by the Author again, set the **Revisions** status for the paper in the table on the **Papers** page and notify the Author.

## F) Different Paper Statuses

- Submitted:** The Paper has been submitted but not yet assigned to a Reviewer and not accepted or rejected directly by the Editor.
- In Review:** The Reviewers have been assigned to the paper; awaiting the submission of Reviewers' reports.
- Editorial:** The Reviews have been completed; awaiting Editor's decision.
- Rejected:** The Paper has been rejected (with or without review).
- Revisions:** The Review process is over; the paper needs to be revised. Once the revised version is uploaded, the status changes automatically to Revised.
- Revised:** The revised Paper awaiting Editor's decision.
- Accepted:** The Paper has been accepted in its present form.

**G) Editorial process workflow**



## H) Last steps

1. On the **Editor menu**, click **Options**, then click **Conference info**, enter the information into the fields and click **Save** (only for conferences).

Editor menu: Abstracts | Papers | Authors | Reviewers | Mail | Sent mail | Title Info | **Options** | Help

Title: TEST Communication Between All Editors Edit period: 31.10.2015 - 31.10.2016

Edit period | **Conference info** | Settings

> Add information of this conference

Conference name

Conference period  -

Conference place (city and country)

Editor(s)

Save

2. On the **Editor menu**, click the **Title Info** tab.

- Click the **Checklist** tab, verify the fulfilment of the mentioned steps, select the corresponding check boxes and click **Submit**.
- Click the **Upload Documents** tab, then upload front Pages, incl. Book title, Preface, Keywords, Description, Committees and Sponsors (the latter is not mandatory).

Editor menu: Abstracts | Papers | Authors | Reviewers | Mail | Sent mail | **Title Info** | Options | Help

Title: TEST Communication Between All Editors Edit period: 31.10.2015 - 31.10.2016

Details | Chapters | **Contents** | Upload documents | Checklist

> Contents

Keywords Index	<b>Generate</b>	30 KB (21.12.2015 11:39)
Table of Contents	<b>Generate</b>	19 KB (04.11.2015 16:14)

Option: Click the **Contents** tab, then press **Generate** to create a **Table of Contents** and a **Keywords Index** for your information.

## I ) Functions of Editor Tool (Short Overview)

Through the **Editor menu** the following pages are available:

On the **Papers** page, you may select the journal/book title you want to work on. You can see all papers that have already been uploaded to this book and all the necessary information about every single paper. On this page, you can manage the review process and set a correct order of the papers. Also, you can add information for each paper by clicking on the paper title.

On the **Authors** page, you can register new Authors individually or in bulk. You can also search or delete Authors and send e-mails to specific Authors.

On the **Reviewers** page, you have the same options as on the Authors page. You can also assign papers to Reviewers.

On the **Mail** page, you can send e-mails in bulk to Authors, Reviewers or other groups, and create your own e-mail templates.

On the **Options** page, three tabs are available which may help you organize your work:

- The **Edit period** tab allows you to set and edit the work periods for different groups of participants.
- The **Conference info** tab allows you to enter important data about a conference.
- The **Settings** tab allows you to activate the option of receiving automatic notification emails when Reviewers submit their reports.

On the **Title Info** page, you can upload all the documents required for the book:

- On the **Details** tab, you may type Short Description and Title Keywords, and upload files to suggest a design of the Book Cover.
- On the **Chapters** tab, you may add chapter titles for your proceedings.
- On the **Contents** tab, you can generate and download information about the book, namely Keywords Index and Table of Contents for all papers in the Accepted status.
- On the **Upload documents** tab, you may upload a preface, front pages with the book title, information about committees and sponsors.
- The **Checklist** tab allows you to verify whether all tasks have been carried out. The Editor should complete this form and submit it.

## FAQ (Frequently asked Questions)

### 1) Why an Editor cannot see Reviewer's Report (Reviewer's Comments)?

You cannot see reviewer's report to a particular paper because you might be an author of the paper. In such circumstances, by the general rule for Authors, they will not be allowed to read the Reviewer Report for their paper until another Editor approves it.

### 2) Is the 2nd Peer Review possible after the paper has been revised?

After a paper has been corrected according to Reviewer's comments and uploaded by its Author, there is no option for a Reviewer to review it for a second time in the Editor Tool. Thus, Editors may download revised papers and send them to the corresponding Reviewers from their own email account.

- On the **Editor menu**, click **Papers**. In the table, click the title of the paper with the **Revised** status. On the **Edit Paper** tab, in the **Files** area, click the **icon** of the file to download the file in PDF or Word format.

The screenshot shows the Editor Tool interface. At the top, there is a navigation menu with six items: 1. Edit Paper (checked), 2. Edit Authors (checked), 3. Edit Keywords (checked), 4. Copyright (checked), 5. Checklist (checked), and 6. Edit Reviewers (checked). Below the menu, the 'Edit Paper' tab is active. The paper title is 'Research on Preparation and Stacking Performance of IPMC'. There are two columns for 'Full list of classes' and 'Selected classes'. The 'Full list of classes' column contains a list of 12 categories with expandable icons. The 'Selected classes' column contains one selected class: 'Business, Management & Finances. Accounting'. Below the classes, there is a 'Files' section with a green arrow pointing down and the text 'Revised papers'. There are two file entries: a DOC file (1 MB, 20.10.2015 17:41) and a PDF file (444 KB, 20.10.2015 17:41). Each file entry has a 'Select file' button. A note at the bottom states: 'Attention! Uploaded files should be less than 64Mb'.

- Click the **Edit Reviewers** tab, to find the email address and the **Review Status** of the Reviewers assigned to the paper.

Review Status
Refused (1/18/2016)
Approved (1/27/2016)
Assigned (2/1/2016)
Approved (2/18/2016)

Also to see which Reviewer reviewed the paper, go back to the **Papers** page, click the number **2/1/1** to have a look at the Report.

Reviews
2/1/1

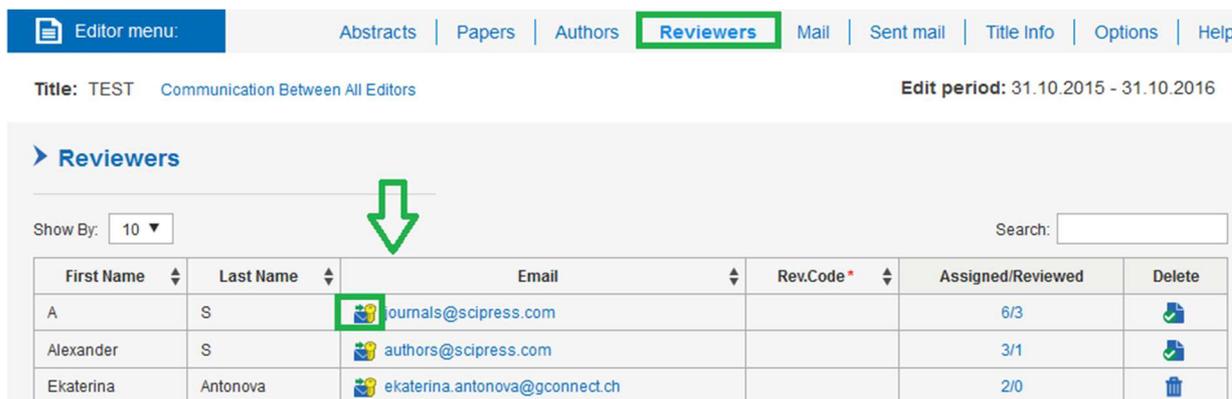
### 3) Do we have an Acknowledgment letter for Reviewers after submission of reports?

We do not have an acknowledgment letter to send to Reviewers after they have submitted their reports.

The Editor may email to the Reviewer after Reviewer's report approval.

To send emails to all Reviewers when the review is finished, on the **Editor menu**, click **Mail**, then select **All Reviewers** and send an email to them.

To send an individual email to one of the Reviewers, on the **Editor menu**, click **Reviewers**, then find Reviewer's name in the list and click the **envelope icon** near his/her email address.



The screenshot shows the Editor menu with the following navigation items: Editor menu, Abstracts, Papers, Authors, Reviewers (highlighted), Mail, Sent mail, Title info, Options, Help. Below the menu, the title is 'TEST Communication Between All Editors' and the edit period is '31.10.2015 - 31.10.2016'. The 'Reviewers' section is expanded, showing a table with columns: First Name, Last Name, Email, Rev.Code, Assigned/Reviewed, and Delete. The first row of the table has a green arrow pointing to the envelope icon next to the email address 'journals@scipress.com'.

First Name	Last Name	Email	Rev.Code	Assigned/Reviewed	Delete
A	S	 journals@scipress.com		6/3	
Alexander	S	 authors@scipress.com		3/1	
Ekaterina	Antonova	 ekaterina.antonova@gconnect.ch		2/0	

### 4) What is the Similarity Index?

The Similarity Index is just a guidance on how much text is similar to the text of another paper. If an author has copied a passage from another paper and has referenced it properly then this should not be considered as plagiarism/self-plagiarism. However, only a proper peer review can determine if the paper has enough new information to not be considered a redundant publication.

### 5) When will the book be available on www.scipress.com (online)?

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- The Author(s) and right holder(s) of such contributions grant(s) to all users a free, irrevocable, worldwide, right of access to, and a license to copy, use, distribute, transmit and display the work publicly and to make and distribute derivative works, in any digital medium for any responsible purpose, subject to proper attribution of authorship (community standards, will continue to provide the mechanism for enforcement of proper attribution and responsible use of the published work, as they do now), as well as the right to make small number of printed copies for their personal use.

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Each registration is for a single user only. To register on the site you will be asked to enter your personal email address (the system will send an individual password to this email address). Therefore we do not permit any of the following:

1. Any other person sharing your User Name and Password.
2. Any part of the site being cached in proxy servers and accessed by individuals who have not registered with SciPress as users of the site.
3. Access through a single User Name and Password being made available to multiple users on a network. If we reasonably believe that a User Name and Password are being used in any of these ways, we reserve the right to cancel access rights immediately without notice, and block access to all users from that IP address.
4. In order to avoid misuse, downloads will be limited to 50 papers by day and 500 papers by month.

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*(based on COPE's Code of conduct and best practice guidelines for journal Editor)*

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**Editors** are accountable for the materials published in their journals. They are expected to act according to the moral obligation of commitment to the constant improvement of the journal while meeting the needs of readers and Authors. Editors should evaluate manuscripts exclusively on the basis of their academic merit. Editors must not use unpublished information in their own research without a written consent of the Author concerned. Editors should take reasonable responsive measures in case of complaints concerning submitted manuscripts or published papers.

**Reviewers** must treat any manuscripts received for review as confidential documents. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviews should be conducted objectively, and observations should be formulated clearly with supporting arguments so that Authors can use them for improving the paper. Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the Editor and excuse himself from the review process. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the Authors, companies, or institutions connected to the papers.

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The editors may consider retracting a publication for the following reasons:

- unreliable research results, in case an author, reader, editor or publisher claims that the data or conclusions presented in the paper should not be relied upon and the concerns are proved true by subsequent investigations.
- plagiarism, if a significant part of the text represents materials that were adopted from works of other authors but not cited in a proper way.
- redundant publication, in case the paper in its entirety has been published by another publisher and the date of signing of the copyright transfer agreement by the precedence comes after the date of signing the similar agreement between the authors and the other publisher.
- text recycling, in case a significant part of the research results overlaps previously published materials without proper cross-referencing, permission or justification.
- citation manipulation, in case an author uses citations with the purpose of increase of the number of citations to a given work, or to papers published in a particular journal.