



Handling allegations of ethical misconduct

Emerald and its journals subscribe to the principles of COPE (Committee on Publication Ethics) <http://publicationethics.org/>



COPE is a forum for Editors and publishers of peer-reviewed journals to discuss all aspects of publication ethics. It also advises editors on how to handle cases of research and publication misconduct. COPE's code of conduct for Editors can be viewed [here](#).

Ethical concerns might include plagiarism, redundant publication (dual publication), self-plagiarism (sometimes known as text recycling) authorship issues, coercive citation, defamation/libel, fabricated data, unethical research & testing or conflicts of interest.

Handling allegations of ethical misconduct

Emerald is aware of the potential impact an allegation of ethical misconduct can have upon a researcher's career. All allegations of ethical misconduct are taken seriously, and a full investigation will take place. The Editor of the affected journal should always be the first point of contact, and the Editor should seek clarification from all affected parties, in accordance with the COPE guidelines. Where the allegation is made against the Editor or a reviewer, this should be sent to permissions@emeraldinsight.com for further investigation.

If a journal is approached by a third party with an allegation of plagiarism, the Editor should always seek a response from the original author(s) or copyright holder(s) before a recommendation is made. The Editor will adhere to the COPE flowcharts, and will not be influenced by other parties. Any decisions made will be formed in an unbiased and objective manner.

At all times, Editors should remain neutral in tone, acting with integrity, and educating where possible.

Emerald is not obliged to discuss individual cases of alleged plagiarism with third parties. Emerald reserves the right not to proceed with a case if the complainant presents a false name or affiliation, or acts in an inappropriate or threatening manner towards Emerald editors and staff.

Please refer to the Emerald originality guidelines (see below) and COPE flowcharts for the processes that Emerald follows in cases of alleged plagiarism in submitted or published articles: <http://www.emeraldgroupublishing.com/authors/writing/originality.htm>

For further information on Emerald's ethics policies, please contact permissions@emeraldinsight.com,

Originality Guidelines

Emerald journals welcome submissions which are original, not under consideration by any other publication at the same time, and which contribute to the existing body of knowledge.

As journal Editor and expert in your field, you will need to be fully aware of the journal aims, targeting original content, whilst utilising a pool of qualified and unbiased reviewers. Journals are tight for space, therefore it's important to only consider papers for publication which genuinely add value to the subject discipline.

All authors should be made aware of the importance of presenting content that is based on their own research and expressed in their own words. Plagiarism is bad practice and unethical. The following types of ethical misconduct should be avoided:

Verbatim copying Verbatim copying of significant passages, or streams of text of another person's work without acknowledgement, references or the use of quotation marks.

Paraphrasing Improper paraphrasing of another person's work is where sentences within a paragraph or a section of text has been rearranged without appropriate attribution. Significant improper paraphrasing without appropriate attribution is treated as seriously as verbatim copying.

Re-using parts of a work without attribution Reuse of elements of another person's work, for example a figure, table or paragraphs, without acknowledgement, references or the use of quotation marks. It is incumbent on the author to obtain the necessary permission to reuse elements of another person's work from the copyright holder.

Self plagiarism Emerald requires that all authors sign a copyright form (the default form found on ScholarOne) that clearly states that their submitted work has not been published before.

If elements of a work have been previously published in another publication, including an Emerald publication, the author is required to acknowledge the earlier work and indicate how the subsequent work differs and builds upon the research and conclusions contained in the previous work.

Verbatim copying of an author's own work and paraphrasing is not acceptable, and we recommend that research should only be reused to support new conclusions. Authors should cite all previous stages of publication and presentation of their ideas, that have culminated in the final work, including conference papers, workshop presentations and listserv communications. This will ensure that a complete record of all communication relating to the work is documented.

Republication of original work Original work is published in Emerald journals with a small number of exceptions only. These exceptions include conference papers, archival papers that are republished in an anniversary or commemorative issue, papers that are of particular merit and that have received only limited circulation (for example through a company newsletter). These papers are republished at the discretion of the Editor. The original work is fully and correctly attributed and permission from the appropriate copyright holder obtained. Attributions will be added to archive content that has been found to have been republished in an Emerald journal in the past.