

ETHICAL PRINCIPLES AND PUBLICATION MALPRACTICE HANDLING

The Editor of **Cybernetics and Information Technologies** acknowledges and adheres to the Core Practices of the Committee on Publication Ethics (COPE) (<https://publicationethics.org/>). The practical handling of these principles is conducted by the journal Editorial Board and is performed by the EB management (Editor-in-Chief, Managing Editor and Secretary) in close cooperation with EB members.

Editor Responsibilities

Accountability

The editor is responsible for deciding which submitted articles to the journal should be published, and is accountable for everything published in the journal. The editor is guided by the policies of the journal's editorial board as well as by legal requirements regarding libel, copyright infringement and plagiarism. The editor should maintain the integrity of the academic record and always be willing to publish corrections, clarifications, retractions and apologies when needed.

Fairness and confidentiality

The editor should evaluate manuscripts for intellectual content without prejudices to race, gender, ethnic origin, citizenship, religion or political philosophy of the author(s). The editor will not disclose any information about a manuscript under consideration to anyone other than the author(s), reviewers and in some instances the editorial board members, as appropriate.

Disclosure, conflicts of interest, and other issues

The editor will be guided by COPE's Guidelines for Retracting Articles when considering retracting, issuing expressions of concern about, and issuing corrections pertaining to published articles.

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

The editor is committed to ensuring that commercial revenue has no impact or influence on editorial decisions.

The editor should seek to ensure a fair and appropriate peer review process. The peer reviewing process is made more transparent and less prone to conflicts of interests by: double-blind peer-reviewing; applying common publicly available evaluation form with mandatory notes and recommendations sent to authors; announcing the pool of additional reviewers. The Editorial Board handles possible conflicts of interest, appeals and disputes that may arise in peer review.

Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. If needed, other

appropriate action should be taken, such as the publication of a retraction or expression of concern.

The Editorial Board handles possible authors' or reviewers' misconduct (suspected plagiarism, self-plagiarism and suspected salami publishing, reviewers requiring authors to cite their own work).

Involvement and cooperation in investigations

Editors should guard the integrity of the published record by issuing corrections and retractions when needed and pursuing suspected or alleged research and publication misconduct.

Reviewer Responsibilities

Contribution to editorial decisions

Peer review assists the editor in making editorial decisions and, through the editorial communication with the author, may also assist the author in improving the manuscript. The reviewer's remarks and recommendations often result in second improved version of the submitted manuscript (in some cases even in third version of the manuscript).

Promptness

Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the editor so that alternative reviewers can be contacted.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except if authorized by the editor.

Standards of objectivity

Reviews should be conducted objectively. Personal criticism of the author is unacceptable. Referees should express their views clearly with appropriate supporting arguments.

Acknowledgement of sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published data of which they have personal knowledge.

Disclosure and conflict of interest

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider evaluating 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 submission.

Author Responsibilities

Reporting standards

Authors reporting results of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the manuscript. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

Multiple, redundant or concurrent publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Parallel submission of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable. The journal uses iThenticate platform in order to ensure that the content published is original and trustworthy.

Acknowledgement of sources

Proper acknowledgment of the work of others must always be given. Authors should also cite publications that have been influential in determining the nature of the reported work.

Authorship of a manuscript

Authorship should be limited to those co-authors who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section.

The corresponding author should ensure that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

The author(s) of accepted papers sign a LICENSE TO PUBLISH to state clearly the issues of authorship, contributorship, and intellectual property as well as lack of conflict of interests.

Disclosure and conflicts of interest

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When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal's Editorial Board and cooperate with them to either retract the paper or to publish an appropriate erratum.