

Centrum Naukowo-Badawcze Ochrony Przeciwpożarowej

im. Józefa Tuliszkowskiego Państwowy Instytut Badawczy

05-420 Józefów k/Otwocka, ul. Nadwiślańska 213 "Safety & Fire Technology"

Publication Ethics and Publication Malpractice Statement

(based on Elsevier recommendations and COPE's Best Practice Guidelines for Journal Editors https://beta.elsevier.com/about/policies-and-standards/publishing-ethics

https://publicationethics.org/core-practices

Authors	
Reporting standards	Authors are obliged to participate in peer review process and report the results of their original research, which should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be real and authentic but also accurate and sufficiently detailed in order to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.
Originality and acknowledge- ment of sources	Authors should ensure that their article is entirely original works. The usage of the work and/or words of others has to be appropriately cited or quoted.
Multiple publication	An author should not publish the same research in more than one journal or primary publication. Submitting the same manuscript more than once constitutes unethical behavior and is unacceptable.
Authorship of a manuscript	All authors who have made significant contributions to the work should be listed as co-authors. All co-authors have to approve the final version of the article and agree submitting it for publication. Later the addition of any co-author is possible only after acceptance of the editor.
Hazards and human or animal subjects	If the work involves chemicals, procedures, or equipment that has any unusual hazards inherent in their use, the author(s) must clearly identify these in the manuscript. Additionally, manuscripts should adhere to the principles of the World Medical Association (WMA) Declaration of Helsinki regarding research study involving human or animal subjects.
	Additionally, if the work involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) have approved them. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.
Disclosure and conflicts of interest	All authors should disclosure any financial or other substantive conflict of interest that might influence on the results or their interpretation in the manuscript. All list of references and sources of financial support for the manuscript/project should be disclosed.
Fundamental errors in published works	An author should promptly notify journal's editor or publisher after discovering a significant error or inaccuracy in his/her own published work. They are obliged to provide retractions, an appropriate correction statement or erratum.



Centrum Naukowo-Badawcze Ochrony Przeciwpożarowej

im. Józefa Tuliszkowskiego

Państwowy Instytut Badawczy

05-420 Józefów k/Otwocka, ul. Nadwiślańska 213 "Safety & Fire Technology"

Reviewers	
Peer review process and promptness	Reviewer assists the editor in making editorial decisions, especially through adjusting the work according to review procedure. Any reviewer who has insufficient qualifications or knows that timely review is impossible should immediately inform the editor in order to find an alternative reviewers.
Confidentiality	Any manuscripts received for review must be treated confidentially and not be shown to or discussed with others except if authorized by the editor.
Standards of objectivity	Reviews should be objective, any personal criticism is not acceptable. The reviewer's opinion should be clear with appropriate argumentation.
Acknowledgement of sources	Reviewers should identify relevant published work that has not been cited by the author(s). Every already published work should be accompanied by the relevant citation. Any substantial similarity or overlap between the manuscript and any other published data should be noticed.
Disclosure and conflict of interest	All information obtained through peer review process is confidential and must not be used for personal advantage. Manuscripts, in which the reviewers have conflicts of interest shouldn't be considered.
Editors	
Publication decisions	The editor of a journal is responsible for deciding, which articles submitted to the journal should be published and is responsible for everything published in the journal. All the editorial decisions must be consistent with the policies of the journal's editorial board and/or the policies of the publisher, as well as by the legal requirements regarding libel, copyright infringement, and plagiarism. The editor should maintain the integrity of the academic record, preclude business needs from compromising intellectual and ethical standards, and always be willing to publish corrections, clarifications, retractions and apologies when needed.
Article Evaluation	The editor should accept a paper when reasonably certain. The intellectual content of the work should be evaluated without regard to race, gender, sexual orientation, religious belief, ethic, origin, citizenship, or political philosophy of the author(s).
Confidentiality	The editor and any editorial staff must not disclosure any information about a submitted manuscript to anyone other than: the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate. The anonymity of reviewers has to be preserved.
Disclosure and conflicts of in-	The editor should ensure a fair and appropriate peer-review process and recuse himself/herself from handling manuscripts, in which he/she has



Centrum Naukowo-Badawcze Ochrony Przeciwpożarowej

im. Józefa Tuliszkowskiego

Państwowy Instytut Badawczy

05-420 Józefów k/Otwocka, ul. Nadwiślańska 213

"Safety & Fire Technology"

	Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the explicit written consent of the author (s). All the privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. By retracting articles the editor should follow retraction guideline and consider: retracting, issuing expressions of concern about or issuing corrections.
Publisher	
Editorial autonomy	The Publishing House of CNBOP-PIB is obliged to cooperate with editors to define the respective roles of publisher and editors in order to ensure the autonomy of editorial decisions, without influence from advertisers or other commercial partners.
Intelectual property and co- pyright	The Publishing House of CNBOP-PIB protect the intellectual property and copyright, its imprints, authors and publishing partners by promoting and maintaining each article's published version of record. It ensures the integrity and transparency of each published article with respect to: conflicts of interest, publication and research funding, publication and research ethics, cases of publication and research misconduct, confidentiality, authorship, article corrections, clarifications and retraction, and timely publication of content.

Scientific misconduct

In cases of alleged or proven scientific misconduct, fraudulent publication, or plagiarism the publisher, in close collaboration with the editors, will take all appropriate measures to clarify the situation and to amend the article. This includes the prompt publication of a correction statement or erratum or, in the most severe cases, the retraction of the affected work.