



Ethics policy of the *Bulletin of the International Association for Paleodontology* is based on the recommendations and best practice guidelines of the Committee on Publication Ethics (COPE).

Plagiarism

Plagiarism is not acceptable in manuscript submitted to the *Bulletin of the International Association for Paleodontology*. Plagiarized content will not be considered for publication.

Plagiarism includes, but is not limited to directly copying text, ideas, images, or data from other sources without attribution and to reusing text from your own previous publications (exception is the text from the Methods section) without attribution or agreement of the editor.

We use Turnitin software to detect unoriginal content.

We apply an open review process: identities of both author and reviewer are disclosed.

Duties of Authors

Author(s) should ensure that:

- their work is original and written by them
- their work has not been previously published and has been submitted only to the journal
- their work is prepared according to the instructions for the authors with emphasis on clearly citing where material is taken from other sources

- their work does not infringe on any rights of others, including privacy rights and intellectual property rights
- their data is true and not manipulated
- their data is their own or that they have permission to use data reproduced in their paper
- any real or apparent conflicting or competing interest is clearly stated on submission of their paper (this would include funding assistance)
- they adhere to all research ethics guidelines of their discipline, particularly where human or animal subjects are involved
- they contact the Editor to identify and correct any material errors upon discovery, whether prior or subsequent to publication of their work
- authorship of the paper is accurately represented, including ensuring that all individuals credited as authors participated in the actual authorship of the work and that all who participated are credited and have given consent for publication (avoidance of ghost or guest authorship)

Duties of Reviewers

Reviewers must:

- maintain the highest quality of the review process
- immediately alert the journal editor of any real or potential competing interest that could affect the impartiality of their

reviewing and decline to review where appropriate

- conduct themselves fairly and impartially.

Duties of Editors

Editors should:

- maintain and promote consistent ethical policies for their journals
- oversee and act to enforce those policies as needed in a fair and consistent manner
- ensure the highest quality of the review process
- exercise the highest standards of personality integrity in their work as editor of the journal, recognising and planning for instances where they could have a competing interest or the appearance of a competing interest
- work with authors, reviewers, and Editorial Board members as necessary to ensure they are sufficiently advised regarding their journals' ethics and publishing policies and that the journal's stewardship on ethical matters is fair, unbiased, and timely.

References

- <http://journals.plos.org/plosone/s/ethical-publishing-practice>
- <https://uk.sagepub.com/en-gb/eur/ethics-responsibility%20>
- <http://publicationethics.org/resources/condo-conduct>
- <https://www.elsevier.com/editors/publishing-ethics>

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