



## Publication Ethics

### **Ethical Oversight, consent rules, processes and policies dealing with allegations of misconduct (e.g., plagiarism, falsification/fabrication of data, etc)**

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### **Authorship and contributorship**

Authorship is limited to those who have made a significant contribution to the conception, design, execution or interpretation of the study. They will be referred to as authors or co-authors. Other individuals who participated in substantial aspects of the research project will be acknowledged or listed as contributors.

Authors sign a rights assignment contract which mentions the exact title of their contribution.

The order of appearance of the names of the contributors of the same contribution is determined by the contributors themselves without intervention by the editor. The order of presentation of contributions in the issue and the nature of these contributions (scientific article, editorial, Varia article, review, translation, writing of a bibliography, etc.) are determined by the scientific editors of the issue. No contribution can be put online without mentioning the name and affiliation of the author.

### **Policies on handling potential conflicts of interest of editors, authors, and reviewers**

Reviewers must refuse to review articles for which they recognise conflicts of interest arising from competitive, collaborative, or other relationships or ties with one of the authors.

Acknowledgment of Funding Sources. If applicable, sources of funding for the research reported in the article should be duly acknowledged at the end of the article.

## Process for authors to submit a complaint

If the author wishes to appeal the editor's decision, he/she is invited to submit an appeal letter to the journal's online editorial office and explain clearly the basis for an appeal.

The author should:

- Detail why he/she disagrees with the decision and provides specific responses to any of the editor's and/or reviewers' comments that contributed to the reject decision.
- Provide any new information or data that the journal should take into consideration.
- Provide evidence if it is felt that the reviewer has made technical errors in their assessment of the manuscript.
- Include evidence if it is felt that a reviewer may have a conflict of interest, bearing in mind that the anonymity of the reviewer must be guaranteed.

Authors are invited to send their complaints or comments to the following address

Disclaim : [presses.universitaires@univ-reims.fr](mailto:presses.universitaires@univ-reims.fr)

## Peer review processes

When responding to calls for papers launched by the journal's website, the authors submit their proposal as an attachment (.doc or .rtf file) accompanied by a brief biographical note mentioning their institutional affiliation, by sending it to the editors of the thematic issue. If the proposal is retained, the authors are given several months to write the full text and send it to the editors of the thematic issue. [This deadline will normally be specified in the call for papers or when the proposals are reviewed.](#) The article will then undergo a double-blind peer review process realized by at least two French or international experts, chosen by the issue's editors. Once anonymized the review reports are sent to the article's author(s). [The issue's editors can either summarise the reviews or send them separately.](#) If modifications are necessary, the article may be sent back and forth between author(s) and reviewer(s) via the editor(s) until the potential acceptance of the article. The journal reserves the right to edit accepted manuscripts (e.g. language corrections, reference formatting and layout).

The journal also welcomes spontaneous contributions. In this case, the authors submit their article as an attachment (.doc or .rtf file) accompanied by a brief biographical note mentioning their institutional affiliation, by sending it to the editorial board. The article will then undergo a double-blind peer review process realized by at least two French or international experts, chosen by the journal's editorial board. Once anonymized the review reports are sent to the article's author(s). If modifications are necessary, the article may be sent back and forth between author(s) and reviewer(s) via the editor(s) until the potential acceptance of the article. The journal reserves the right to edit accepted manuscripts (e.g. language corrections, reference formatting and layout).

### Review process

The article is sent by the Editor-in-Chief to a reviewer who [accepts](#) or [rejects](#) the review and [informs](#) the Editor-in-Chief of the issue. If there is no response from the reviewer, or if the reviewer refuses, the article will be submitted to another reviewer.

The reviewer has [two to four](#) months in which to submit his or her expert opinion to the editor-in-chief of the issue. [The deadline may vary according to the editorial schedule but will not be less than two months.](#)

There are four possible outcomes to the review:

- o Article accepted without reservation: the article may be published as is;
- o Article accepted subject to revisions: the article may be published subject to the revisions requested by the reviewer;
- o Rejected as is: the article may be published subject to substantial modifications and a reassessment by the reviewer;
- o Refusal.

In the second and third cases, the author will be given one [to three month\(s\)](#) to submit a new version based on the anonymous review [either sent to the author separately or summarized by the editor\(s\)](#).

#### Duties of Authors

When an author discovers a significant error or inaccuracy in his or her own published work, he or she must promptly inform the editors or publisher of the journal and cooperate with the publisher in retracting or correcting the article.

#### Duties of Reviewers

The Editor-in-Chief solicits reviewers to evaluate articles submitted to the journal. Solicited reviewers will refuse to evaluate articles if they do not consider themselves qualified to provide this expertise.

Articles handled by reviewers are deemed confidential. The ideas presented in the articles must not be re-exploited for the benefit of the reviewers.

Reviewers must refuse to review articles for which they recognise conflicts of interest arising from competitive, collaborative, or other relationships or ties with one of the authors.

Double-blind expertise must be conducted with the necessary objectivity and be based on precise arguments. The reviewers will inform the Editor-in-Chief of any citation of a third-party work that is not properly referenced, and of any similarity between the manuscript under review and an existing work.

#### Duties of Editors

The decision to publish the manuscript is taken by the Editor-in-Chief on the basis of the expert reports provided by the reviewers. Scientific validity, the intellectual quality of the manuscript and its relevance to the journal's areas of interest are the criteria that guide the evaluation, independently of the individual. The editor-in-chief and all the team involved in the editorial process are bound by the strictest confidentiality

Unpublished material disclosed in a submitted manuscript must not be re-used by the Editor-in-Chief or by members of the editorial team for their own benefit.

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## Archiving

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## Revenue sources

The journal does not charge subscription or publication fees. Development and maintenance costs, editorial processing costs are fully covered by the university.

Neither guest editors nor reviewers are paid for their work.