

ETHICAL RULES

The Editorial Board of the Annual of Sofia University St. Kliment Ohridski, FESA, Annual of Educational Studies, follows the Universal Ethical Code for Scientists (Government Office for Science Department for Innovation, Universities and Skills, London)

(<https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-2018>), striving to achieve its three main goals:

- to foster ethical research;
- to encourage active reflection among scientists on the implications and impacts of their work;
- to support communication between scientists and the public on complex and challenging issues.

The editorial board of Annual has implemented the basic principles of the Universal Ethical Code for Scientists:

- rigour: promoting the strict adherence to scientific methods and approaches;
- respect: ensuring confidentiality with regard to the subjects involved in the research;
- responsibility: providing space for discussion of evidence-based scientific results and their correct interpretation.

MAIN RESPONSIBILITIES AND DUTIES OF THE EDITOR-IN-CHIEF

Actively seeks feedback and views of authors, readers, reviewers and members of the editorial board on options for improving the processes associated with the compilation and publishing of the Annual.

Assigns reviews to reviewers based on the competency approach.

Proceeds the reviews of the received materials.

Initiates the publication of the manuscripts that have received positive evaluation or re-evaluates the process of their publication.

Agrees with the publisher resources or expert guidelines whenever necessary.

Provides support for initiatives aimed at eliminating ethical violations in research and publications.

Ensures the published materials to be fully relevant to the thematic scope of the Annual, to be original and of interest to the scientific community.

Assess the impact of the Annual's policies on the work of authors and reviewers and initiates their revision, if applicable.

Ensures all published materials to be archived in online permanent repositories.

MAIN DUTIES AND RESPONSIBILITIES OF THE EDITORIAL BOARD

Takes all measures to ensure the quality of the materials that are published.

Advocates the freedom of expression of scientific views and ideas.

Complies with the ethical norms related to copyright.

Promotes the ethics of research and requires all authors who have contributed to the research be identified.

If necessary, admits and publishes corrections, clarifications, apologies.

The managing editors do their best to ensure that the published research materials are implemented in full compliance to the internationally accepted guidelines (The AERA and BERA Ethical Guidelines for Educational Research).

Occasionally (eg. for topical volumes) the members of the editorial board can publish scientific texts in the publication, in accordance with the rules of anonymity of the reviews.

RELATIONS WITH THE AUTHORS

The editorial board has published detailed guidelines for authors, comprising all requirements to the submitted manuscripts, and on the deadlines for submission. The guidelines for authors include also the detailed requirements for the technical layout of the materials, which guarantee their accuracy, completeness and clarity. The decision of the editorial board to accept or reject material for publication is based on its timeliness, originality and clarity, as well as on the validity of the study and its implications.

The editors accept the manuscripts, except for in case of serious problems with their submission.

The Annual has announced mechanism through which authors can appeal against the editorial decisions.

The editor-in-chief ensures that the appropriate reviewers are selected (i.e. persons who are competent to review the manuscript and have no conflict of interest).

RELATIONS WITH THE REVIEWERS

The editor-in-chief provides guidelines to reviewers on all requirements to them, including the need for blind review of the submitted manuscripts.

The editor-in-chief requires reviewers to disclose any potential conflict of interest before accepting to review the respective manuscript.

The editor-in-chief implements a system that guarantees protection of reviewers' anonymity.

The editor-in-chief stimulates reviewers to comment on the originality of the materials and to be vigilant about plagiarism.

The reviewers review the manuscripts in respect to their scientific content, regardless of the authors' race, gender, religion, sexual orientation, citizenship, or political affiliation.

The managing editors develop, maintain, and update a database of reviewers, using a wide range of sources (personal contacts, bibliographic databases, etc.) to identify potential new reviewers.

In cases of suspected reviewer misconduct, the editor-in-chief follows the COPE procedure.

RELATIONS WITH THE MANAGING EDITORS

The editor-in-chief explains to the new members of the editorial board the guidelines and their functions.

The editor-in-chief and the managing editors create and implement reviewing policies of the editorial board members that ensure impartiality of reviews.

The editor-in-chief provides clear guidelines to editorial board members on their expected functions and responsibilities, which include:

- activities, promoting the Annual;
- search for the best authors and active promotion of the publication of materials in the Annual;
- review of the manuscripts;
- attending the meetings of the editorial board.

The editor-in-chief regularly consults with members of the editorial board (eg. once annually) and discusses the management of the publication, as well as any necessary policy changes.

QUALITY ASSURANCE

The editors take all necessary measures as to ensure the quality of the materials published in the Annual.

The editorial board uses systems to detect falsified data (eg. manipulated photos or plagiarism).

The resolutions concerning the style of the Annual shall always be based on factors that promote the quality of the publication, but not on aesthetic or personal preferences.

PERSONAL DATA PROTECTION

The editors comply with the rules of personal data protection.

Support is provided to authors whose copyrights have been infringed or who have been victims of plagiarism.

Editors collaborate with the publisher on copyright protection (e.g. by downloading or removing material from websites).

Consent is required for the publication of personal data and images, and the instructions for references are included in the guidelines for authors.

ENCOURAGING DEBATES

The editors support reasonable recommendations to the materials published in the Annual.

The authors of manuscripts, subject to criticism that have to be corrected or which are rejected, are given opportunity to respond.

The Annual is open to research that challenge previous material published in the publication.

CONFLICT OF INTERESTS

The managing editors are in charge to prevent conflict of interests with authors, reviewers, and editorial board members. Data from manuscripts, submitted to the Annual, cannot be published in publications of the reviewers and members of the editorial board.

The Annual has a declared process for processing opinions of editors, which ensures the impartiality of reviews.

Lists of the key interests of the members of the editorial board are published and annually updated.

The ethical rules of the Annual are in compliance with the norms of the Ethical Code of the academic community of the Sofia University St. Kliment Ohridski, available at:

<https://www.uni-sofia.bg/index.php/eng/content/download/155466/1421618/version/3/file/Et>.

