

## Editorial Policy, Reviewing, Avoiding Conflict of Interest and Complaints

### ➤ Editorial Policy

*Word and Text – A Journal of Literary Studies and Linguistics* accepts only original articles, review articles and reviews in English and publishes only themed issues.

In case of republications, those need to be strongly recommended by the editors of an issue (with explanations to the journal editors why that is necessary for the volume) and all copyright should be obtained. The previous publication should be properly acknowledged. One volume should contain no more than one republished item.

Authors are responsible for the originality of the manuscripts they submit for publication as well as for the right of using third-party materials in their articles.

There are no submission fees, publication fees or page charges for this journal.

As a member of COPE (Committee on Publication Ethics), *Word and Text – A Journal of Literary Studies and Linguistics* abides by the rules of publication integrity stated by COPE, and uses COPE Guidelines on publication ethics as a guide to best practice: <https://publicationethics.org/about/our-organisation>

### ➤ Reviewing

The following instructions will ensure we have everything required so that your article can move through peer review, production and publication smoothly.

*Word and Text – A Journal of Literary Studies and Linguistics* is committed to peer-review integrity and upholding the highest review standards. It uses a double-anonymized peer reviewing system for all articles, with at least two reviewers assigned for each article, the only way to ensure the quality of our published material. Therefore, both the identity of the authors of all submitted articles as well as the identity of the reviewers are kept anonymous at all times. At all stages during the review process, before the decision to accept an article/review article/review has been taken, neither the author nor the reviewer can identify the other. The reviewers are unaware of the identity of each other.

The ethical principles that *Word and Text – A Journal of Literary Studies and Linguistics* respects are honesty, integrity, scientific accuracy and responsibility, inclusion of all cited sources, avoidance of plagiarism (including avoiding duplicative publication known as self-plagiarism); appropriate acknowledgement of the role of other parties in the research, of intellectual property rights and complying with any relevant laws relating to intellectual property (patents, copyright, and other forms of intellectual property; getting permission in writing to use different sources, images etc), cultured values and sensitive data; conducting original investigation undertaken to gain knowledge, understanding and insight.

**Plagiarism in all its forms and any type of academic fraud** (fabrication of data, listing as contributors authors who did not contribute to the article/review article/ review, offering benefits to the Editorial Board in order to publish, etc.) **are not tolerated**. A preliminary stage of the peer reviewing consists in checking the manuscript using specialized software to detect plagiarism.

**Avoidance of Plagiarism** (including avoiding duplicative publication known as self-plagiarism) means that the author guarantees honesty, integrity, accuracy and responsibility, inclusion of all sources appropriate acknowledgement of the role of others in the research he/she conducted, inclusion of intellectual property rights (patents, copyrights, and other forms of intellectual property; getting permission in writing to use different sources, images etc); informing all relevant parties to the research of the nature and scope of confidentiality agreements; complying with any relevant laws relating to intellectual property, cultured values and sensitive data; conducting original investigation undertaken to gain knowledge, understanding and insight. All articles/ review articles/ reviews submitted for credit is expected to be the student's own work. In the preparation of all papers and to *Word and Text*, authors should distinguish their own ideas and knowledge from information derived from other sources. The term 'sources' includes not only published primary and secondary material but also information and opinions gained directly from other people. The authors should make sure that no AI tools were used in writing their articles/ review articles/ reviews.

### **Acknowledgement Policy**

Authors need to acknowledge and cite sources in the following situations:

- when introducing information which is not considered common knowledge;
- when copying the exact words of another author's works (published or unpublished: i.e. conference papers, online talks, etc.);
- when rewriting, paraphrasing or summarizing information from any other sources (published or unpublished: i.e. conference papers, online talks, etc.);
- when introducing facts that they found in any other source (published or unpublished: i.e. conference papers, online talks, reports etc.);
- when obtaining information from any third parties;
- when producing or modifying any illustration, picture or other visual materials created by other authors.

Authors need not acknowledge and cite sources in the following situations:

- when writing about their own experiences, whether based on own observations, critical opinions, or formulating own conclusions;
- when it is a general widely accepted knowledge or an established fact that has been confirmed in many sources;
- when they use public information (historical dates, historical events, a writer's / an artist's/ a critic's biographical data, etc.).

*Word and Text – A Journal of Literary Studies and Linguistics* reserves the right not to engage in any way with unethical requests such as publishing an author/a group of authors who offers amounts of money or other benefits to the Editorial Board.

The editor(s) will provide reviewers with a Paper Review Form which they need to fill in for each article (which is numbered by the editor, the identity of the author being hidden

from the reviewer). Fairness, respecting human dignity, individuality and confidentiality, acknowledging diversity, avoiding bias and exclusive language (sexist, racist, homophobic, etc.) are principles that the journal adheres to. Reviewers are advised to avoid discriminatory language or to comment on other factors not related to the scientific value of the contribution they are examining.

The main points that the reviewers are invited to comment about are:

- Is the subject addressed in this article worthy of investigation?
- Is the information presented new?
- Are the author's conclusions supported by the data?
- Does the essay address the theme of the issue?
- Does the essay follow (critical, stylistic, bibliographical etc) standards of literacy adequate for publication?

The following scale will be used:

0-3: fails by a large amount;

4-5: fails by a small amount;

6-7: succeeds by a small amount;

8-10: succeeds by a large amount.

Additionally, the reviewers may choose to make further comments in the Review Form and/or add more anonymous comments on the anonymized article that the editors of the volume will pass on to the author(s).

### ➤ **Pre-prints**

*Word and Text – A Journal of Literary Studies and Linguistics* does not use pre-prints.

### ➤ **Avoiding Conflict of Interest**

The editors are responsible for keeping both the name(s) of the author(s) and the names of the reviewers anonymous throughout the peer-review process. It is also the editors' responsibility to ask the authors whose articles were accepted with minor/major revisions to make the necessary changes and to re-submit their articles.

In order to avoid Conflict of Interest, the author(s) who submit(s) an article/review/review article for a thematic issue of *Word and Text – A Journal of Literary Studies and Linguistics*, the editors of the respective volume and the peer reviewers of articles/ review articles included in the respective thematic issue must also submit the following **Declaration of Conflict of Interest** (scanned and attached by email):

## Declaration of Conflict of Interest for Authors

First Author's name:

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Other authors' names (Please list the other contributors in the order in which they contributed to the article rather than in alphabetical order. Please state whether other co-authors' contributions were equal or, if not, the percentage of work they contributed. Please note that only authors who contributed to the article can be considered contributors to the article).

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Institution:

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First author's address:

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Country:

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ORCID ID of the first author and other authors (if the author(s) does/do not have this identifier, its acquisition is recommended)

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Title of submitted paper:

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The first author of the article hereby certifies on his/her behalf and behalf of his/her co-author(s) that the paper submitted to *Word and Text – A Journal of Literary Studies and Linguistics* is an original manuscript that has never been published before and that it is not being considered for publication elsewhere.

In case of multiple authorship, the main author of the article should specify the order of all the other authors who contributed to the article and the proportion of each contribution. For reviews/review articles, the author certifies that there is no conflict of interest between the author of the review/review article and the author/editor of the reviewed book. (i.e. he/she is not a PhD student of the author of the book he/she is reviewing, he/she has not previously worked with the author/editors of the reviewed book; he/she has not been acknowledged in the book that he/she is reviewing. In case of niche topics, if the author who signs the review/review article has worked with the author of the book in the past, but not on the book that he/she is reviewing, an explanation has to be provided. For reviews/ review articles, the author(s) declare(s) that the review/ review article complies with the technical and format guidelines of the journal.

For articles, the author(s) additionally declare(s) that the article complies with the technical and format guidelines of the journal, namely:

- It is not shorter than 5,000 words and does not exceed 10,000 words, including footnotes and Bibliography;
- It includes an abstract (100–150 words);

- It includes five to ten keywords;
- It follows standard UK English spelling and punctuation;
- It follows standard text formatting included in Submission Guidelines.

The author gives permission for publication of the article/review article/review in printed and digital form (with a CC-BY licence), as well as its dissemination in accordance with the journal's distribution policy (namely, free access on the *Word and Text – A Journal of Literary Studies and Linguistics* webpage and other specialized web portals – CEEOL, DOAJ, etc).

Signature:

Date:

### **Declaration of Conflict of Interest for Editors**

First Editor's name:

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Other editors' names (Please list the other editors in the order in which they contributed to the volume rather than in alphabetical order. Please state whether other co-editors' contributions were equal or, if not, the percentage of work they contributed. Please note that only editors who worked on a volume can be considered contributors to the volume).

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Institution, Country:

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First editor's e-mail:

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ORCID ID of the first editor and other editors (if the editor(s) does/do not have this identifier, its acquisition is recommended)

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Title of submitted volume:

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The first editor of the volume hereby certifies on his/her behalf and behalf of his/her co-editor(s) that the volume submitted to *Word and Text – A Journal of Literary Studies and Linguistics* is an original manuscript that contains original articles/ reviews/ review articles that have never been published before and that it is not being considered for publication elsewhere. In case of a republication of an essential article for the edited issue (only one republication per volume is allowed), all copyright was obtained and the original publisher is specified in the article.

Editors have not made any editorial decisions or have not been involved in the editorial process if they have a close family member who is the author of an article/ review article/ review, or if there is a COI (financial or otherwise) in a particular manuscript submitted

to their journal. In this case, that particular manuscript will be managed by a colleague in the Editorial office.

If editors have had political/religious COI or personal COI with respect to the authors or their work, they removed themselves from the decision-making process.

If a manuscript is submitted from their own academic department or from their institution, editors have removed themselves from the decision-making process and left the other members of the editorial team to handle the peer review of the respective article/ review/ review article.

Editors' own manuscript to the journal was managed by a colleague in the editorial office and the editor/author recused himself or herself from discussion and decisions about it. Exception is made in the case of the *Introduction* to the volume that is the editors' task irrespective of their relation to the manuscripts submitted in the volume. Since the Introduction is written after articles were already accepted in a thematic issue, no COI can be invoked anymore, and the editors need to refer to all articles from the respective volume.

Editors certify that he/she asked the peer reviewers if they have a COI with the content of the article they are going to review.

Since the peer review process is anonymous, editors do not need to ask the reviewer if he/ she is in CI with the author, since neither the reviewer nor the author will know whose article/ review article they are reviewing and, what reviewer reviewed their work, respectively. However, it is the task of the Editors to make sure that reviewers of an article are not from the same institution as the authors, unless the institution is so large that authors and reviewers are not working colleagues.

Editors give permission for publication of their Introduction to the volume in printed and digital form (with a CC-BY licence), as well as its dissemination in accordance with the journal's distribution policy (namely, free access on the *Word and Text – A Journal of Literary Studies and Linguistics* webpage and other specialized web portals – CEEOL, DOAJ, etc).

Signature:

Date:

### **Declaration of Conflict of Interest for Reviewers**

Reviewer's name:

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Institution, Country:

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Reviewer's e-mail:

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Title of reviewed article:

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The reviewer of the article hereby certifies that he/she was asked if they have a COI with the content of the article submitted to *Word and Text – A Journal of Literary Studies and Linguistics*.

The reviewer certifies that his analysis of the article was objective, fairness, it respected human dignity and individuality, avoided bias and exclusive language (sexist, racist, homophobic, etc.).

The reviewer certifies that no discriminatory language was used and that the review referred to the scientific value of the contribution he/ she is examining.

Signature:

Date:

### ➤ **Complaints**

*Word and Text – A Journal of Literary Studies and Linguistics* takes seriously allegations of misconduct pre-publication and post-publication. The Editorial Board is committed to correcting the literature when needed and following through on requests from institutional investigations. Any complaints concerning the review process and/or work with the editors of an issue, as well as complaints concerning the post-publication of an article (1. appeals of editorial decisions by the authors, and 2. complaints about publication ethics, errors, or scholarly misconduct) should be addressed to Arleen Ionescu at [anionescu@sjtu.edu.cn](mailto:anionescu@sjtu.edu.cn).

Authors' complaints about articles which were proved to be plagiarized are ignored, as well as those regarding articles which do not engage with the relevant CFP's thematic issue and have therefore been automatically rejected.

**Complaints** from readers who may respond to published articles are carefully considered and a reply will be sent to readers. Please use the email provided on the site for sending complaints ([wordandtext@upg-ploiesti.ro](mailto:wordandtext@upg-ploiesti.ro)). In case readers announce the editors about necessary corrections, plagiarism, publications ethics that the editors were not aware of, the editors take further action (see **Corrections** and **Retraction** underneath).

*Word and Text – A Journal of Literary Studies and Linguistics* has mechanisms for correcting, revising or retracting articles after publication in case there is clear evidence that the findings are unreliable (untrue or the result of fabrication of data/falsification/manipulation); in case plagiarism was detected after publication; in case redundant publication of material has been discovered; in case of reports (that prove true) about unethical research; in case the peer review process has been compromised in any way; in case the author(s) failed to disclose a major conflict of interest that was hidden from the editor(s) and the reviewers.

### **Correction**

In case only short corrections are needed, the article will be modified by the author, approved by the editor and republished in the online form, with mention of the date of

correction in the article. Correction in the printed issue is no longer possible, but a Note regarding the respective correction will appear in the next printed issue.

### **Retraction**

In case of retraction, the article will be withdrawn from the site and the mention 'Retracted' will appear instead. In the printed issue of the next volume a Note will specify that the respective article was retracted.