

Manchester University Press Journals Publication Ethics Statement

Manchester University Press is committed to upholding high ethical standards across all of its journals and providing guidance in order to meet these standards. Below is a summary of our expectations for authors, reviewers and editors. We request that authors read and understand the guidelines below before submitting manuscripts to our journals. The specific publishing and review procedure can be found on the individual journal homepages.

Authors should:

- Submit only original manuscripts and ensure there are no instances of self-plagiarism. Authors should not submit manuscripts that describe essentially the same research and conclusions as have appeared elsewhere, unless this has been agreed in advance with the editor and publisher.
- Not submit manuscripts that are being considered for publication elsewhere. Authors should also not submit manuscripts to other journals whilst the review is ongoing.
- Not plagiarise material from other sources and ensure that all data, quotations, images, text, etc. are fully cited in such a way that the original source can be easily located. Permission to use any copyrighted, third-party material must also be obtained.
- Ensure that all authors of the manuscript have made a significant scientific or literary contribution to the work.
- Acknowledge all outside funding sources at the end of the manuscript.
- Disclose any conflict of interest when submitting the manuscript, either real or apparent.
- Expect to sign a copyright transfer agreement, and ensure that they are empowered to do this on behalf of all authors.
- Identify a corresponding author, where a manuscript has multiple authors, who should communicate with the editor and publisher in a timely manner.
- Contact the editor if errors are noticed in the article post-publication. Communicate with the editor and publisher if an erratum or corrigendum is required.
- Cooperate with the editor and publisher in any investigations of misconduct, retractions or expressions of concern.
- Expect transparency, timely communication and fair treatment from the reviewers, editor and the publisher.

Reviewers should:

- Inform the editor if they do not feel qualified to review a manuscript or if they cannot review in a prompt manner.
- Ensure all manuscripts being reviewed are treated as confidential, are discussed only with the editor and are not retained after review.
- Be unbiased and judge manuscripts solely on academic merit. Reviewers should avoid making unnecessarily inflammatory comments or personal criticism of the author and make sure all views are supported by clear arguments.

- Identify relevant work that has not been cited by the authors but avoid recommending the citation of their own/colleagues' work unless it is clearly relevant.
- Declare any conflict of interest prior to reviewing a manuscript, including any professional or personal relationship with the author, and inform the editor.
- Alert the editor to any work (published or submitted) that resembles the manuscript being reviewed.
- Communicate with the editor in a timely manner.

Editors should:

- Judge manuscripts solely on academic merit, without bias to race, gender, sexual orientation, religious or political beliefs, ethnicity, geographical origin or institutional affiliation.
- Ensure all submitted manuscripts are kept confidential and that no part of a submitted manuscript is used in the editor's own research without express consent of the author.
- Disclose any conflict of interest and delegate any submissions in which they have a conflict of interest, or which they have authored, to an appropriate person – e.g. a member of the Editorial Board.
- Process submissions fairly and in a timely manner.
- Facilitate the publication of errata/corrigenda when required.
- Provide a transparent review and publication process.
- Investigate all complaints of misconduct with care and attention, and with the support of the publisher, allowing authors the chance to respond fully to any allegation. Editors should ensure that breaches are dealt with in a manner proportionate to the severity of the misconduct.
- Remain in good contact with authors, reviewers and the publisher.