

## **Ethic policies**

«The Issues of Museology» is first Russian academic-theoretical journal devoted to the issues of history and theory of museology. In the articles written on the basis of a multidisciplinary approach, authors analyzed main problems of contemporary science on museums and museality. Particular attention is paid to the study of theoretical basement of museology, history of museology and museum field, investigation of new archival sources and recent state of foreign museology. Among its authors are leading experts from Europe, North America and Latin America. The Council board includes representatives from governing bodies of national and international museum organizations (ICOM International committee for museology, ICOM International committee for the Training of Personnel, Union of Russian museums etc) and prominent museologists from European universities.

The Editorial Board of the international interdisciplinary journal «The Issues of Museology» commits to the internationally accepted principles of publication ethics expressed in the recommendations of the Committee on Publication Ethics (COPE), Elsevier Publishing Ethics Resource Kit and the Ethical Code of Academic Periodicals.

Regular features of the issue: "Theoretical Foundations of Museology", "History of Museology", "Applied Museumology", "History of Museum work", "Museums and Society", "Photography in the Museum", "School and University Museums", "Museum Education and Education in museum ", " Museum collections ", "Reviews", " Criticism and bibliography".

In publishing materials Editors are committed to the following principles:

- the novelty and the importance of research;
- originality of research: publication in the journal should be the first one for all materials; full or partial reprinting of the already published texts is not allowed;
- all articles are anonymously peer-reviewed by both the members of the editorial board and other scholars from around the world;
- the issue is open for publishing studies of foreign authors.

## **General duties and responsibilities of editors**

Editors are responsible for everything published in the issue.

The editors should:

- give coverage to actual scholar topics, required by readers and authors;
- publish only competent scholar materials;
- evaluate the intellectual content of the manuscript regardless of race, ethnicity, gender, sexual orientation, religious beliefs, origin, citizenship, social status or political preferences of the author;
- not publish information if there are sufficient grounds to believe that it is plagiarism;
- unpublished data from the submitted manuscripts shall not be used in personal interests or passed to a third party without the author's written consent. The information or ideas obtained in the course of editing and related to possible advantages shall stay confidential and not be used for personal benefit;
- preclude business needs from compromising intellectual standards;

- examine all questions and complaints on published materials regardless of time when they were published;
- if misconduct by authors or reviewers is suspected, follow the COPE flowcharts;
- always be willing to publish corrections, clarifications, retractions and apologies when needed.

## **Relations with readers**

- readers gain an access to all published materials, according to principles of open access policies;
- on the journal's web-site all access to published issues and materials is free of charge;
- editors provides information to readers about authors of published materials;
- editors inform readers about funding of published researches;
- reprinting, copying or word for word reproduction of articles is strongly prohibited.

## **Relations with authors**

### 1. The editors should:

- publish materials in different regular features of the issue: articles, discussions, reviews;
- make everything for high quality publication of materials; take care of proofreading service, layout setting, polygraphic process;
- if material is rejected for publishing, written decision should be provided to author;
- take care of anonymous peer-review of all materials, presented to editors.

### 2. Authors should:

- provide texts, completed with publishing requirements, placed on the journal's web-site;
- ensure that research results are completely original. Every borrowed fragment or statement must be accompanied by a mandatory reference to the author and the original source. Excessive borrowing and any form of plagiarism including non-documented citations, paraphrasing or appropriating another person's research results are non-ethical and unacceptable;
- describe all co-authors, who made significant contributions to a research;
- immediately inform the Editorial Board if significant errors or inaccuracies in the manuscript are found.

License agreement is completed with every author.

All publications of studies and materials are free of charge.

## **Reviewing process**

- Editors expertise provided material against a set of technical publishing rules;
- Editors send manuscript without indication of the author to two known and authoritative scholars in the field;
- Editors make a decision to publish material on the base of reviews;
- Reviewers shall give an objective and reasoned evaluation of the research results, as well as clearly justified recommendations;

- In the case of critical review Editors offer the author to take into account reviewer's criticism;
- Editors try to avoid competing interests in the process of reviewing;
- In the case of competing interests reviewers should request Editors to exclude them from the reviewing process;
- Reviews are kept in the editorial office;
- At the request reviews could be given to authors (without the identification of reviewers).