PUBLISHING ETHICS AND RULES TO AVOID MISCONDUCT OF THE JOURNAL *CONTRASTIVE LINGUISTICS*

The ethics followed by the journal *CONTRASTIVE LINGUISTICS* are based on the principles of the Committee on Publication Ethics (COPE) https://publicationethics.org/. These ethical norms for publication aim to introduce and apply the best practices on the standards of ethical behavior during all stages of the publishing process of manuscripts submitted to the journal. They set out standards of expected ethical behavior for all parties involved in the act of publishing the journal *Contrastive Linguistics*: the author, the editorial board, the peer reviewers and the publisher. All the procedures involved in the publication of the journal are compliant with current data protection legislation.

**Ethical rules and obligations of editors**

The editorial board (= the editors - here and below) of the journal *CONTRASTIVE LINGUISTICS* ensures transparency of the process of publishing manuscripts.

The editors of the journal *Contrastive Linguistics* declare their independence from institutions and third parties in the entire process of publishing received manuscripts, as well as their objectivity within this publishing process.

The policy of the journal is focused on the regularity of publication of the journal's issues, the high quality of the published materials, significance of the publications for the scientific field to which they belong, as well as preserving the dignity and copyright of the authors.

The editors of the journal constantly monitor the entire publishing process in its individual stages. They track and ensure that reviews are submitted in a timely manner and that authors are notified of anonymous reviewers' comments and recommendations.

The journal’s editors monitor the journal’s e-mail correspondence continuously.

The editors of the journal *Contrastive Linguistics* receive and transfer for reviewing to two anonymous reviewers the submitted manuscripts and decide on the quality of the reviews based on the scientific value of the submitted texts without regard to race, gender, ethnic origin, religion, political, administrative, institutional, and social affiliation.

The decision to publish manuscripts is made by the Editorial Board without any external influence. The Editor-in-chief has the right to make decisions about the content of journal’s issues and the date of publication of the materials.

The Editorial Board ensures that submitted manuscripts are blindly reviewed by at least two independent anonymous reviewers who are specialists in the relevant scientific field to which the submitted text belongs. The decision to publish is the result of the scholarly merits of the manuscript, the evaluations and recommendations of the anonymous reviewers, and the publication requirements of the journal *Contrastive Linguistics*.

The Editorial Board also guarantees that its members will not disclose information about the submitted manuscripts to third parties, which do not include the participants in the process of reviewing and publishing the manuscript - author, reviewers, editors.

The Editorial Board does not provide third parties with information about unpublished manuscripts in the process of their reviewing, acceptance, evaluation and publication without the express consent of the author(s) of the manuscript, as this information is considered confidential and should not be used for any personal gains.

The Editorial Board declares and guarantees that in the process of reviewing manuscripts for publication there is no conflict of interest with the author, the anonymous reviewers or with his/her affiliated institution or other publications. In the event of a conflict of interest, the affected editor requests that another editor be assigned to monitoring and organizing the process of the reviewing and publishing the relevant manuscript.

The Editorial Board monitors vigilantly for cases of plagiarism by checking submitted manuscripts through anti-plagiarism systems. Editors also advise the assigned reviewers to watch carefully for plagiarism. In case of violations, appropriate steps are taken to notify the author(s) and the necessary measures are taken – withdrawal of the manuscript, editing of the manuscript or other adequate actions.

The Editorial Board assumes no responsibility for the scientific content, hypotheses, ideas and opinions expressed by the author(s) of the texts proposed for publication and/or published in the journal *Contrastive Linguistics*. The opinion of the Editorial Board on various issues may not correspond to the views of the author(s).

The Editorial Board has the duty to monitor for significant inaccuracies or inconsistencies, misleading or false statements. Upon establishing any of the described violations, the Editorial Board takes immediate measures to eliminate them. In this case, the manuscript must be withdrawn, or if the violations are spotted after it has been published, the journal (both in its paper version and online publication) clearly informs the readers about the violations. Authors are always informed of observed violations; their explanation is requested; indexing systems are duly informed and relevant regulatory or legal authorities are alerted to investigate.

The Editorial Board undertakes to make every effort to apply the ethical rules for reviewing and publishing and to monitor for possible violations, followed by taking action to eliminate them.

The Editorial Board is prepared to publish critiques, reactions and replies to materials that have been published in the journal, in which cases the same review and publication criteria apply that are valid for the acceptance of manuscripts for publication.

**Ethical rules and obligations of reviewers**

Manuscripts submitted to at least two anonymous reviewers for evaluation are considered confidential and should not be shown or discussed with third parties, nor should they be distributed in any way. This rule applies both to reviewers who have agreed to review the manuscript and to those who have declined to review a manuscript.

In case the invited reviewer considers that they are not qualified experts to the specific scientific field in which the manuscript submitted for evaluation belongs, or that they cannot prepare the review within the deadline specified by the editors, they notify the Editorial Board and decline to review the manuscript, so that another anonymous reviewer may be invited.

If a reviewer invited to evaluate a manuscript believes that there is a conflict of interest with a putative author or several of the authors of the manuscript and/or with their institutions, they should immediately notify the Editorial Board so that another anonymous reviewer be invited.

The prepared review is an important element of the process of publishing manuscripts in the journal *Contrastive Linguistics*. A review is itself evaluated by the Editorial Board and may be accepted or not by its members. The aim of a peer review is to help authors to improve the quality of their text and is an essential part of the communication between the journal and the reviewer throughout the publishing process.

Peer reviews should be done objectively, based on the scholarly merits of authored materials. The conclusions and the recommendation or reviewer’s decision for publication without corrections, with minor corrections, with revisions or for rejection of the manuscript and its non-publication should be based on comprehensive, clear and categorical arguments that support both the authors and the Editorial Board in making a decision to publish.

No personal criticism of the author(s) by anonymous reviewers is permitted.

The reviewers carefully monitor for cases of plagiarism, or unethical citations, similarity or overlap with other authors' texts. In the occurrence of such a case, the anonymous reviewers notify the Editorial Board, so that appropriate measures can be taken - rejection of the manuscript, its editing or other appropriate steps.

The reviewers also monitor for cases of overlap with other texts by the same author(s). When such a case is established, the anonymous reviewers notify the Editorial Board so that measures can be taken - rejection of the manuscript, its editing, etc.

The peer-reviewed manuscript should not be used by the anonymous reviewers for the reviewer(s)' own research without the express consent of the author(s). Information, topics, ideas, experiments, conclusions from the reviewed manuscript must be kept confidential and not used by the anonymous reviewers for personal purposes or personal gains. This rule also applies to invited reviewers who have declined to evaluate a manuscript.

By uploading the review, the anonymous reviewers declare no conflict of interest. The reviewers sign a declaration of no conflict of interest.

Reviewers must have an ORCID ID or Web of Science Researcher ID.

**Ethical norms and obligations of the authors**

All manuscripts submitted for publication in the journal of *Contrastive Linguistics* must be original written works. This means not only that they are of the author(s) with no plagiarism, but that they have not been published in other paper or online based books, journals, anthologies, etc. sources.

Only manuscripts of co-authors are accepted, each of whom has a significant contribution to the development of the research presented in the text.

If the manuscript submitted for publication is co-authored, each author must ensure that there is agreement among the co-authors on the final revisionс of the manuscript and that all co-authors agree to the manuscript being published.

The author(s) warrants that their texts are original, the citations are adequate and all sources and/or quotations of other authors are properly indicated and referenced. Plagiarism, which is considered by the Editorial Board to be unethical and unacceptable behavior, is inadmissible. In cases of plagiarism, the Editorial Board may refuse publication, request editing of the text with the removal of plagiarism cases, or take other legally permitted measures.

The authors are responsible for the reliability and authenticity of all the data used in the text. The editorial board is not responsible for any of this.

Authors are obliged to inform the Editorial Board in the event of a conflict of interest, including financial or of a different kind, that may affect the manuscript evaluation and publication process.

Submitted manuscripts must contain accurate presentation of analyses and results, logical, consistent and sufficient argumentation of hypotheses and expressed opinions. They should provide sufficient references and details in their manuscripts so that they can be used for citation or development by other authors. Inaccurate or fraudulent statements are considered unethical behavior by the journal and are not acceptable.

Authors are obliged to respond to anonymous reviews and to react to all requests on the part of the Editorial Board for providing data, clarifications of the text or copyright agreements.

Authors should consider the reviewers' comments and recommendations and improve their text and then re-upload it on the Scholar One platform.

If authors find any errors or inaccuracies in their text submitted to the journal, they must immediately notify the Editorial Board and correct the errors or inaccuracies and may withdraw their manuscript at their discretion. If a third-party notices (an) error/s in the text, it can notify the Editorial Board, who will inform the author(s) and they will immediately correct the error(s) or inaccuracies.

Authors may be asked to provide the Editorial Board with additional primary data for their research and should be prepared to make this data public and available.

Authors must ensure access to the data of their research to other scientists after the publication of the work in the journal *Contrastive Linguistics*, with the mandatory observance of copyrights.

Authors should indicate how their research was funded if they received financial support for it.

The author(s) sign a declaration of consent for online publication of their text on the website of the journal *Contrastive Linguistics*.

The co-authors sign a declaration that they all agree to the publication of the final version of the text after the corrections and revisions made after the anonymous reviews.

The author(s) must familiarize themselves with the procedure for publication and reviewing, available on the journal's website, prior to their initial submission of a manuscript to be considered for publication.

By uploading the edited and corrected text of the manuscript after the anonymous reviews, the authors declare no conflict of interest. The author(s) sign(s) a declaration of no conflict of interest.

Author(s) must have an ORCID ID or Web of Science Researcher ID. If they do not have them, they should create such identification numbers and provide them as part of their business card at the end of their manuscript.