JOURNAL POLICIES[1]

(General info)

The journal ***Journal's title*** is dedicated to define aims and scope.
You may also provide a short history of the journal, the previous title (if applicable, etc.)
The journal is owned and published by _____.[2]
The journal is financially supported by _____.[3]

The journal ***Journal's title*** publishes original papers that have not been published previously. **(Define article types: scientific articles, reviews, communications, letters, conference papers, etc.)**.
Journal's title is an open access journal that doesn't charge any fees either to readers to read, nor to authors to publish.

Contributions to the journal shall be submitted in **language(s),** with summaries in **language(s)**. The journal is open to all researchers globally, regardless of gender, career stage or ethnic and religious affiliation.

The Journal is issued _____times a year.[4]

The journal is indexed in _____.

Digital copies of the journal are archived in the ……. [5]

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[1] Edit the red text or remove it if it's not relevant for your journal. The blue text contains instructions and should be removed when you finish drafting your policies.
[2] Adjust the statement if the owner and publisher are different entities. If the journal is co-published by multiple entities, mention all of them. Please note that service providers providing online publishing platforms or technical support are usually not publishers. The publisher name declared on the journal website must be the same as that declared in the record on the ISSN Portal. If the information on the ISSN Portal is not up-to-date, contact your National ISSN Centre (if there is one in your country) or the International ISSN Centre to update the information: https://www.issn.org/.
[3] List all entities, programmes and/or projects providing financial support to the journal. Acknowledge in-kind support provided by academic institutions and other entities (e.g. hosting, paid staff assigned to support publishing, etc.), as well as any voluntary contributions.
[4] Continuous publication, where articles are published as soon as they are accepted rather than waiting for a complete issue to be compiled. In this model, articles are usually grouped into volumes or thematic collections.
[5] E.g. LOCKSS, CLOCKSS, Portico.

Editorial Policies

EDITORIAL RESPONSIBILITIES

The editorial bodies include: _____

Editor / Editor-in-Chief / Section Editor is appointed by ____[6]

Editorial operations related to content and peer review are independent and free from the influence of the entities that support the journal.
The Editor / Editor-in-Chief / Section Editor / Editorial Board is responsible for deciding which articles submitted to ***Journal's title*** will be published. The Editor / Editor-in-Chief / Section Editor / Editorial Board is guided by the Editorial Policy and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism.

The Editor / Editor-in-Chief / Section Editor / Editorial Board reserves the right to decide not to publish submitted manuscripts in case it is found that they do not meet relevant standards concerning the content and formal aspects. The Editorial Staff will inform the authors whether the manuscript is accepted for publication within _____from the date of the manuscript submission.

Editor / Editor-in-Chief / Section Editor / Editorial Board must hold no conflict of interest with regard to the articles they consider for publication. If an Editor feels that there is likely to be a perception of a conflict of interest in relation to their handling of a submission, the selection of reviewers and all decisions on the manuscript shall be made by the _____.[7]

Editor / Editor-in-Chief / Section Editor / Editorial Board shall evaluate manuscripts for their scientific content free from any racial, gender, sexual, religious, ethnic, or political bias.

The Editor and the Editorial Staff must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors. The information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

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[6] List all relevant editorial functions and bodies and describe briefly their roles and procedures to select members of editorial bodies, including the mandate length, regular renewal process, and dissolution of the editorial board.

[7] If the decision whether to accept the manuscript or not is made by the Editorial Board: In case one or more members of the Editorial Staff hold a conflict of interest regarding a submitted manuscript, these members of the Editorial Staff shall withdraw from the selection of reviewers and all decisions related to the manuscript.

Variant 1 (in case of single-anonymized peer review) Editors and the Editorial Staff shall take all reasonable measures to ensure that the reviewers remain anonymous to the authors before, during and after the evaluation process.

Variant 2 (in case of double-anonymized peer review) Editors and the Editorial Staff shall take all reasonable measures to ensure that the reviewers remain anonymous to the authors before, during and after the evaluation process and the authors remain anonymous to reviewers until the end of the review procedure.

Variant 3 (in case of open peer review) Describe.[8]

AUTHORS' RESPONSIBILITIES

Authors warrant that their manuscript is their original work, that it has not been published before and is not under consideration for publication elsewhere. Parallel submission of the same manuscript to another journal constitutes misconduct and eliminates the manuscript from consideration by ***Journal's title*.** Please note that posting of preprints on preprint servers or repositories is not considered prior publication.[9] Authors should disclose details of preprint posting upon submission of the manuscript. This must include a link to the location of the preprint. Should the submission be published, the authors are expected to update the information associated with the preprint version on the preprint server/repository to show that a final version has been published in the journal, including the DOI linking directly to the publication.

If a manuscript has previously been submitted elsewhere, authors should provide information about the previous reviewing process and its outcome. This provides an opportunity for authors to detail how subsequent revisions have taken into account previous reviews, and why certain reviewer comments were not taken into account. Information about the author's previous reviewing experience is to the author's advantage: it often helps the editors select more appropriate reviewers.

In case a submitted manuscript is a result of a research project, or its previous version has been presented at a conference in the form of an oral presentation (under the same or similar title), detailed information about the project, the conference, etc. shall be provided in a footnote / Acknowledgements.

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[8] For various definitions and models of open peer review, see: Ross-Hellauer, Tony. 2017. 'What Is Open Peer Review? A Systematic Review'. *F1000Research* 6: 588. https://doi.org/10.12688/f1000research.11369.2.

[9] In case preprints are allowed, double-anonymized review is not an option for your journal because it is impossible to ensure the anonymity of authors.

It is the responsibility of each author to ensure that manuscripts submitted to ***Journal's title*** are written with ethical standards in mind. **(If necessary, cite the relevant codes of conduct.)**[10] Authors affirm that the manuscript contains no unfounded or unlawful statements and does not violate the rights of third parties. The Publisher will not be held legally responsible should there be any claims for compensation.

Reporting standards

Journal's title is committed to serving the research community by ensuring that all articles include enough information to allow others to reproduce the work. A submitted manuscript should contain sufficient detail and references to permit reviewers and, subsequently, readers to verify the claims presented in it - e.g. provide complete details of the methods used, including time frames, etc. Authors are required to review the standards available for many research applications from Equator Network and use those that are relevant for the reported research applications. The deliberate presentation of false claims is a violation of ethical standards.[11]

Authors are exclusively responsible for the contents of their submissions and must make sure that they have permission from all involved parties to make the content public.[12] Authors are also exclusively responsible for the contents of their data/supplementary files. Authors affirm that data protection regulations, ethical standards, third party copyright and other rights have been respected in the process of collecting, processing and sharing data.

Authors wishing to include figures, tables or other materials that have already been published elsewhere are required to obtain permission from the copyright holder(s). Any material received without such evidence will be assumed to originate from the authors.[13]

Inclusive Language

The journal Journal title promotes accessible, and inclusive language to ensure that scientific research is widely understood and respectful of all individuals. To promote accessibility, authors should:

- Use clear, simple language that is understandable across disciplines and for non-native English speakers;
- Avoid overly technical or unnecessary terminology, unnecessary complexity, long sentences, repetition, uncommon acronyms and abbreviations, stereotypes, idiomatic speech, slang, and cultural assumptions;
- Explain technical terms when needed;

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[10] Depending on the area of science covered by the journal, relevant ethical guidelines may be specified (e.g. research involving human subjects or experimental animals, privacy issues).

[11] If the journal publishes technical papers or book reviews: Book reviews and technical papers should be accurate and they should present an objective perspective.

[12] Authors may be required to provide the proof that they have obtained such permission.

[13] Authors may be required to include evidence that such permission has been granted when submitting their manuscripts.

- Respect diversity and avoid implying superiority of any group based on gender, race, ethnicity, nationality, disability, health status, age, or socio-economic background.
- Use inclusive and appropriate language in relation to race and ethnicity and provide participants with a comprehensive range of categories and subcategories to choose from when collecting self-reported racial or ethnic identity data, as well as the option to select multiple, not mutually exclusive categories;
- Be cautious in generalizing findings from studies to groups simply on the basis of a shared identity category and provide the rationale behind any racial or ethnic groupings used in the Methods section;
- Where it is necessary to make reference to the indigenous identity of a person or group, use the terms preferred by the person or group. If in doubt, ask the person or group;
- Make a distinction between biological sex and socially constructed gender. Use self-identified pronouns and gender-neutral terms (e.g., "chairperson" instead of "chairman");
- Use "impairment" for medical conditions and "disability" for societal barriers. Avoid discriminatory language and offensive terms (derogatory labelling, depersonalising, stereotyping and emphasising the disability) in relation to the portrayal of people with disabilities (e.g. use ‘a person diagnosed with cancer’ rather than ‘a cancer victim’)

Consult also additional resources from C4DISC (Coalition for Diversity and Inclusion in Scholarly Communications): https://c4disc.org/toolkits-for-equity/

Authorship

Authors must make sure that only contributors who have significantly contributed to the submission are listed as authors and, conversely, that all contributors who have significantly contributed to the submission are listed as authors. If persons other than authors were involved in important aspects of the research project and the preparation of the manuscript, their contribution should be acknowledged in a footnote or the Acknowledgements section.

As a guide, authors should refer to the criteria for authorship that have been developed by the International Committee of Medical Journal Editors (ICMJE). In order to be named on the author list one must have:

- made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- contributed to the drafting the work, or revising it critically for important intellectual content; AND
- provided final approval of the version to be published; AND
- agreed to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved; AND
- agreed to be named on the author list, and approved of the full author list.

Each author's contribution must be detailed using the CRediT taxonomy.[14]
The addition or removal of authors during the editorial process will only be permitted only if a justifiable explanation is provided to the editorial team and publisher. Attempts to introduce 'ghost', 'gift' or 'honorary' authorship will be treated as cases of misconduct.

Acknowledgment of sources

Authors are required to properly cite sources that have significantly influenced their research and their manuscript. Information received in a private conversation or correspondence with third parties, in reviewing project applications, manuscripts and similar materials, must not be used without the express written consent of the information source.

When citing or making claims based on data, authors should provide the reference to data in the same way as they cite publications. We recommend the format proposed by the FORCE11 Data Citation Principles.

Plagiarism

Plagiarism, where someone assumes another's ideas, words, or other creative expression as one's own, is a clear violation of scientific ethics. Plagiarism may also involve a violation of copyright law, punishable by legal action.

Plagiarism includes the following:

- Word for word, or almost word for word copying, or purposely paraphrasing portions of another author's work without clearly indicating the source or marking the copied fragment (for example, using quotation marks);
- Copying equations, figures or tables from someone else's paper without properly citing the source and/or without permission from the original author or the copyright holder.

Please note that all submissions are thoroughly checked for plagiarism. **If a plagiarism detection software is used, state here the name of the software**.

Any manuscript that shows obvious signs of plagiarism will be automatically rejected and **define other sanctions (if any).**

[14] In some submission systems this is done by selecting CRediT roles in the article submission form. If this is not supported in your submission system, require authors to include a contribution statement in the manuscript. Example: **Author 1:** review and editing (equal). **Author 2**: Conceptualization (lead); writing – original draft (lead); formal analysis (lead); writing – review and editing (equal). **Author 3**: Software (lead); writing – review and editing (equal). **Author 4**: Methodology (lead); writing – review and editing (equal). **Author 5**: Conceptualization (supporting); Writing – original draft (supporting); Writing – review and editing (equal). More information: https://credit.niso.org/implementing-credit/

In case plagiarism is discovered in a paper that has already been published by the journal, it will be retracted in accordance with the procedure described below under Retraction policy, and authors will **define other sanctions (if any).**

Conflict of interest

Authors should disclose in their manuscript any financial or other substantive conflict of interest that might have influenced the presented results or their interpretation. If there is no conflict of interest to declare, the following standard statement should be added: 'No conflict of interest was disclosed'.

Conflict of interest may be of non-financial or financial nature. Examples of the conflict of interest include (but are not limited to):

- individuals receiving funding, salary or other forms of payment from an organization, or holding stocks or shares from a company, that might benefit (or lose) financially from the publication of the findings;
- individuals or their funding organization or employer holding (or applying for) related patents;
- official affiliations and memberships with interest groups relating to the content of the publication;
- political, religious, or ideological competing interests.

Authors from pharmaceutical companies, or other commercial organizations that sponsor clinical or field trials or other research studies, should declare these as competing interests on submission. The relationship of each author to such an organization should be explained in the 'Conflict of interest' section. Publications in the journal must not contain content advertising any commercial products.

Fundamental errors in published works

When an author discovers a significant error or inaccuracy in their own published work, it is the author's obligation to promptly notify the journal Editor or publisher and cooperate with the Editor to retract or correct the paper.

By submitting a manuscript the authors agree to abide by the *Journal's title*'s Editorial Policies.

ORCID

The journal asks that all authors submitting a paper register an account with **Open Researcher and Contributor ID** (ORCID). ORCID numbers for all authors and co-authors should be added to the author data upon submission and will be published alongside the submitted paper, should it be accepted.

ORCID registration provides a unique and persistent digital identifier for the account that enables accurate attribution and improves the discoverability of published papers, ensuring that the correct author receives the correct credit for their work.

Funding information

If a paper is a result of the funded project, authors are required to specify funding sources according to their contracts with the funder.

REVIEWERS' RESPONSIBILITIES

Reviewers are required to provide written, competent and unbiased feedback in a timely manner on the scholarly merits and the scientific value of the manuscript.

The reviewers assess manuscript for the compliance with the profile of the journal, the relevance of the investigated topic and applied methods, the originality and scientific relevance of information presented in the manuscript, the presentation style and scholarly apparatus.

Reviewers should alert the Editor to any well-founded suspicions or the knowledge of possible violations of ethical standards by the authors. Reviewers should recognize relevant published works that have not been cited by the authors and alert the Editor to substantial similarities between a reviewed manuscript and any manuscript published or under consideration for publication elsewhere, in the event they are aware of such. Reviewers should also alert the Editor to a parallel submission of the same manuscript to another journal, in the event they are aware of such.

Reviewers must not have conflict of interest with respect to the research, the authors and/or the funding sources for the research. If such conflicts exist, the reviewers must report them to the Editor without delay.

Any selected reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the Editor without delay.

Reviews must be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.

Any manuscripts received for review must be treated as confidential documents. Reviewers must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors. The information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

Peer Review

The submitted manuscripts are subject to a peer review process. The purpose of peer review is to assist the Editor / Editor-in-Chief / Section Editor / Editorial Board in making editorial decisions and through the editorial communication with the author it may also assist the author in improving the manuscript.

Define the type of peer review.[15]

The number of peer reviewers.

It is recommended to define the time frame within which the peer review procedure is normally completed!

The choice of reviewers is at the discretion of the Editor / Editor-in-Chief / Section Editor / Editorial Board.[16] The reviewers must be knowledgeable about the subject area of the manuscript; they must not be from the authors' own institution and they should not have recent joint publications with any of the authors.

Describe the peer review process in greater detail.[17]

All of the reviewers of a manuscript act independently and they are not aware of each other's identities.[18] If the decisions of the two reviewers are not the same (accept/reject), the Editor / Editor-in-Chief / Section Editor / Editorial Board may assign additional reviewers.

During the review process, the Editor / Editor-in-Chief / Section Editor / Editorial Board may require authors to provide additional information (including raw data) if they are necessary for the evaluation of the scholarly merit of the manuscript. These materials shall be kept confidential and must not be used for personal gain.

The editorial team shall ensure reasonable quality control for the reviews. With respect to reviewers whose reviews are convincingly questioned by authors, special attention will be paid to ensure that the reviews are objective and high in academic standard. When there is any doubt

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[15] Double-anonymized / single-anonymized / Open

[16] This is a typical situation. In journals with several section editors, reviewers are commonly assigned by section editors.

[17] Some suggestions:

If a reviewer's evaluation form is used: In the main review phase, the Editor sends submitted manuscripts to the number of reviewers experts in the field. The reviewers' evaluation form contains a checklist in order to help reviewers cover all aspects that can decide the fate of a submission. In the final section of the evaluation form, the reviewers must include observations and suggestions aimed at improving the submitted manuscript; these are sent to authors, without the names of the reviewers.

Single-anonymized peer review: All of the reviewers of a manuscript remain anonymous to the authors before, during and after the evaluation process.

Double-anonymized peer review: All of the reviewers of a manuscript remain anonymous to the authors before, during and after the evaluation process and the authors remain anonymous to reviewers until the end of the review procedure.

[18] Except in case of open review.

with regard to the objectivity of the reviews or quality of the review, additional reviewers will be assigned.

Members of the editorial team/board/guest editors are permitted to submit their own papers to the journal. In cases where an author is associated with the journal, they will be removed from all editorial tasks for that paper and another member of the team will be assigned responsibility for overseeing peer review.

POST-PUBLICATION DISCUSSIONS

Journal's title encourages post-publication debate either through letters to the editor, or on an external moderated site, such as PubPeer.

Use of Large Language Models and generative Artificial Intelligence (AI) tools

Journal's title conforms to the World Association of Medical Editors (WAME) recommendations on chat bots, ChatGPT and scholarly manuscripts and the Committee on Publication Ethics (COPE)'s position statement on Authorship and AI tools.

AI bots such as ChatGPT cannot be listed as authors on your submission.

Authors must clearly indicate the use of tools based on large language models and generative AI for data or code generation, data collection, cleaning, analysis, or interpretation, (which tool was used and for what purpose), preferably in the methods or acknowledgements sections. Photography, videos or illustrations created wholly or partly using generative AI are not considered acceptable. The use of non-generative machine learning tools to manipulate, combine or enhance existing images or figures should be disclosed in the relevant caption upon submission to allow a case-by-case review. Concealing the use of AI tools is unethical. The use of AI-based tools for copyediting and spell checking does not need to be declared.

AI outputs should not be cited as primary sources for backing up specific claims. .

Editors and Reviewers must ensure the confidentiality of the editorial work and the peer review process. Editors must not share information about submitted manuscripts or peer review reports with any tools based on large language models and generative AI. Reviewers must not use any tools based on large language models and generative AI to generate review reports. Concealing the use of AI tools is unethical and undermines transparency in editorial work and peer review. The editorial and review processes are confidential, and using AI tools on the manuscript makes it public, violating the confidentiality principle, disclosing confidential information in public, and compromising transparency.

Procedures for dealing with complaints and appeals

Anyone may inform the editors and/or Editorial Staff at any time of suspected unethical behaviour or any type of misconduct by giving the necessary information/evidence to start an investigation.

INVESTIGATION

- Editor / Editor-in-Chief will consult with the Section Editors / Editorial Board on decisions regarding the initiation of an investigation.
- During an investigation, any evidence should be treated as strictly confidential and only made available to those strictly involved in investigating.
- The accused will always be given the chance to respond to any charges made against them.
- If it is judged at the end of the investigation that misconduct has occurred, then it will be classified as either minor or serious.

MINOR MISCONDUCT

Minor misconduct will be dealt directly with those involved without involving any other parties, e.g.:

- Communicating to authors/reviewers whenever a minor issue involving misunderstanding or misapplication of academic standards has occurred.
- A warning letter to an author or reviewer regarding fairly minor misconduct.

MAJOR MISCONDUCT

The Editor / Editor-in-Chief, in consultation with the Section Editors / Editorial Board, and, when appropriate, further consultation with a small group of experts should make any decision regarding the course of action to be taken using the evidence available. The possible outcomes are as follows (these can be used separately or jointly):

- Publication of a formal announcement or editorial describing the misconduct.
- Informing the author's (or reviewer's) head of department or employer of any misconduct by means of a formal letter.
- The formal, announced retraction of publications from the journal in accordance with the Retraction Policy (see below).
- A ban on submissions from an individual for a defined period.
- Referring a case to a professional organization or legal authority for further investigation and action.

When dealing with complaints and appeals, the editorial team will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE): https://publicationethics.org/guidance/Flowcharts.

RETRACTION POLICY

The infringement of the legal limitations of the publisher, copyright holder or author(s), the violation of of professional ethical codes and research misconduct, such as multiple submissions, duplicate or overlapping publication, bogus claims of authorship, plagiarism, fraudulent use of data and data fabrication, undisclosed use of tools based on large language models and generative AI, honest errors reported by the authors (for example, errors due to the mixing up of samples or use of a scientific tool or equipment that is found subsequently to be faulty), unethical research or any major misconduct require retraction of an article. Occasionally a retraction can be used to correct errors in submission or publication.

For any retracted article, the reason for retraction and who is instigating the retraction will be clearly stated in the Retraction notice. Standards for dealing with retractions have been developed by a number of library and scholarly bodies, and this practice has been adopted for article retraction by ***Journal's title***: in the electronic version of the retraction note, a link is made to the original article. In the electronic version of the original article, a link is made to the retraction note where it is clearly stated that the article has been retracted. The original article is retained unchanged, save for a watermark on the PDF indicating on each page that it is "retracted."

Research data, code, protocol sharing, and preregistration[19]

Research data sharing

Journal encourages/requests authors to share research data that are required for confirming the results published in the manuscript and/or enhance the published manuscript under the principle 'as open as possible, as closed as necessary'. We encourage authors to share supporting software applications, high-resolution images, background datasets, sound or video clips, large appendices, data tables and other relevant items that cannot be included in the article.

The preferred mechanism for sharing research data is via data repositories. Authors may deposit relevant data in a FAIR-compliant repository – institutional, disciplinary, or general-purpose (e.g. *Zenodo*). If you need assistance in finding a FAIR compliant repository, check these links: https://repositoryfinder.datacite.org/ and https://www.re3data.org/. Authors should also provide via the repository any information needed to replicate, validate, and/or reuse the results / their study and analysis of the research data. This includes details of any software, instruments and other tools used to process the results. Where possible, the tools and instruments

[19] Additional information about journal data policies: Hrynaszkiewicz, Iain, Natasha Simons, Azhar Hussain, Rebecca Grant, and Simon Goudie. 2020. 'Developing a Research Data Policy Framework for All Journals and Publishers'. *Data Science Journal* 19 (1): 5. https://doi.org/10.5334/dsj-2020-005.

themselves should also be provided. A DOI will be assigned to each research data file, enabling the research data to be cited the same way as publications. Authors affirm that data protection regulations, ethical standards, third party copyright and other rights have been respected in the process of collecting, processing and sharing data.

Exceptions: We recognize that open sharing of data may not always be feasible. Exceptions to open access to research data underlying publications include the following: obligation to protect results, confidentiality obligations, security obligations, the obligation to protect personal data and other legitimate constraints. Where open access is not provided to the data needed to validate the conclusions of a publication that reports original results, authors should make metadata available explaining the research and access rules to the data.

Ethical and security considerations

If data access is restricted for ethical or security reasons, the manuscript must include:

- a description of the restrictions on the data;
- what, if anything, the relevant Institutional Review Board (IRB) or equivalent said about the data sharing; and
- all necessary information required for a reader or reviewer to apply for access to the data and the conditions under which access will be granted.

Data protection issues

Where human data cannot be effectively de-identified, data must not be shared in order to protect participant privacy unless the individuals have given explicit written consent that their identifiable data can be made publicly available.
In instances where the data cannot be made available, the manuscript must include:

- an explanation of the data protection concern;
- any intermediary data that can be de-identified without compromising anonymity;
- what, if anything, the relevant Institutional Review Board (IRB) or equivalent said about data sharing; and
- where applicable, all necessary information required for a reader or peer reviewer to apply for access to the data and the conditions under which access will be granted.

Link to research data from a Data Availability Statement within the submitted paper, which will be made public upon publication. A 'Data Availability Statement'[20] should be added to the submission, prior to the reference list, providing the details of the data availability, including the DOI linking to it. If the data is restricted in any way and/or is not being made available within the journal publication, a statement from the author should be provided to explain why.
Consider the following when depositing data related to a publication:

- Check whether a repository where the data is deposited has a sustainability model.
- The data must be deposited under an open license that permits unrestricted access (e.g., CC0, CC-BY). More restrictive licenses should only be used if there is a valid reason (e.g., legal).
- The deposited data must include a version that is in an open, non-proprietary format.
- The deposited data must have been labeled in such a way that a third party can make sense of it (e.g., sensible column headers, descriptions in a readme text file).
- Research involving human subjects, human material, or human data, must have been performed in accordance with the Declaration of Helsinki. Where applicable, the studies must have been approved by an appropriate Ethics Committee. The identity of the research subject should be anonymized whenever possible. For research involving human subjects, informed consent to participate in the study must be obtained from participants (or their legal guardian).

Code sharing

Authors are encouraged to share any code used in their work, especially author-generated code. If commercial software was used, its name and version should be provided. This information can be included in the *Methods* section.

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[20] Don't forget to mention the Data Availability Statement in Author Guidelines and include it in the manuscript template, if you provide one. The Data Availability statements should take one of the following forms (or a combination of more than one if required for multiple types of research data):

- The datasets generated during and/or analysed during the current study are available in the [NAME] repository, [PERSISTENT WEB LINK TO DATASETS]
- The datasets generated during and/or analysed during the current study are not publicly available due [REASON WHY DATA ARE NOT PUBLIC] but are available from the corresponding author on reasonable request.
- The datasets generated during and/or analysed during the current study are available from the corresponding author on reasonable request.
- Data sharing not applicable to this article as no datasets were generated or analysed during the current study.
- All data generated or analysed during this study are included in this published article [and its supplementary information files].
- The data that support the findings of this study are available from [third party name] but restrictions apply to the availability of these data, which were used under license for the current study, and so are not publicly available. Data are however available from the authors upon reasonable request and with permission of [third party name].

The phrasing has been taken from: Hrynaszkiewicz, Iain, Natasha Simons, Azhar Hussain, Rebecca Grant, and Simon Goudie. 2020. 'Developing a Research Data Policy Framework for All Journals and Publishers'. *Data Science Journal* 19 (1): 5. https://doi.org/10.5334/dsj-2020-005.

When feasible, code should be deposited in a public repository with a persistent identifier and version control. Open-source licensing is recommended. Deposited code should include:

- Installation and usage instructions
- Operating system details
- Programming language and data format information
- Software dependencies (version, toolboxes, modules)
- Documentation for reproducibility, including purpose explanations
- Actual or sample data with log files or equivalent documentation

For studies using custom code or mathematical algorithms essential to the conclusions, a Code Availability Statement must be included. This statement should specify code description, access details, repository identifier, and any access restrictions. It should be provided as a separate section following the Data Availability Statement.

Experimental protocols sharing

Authors are encouraged to share step-by-step research protocols to facilitate replication and further research. These can be uploaded to a protocol-sharing platform of choice or a repository. If such protocols are available, please provide a DOI or other citation details with submission.

Preregistration

The journal Journal title supports study pre-registration (including clinical trials) and pre-registration of analysis plans in public repositories. Authors should indicate at submission whether any part of their study was preregistered. If so, they must include an active link to the preregistration in the Methods section and specify the preregistration date. Any deviations from the preregistered protocol should be disclosed, along with the reasons for those changes.

Open Access policy

Journal's title is an Open Access journal. All its content is available free of charge. Users can read, download, copy, distribute, print, search the full text of articles, as well as to establish HTML links to them, without having to seek the consent of the author or publisher.

Indicate whether the journal charges APCs. If yes, state the amount. If the journal does not charge APCs, this should be explicitly stated, too.

Variant 1 (no charges for authors): The journal does not charge any fees at submission, reviewing, and production stages.

Variant 2 (submission charge): A submission fee of amount and currency is required when submitting a manuscript. The submission fee covers a portion of the costs associated with peer review. A fee is also required when resubmitting a manuscript that was previously rejected by

Journal's title. **Please note that the payment of this charge does not guarantee acceptance of the manuscript for publication and does not influence the outcome of the review procedure.**

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