

## **Neilreichia: Publication Ethics and Malpractice Statement**

The journal **Neilreichia** follows the standard for ethics and publication malpractice set by the Committee on Publication Ethics ([COPE](#)), see [Code of Conduct and Best Practice Guidelines for Journal Editors](#). It is, therefore, committed to ensuring ethics in publication and quality of articles.

The Austrian Association for Floristic Research (Verein zur Erforschung der Flora Österreichs) as publisher of **Neilreichia** takes its duties of guardianship over all stages of publishing seriously and recognizes its ethical and other responsibilities. The publisher is committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions. In addition, the publisher and the journal's Editorial Board will assist in communications with other journals and/or publishers where this is useful and necessary.

Conformance to standards of ethical behavior is therefore expected of all parties involved: Authors, Editors, reviewers, and the publisher.

### **Duties of the editors and the editorial board**

#### Publication decisions

The Editors are responsible for deciding which of the articles submitted to the journal should be published. The publication decision should be guided by the policies of the journal's Editorial Board, and should be based on the the decision of the reviewers. The Editors must stick to the contemporary regulations pertaining to libel, copyright infringement and plagiarism that are effective. The editors are entitled to carry out decision-making in consultation with reviewers or members of the editorial board.

The Editors must not use unpublished information in their own research without the explicit written consent of the author. Editors should take reasonable responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper.

#### Fair play

The Editors should evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

#### Confidentiality

The Editors and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

#### Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the explicit written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Editors should excuse themselves (i.e. should ask a co-editor, or other member of the editorial board instead to review and consider) from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern.

#### Involvement and cooperation in investigations

The Publisher will respond to all allegations or suspicions of research or publication misconduct raised by readers, reviewers, or other editors. Cases of possible plagiarism or duplicate/redundant publication will be assessed by the editors and the editorial board.

## **Duties of the Reviewers**

### Contribution to Editorial Decisions

Peer review assists the editors in making editorial decisions and through the editorial communications with the author, may also assist the author in improving the paper.

### Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

### Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others unless authorized by the editor.

### Standards of Objectivity

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

### Acknowledgement of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### Disclosure and Conflict of Interest

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

### Reviewer misconduct

Editors will take reviewer misconduct seriously and pursue any allegation of breach of confidentiality, non-declaration of conflicts of interest (financial or non-financial), inappropriate use of confidential material, or delay of peer review for competitive advantage. Allegations of serious reviewer misconduct, such as plagiarism, will be taken to the institutional level.

## **Duties of Authors**

### Reporting standards

Authors reporting results of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

### Originality and Plagiarism

Authors should adhere to publication requirements that (i) submitted work is entirely original, (ii) is not plagiarized, (iii) has not been published elsewhere, and (iv) work and/or words of others, if used by the authors, have been appropriately cited or quoted.

#### Multiple, Redundant or Concurrent Publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

#### Acknowledgement of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

#### Authorship of a manuscript

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section.

The corresponding author should ensure that all appropriate co-authors (according to the above definition) and no inappropriate co-authors are included in the author list of the manuscript, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

#### Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

#### Fundamental errors in published works

When an author discovers a significant error or inaccuracy in his/her 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.

#### **Disclaimer**

Neither the Editors nor the Editorial Board are responsible for authors' expressed opinions, views, and the contents of the published manuscripts in the journal. The originality of manuscripts and errors are the sole responsibility of the individual authors. With the submission, the authors ensure that (i) neither the manuscript nor parts of it have been published before or submitted for publication elsewhere, that (ii) the manuscript has been read and approved by all authors and (iii) that the submitted material (e.g. figures) is not in copyright as it will be, after acceptance and publication, available under the CC BY 4.0 license after one year. Exceptions are subject to any required permission from the copyright holder already having been obtained by the author.

Manuscripts submitted for review and publication to the journal **Neilreichia** (except the floristic data compilation "New floristic records from Austria" edited by series editors, book reviews, recommended literature, the annual report of the activities of the society, tributes and obituaries) undergo single-blind reviews of at least two reviewers. In case of short (less than 6 pages), straight forward and less complex manuscripts, one reviewer may be sufficient. If desired by the reviewer, his/her name can be acknowledged in the imprint on p. 2 without indicating which manuscript he/she was reviewing. The default reviewing process, however, is anonymous. The final decision on any manuscript is made exclusively by the Editors. After acceptance, the author gets at least one proof as PDF. The Editors however, have the right to correct small orthographic errors and typos. In case of publication, the authors retain all rights on the article, but the Austrian Association for Floristic Research (Verein

zur Erforschung der Flora Österreichs )has the exclusive rights to use and distribute the articles for twelve months since publication date. After this period, the articles are freely available on the journal homepage, as well as via [ZOBODAT](#) and [Zenodo](#) under the “Creative Commons Attribution International 4.0 Licence” (CC BY 4.0), which permits unrestricted use if the original author and source are credited (see <https://creativecommons.org/licenses/by/4.0/deed.en>).

Journal homepage: [http://www.flora-austria.at/neilreichia\\_EN.html](http://www.flora-austria.at/neilreichia_EN.html)