Ethical publishing

Dealing with unethical behaviour

Anyone may inform the Editor-in-Chief / Editorial Board at any time of suspected unethical behaviour or any type of misconduct by giving the necessary credible information/evidence to start an investigation. The procedure of information/evidence credibility check takes place as follows:

- o Editor-in-Chief makes the decision regarding the initiation of an investigation.
- o During an investigation, any evidence should be treated as confidential and only made available to those strictly involved in the process.
- o The accused will always be given the chance to respond to any charges made against them.
- o 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 with no influence on the integrity of the paper and the journal, for example, when it comes to misunderstanding or wrong application of publishing standards, will be dealt directly with authors and reviewers without involving any other parties. Outcomes include:

- o Sending a warning letter to authors and/or reviewers.
- o Publishing correction of a paper, e.g. when sources properly quoted in the text are omitted from the reference list.
- o Publishing an erratum, e.g. if the error was made by editorial staff.

In the case of major misconduct, the Editor-in-Chief / Editorial Board may adopt different measures:

- o Publication of a formal announcement or editorial describing the misconduct.
- o Informing officially the author's/reviewer's affiliating institution.
- o The formal, announced retraction of publications from the journal in accordance with the Retraction Policy.
- o A ban on submissions from an individual for a defined period.
- o Referring a case to a professional organization or legal authority for further investigation and action.

The above actions may be taken separately or jointly. If necessary, in the process of resolving the case relevant expert organizations, bodies, or individuals may be consulted.

When dealing with unethical behaviour, the Editorial Board will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE).

Plagiarism prevention

Studies in Teaching and Education does not publish plagiarised papers. The Editorial Board has adopted the stance that 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:

- o Verbatim (word for word), or almost verbatim 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) in a way described under Authors' responsibilities;
- o 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.

Any manuscript which shows obvious signs of plagiarism will be automatically rejected. 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 under Retraction policy.

Retraction policy

Legal limitations of the publisher, copyright holder or author(s), infringements of professional ethical codes, such as multiple submissions, bogus claims of authorship, plagiarism, fraudulent use of data or any major misconduct require retraction of an article.

Occasionally a retraction can be used to correct numerous serious errors, which cannot be covered by publishing corrections. A retraction may be published by the Editor-in-Chief / Editorial Board, the author(s), or both parties consensually.

The retraction takes the form of a separate item listed in the contents and labeled as "Retraction". In SCIndeks, as the journals' primary full-text database, a two-way communication (HTML link) between the original work and the retraction is established. The original article is retained unchanged, except for a watermark on the PDF indicating on each page that it is "retracted".

Retractions are published according to the requirements of COPE operationalized by CEON/CEES as the journal indexer and aggregator.

Use of Artificial Intelligence (AI)

In the preparation of manuscripts for publication in Studies in Teaching and Education, AI tools may be used exclusively for the creation of AI-assisted, but not AI-generated content.

AI tools must not be used as a substitute for human critical thinking, scholarly judgment, or professional expertise. Artificial intelligence technologies must always be applied under direct human supervision and control. All intellectual content — including ideas, analyses, interpretations, and conclusions — must be exclusively the work of the authors.

Under no circumstances may an AI tool be listed as an author or co-author, nor may it be cited as the author of a referenced work.

The use of AI tools is permitted only for limited linguistic and technical purposes, including:

- o grammar and spelling corrections;

- o stylistic refinement of text previously written by the authors;

- assistance with formatting (tables, figures, charts, etc.), provided that such use is disclosed at the end of the manuscript;

- technical assistance, such as code debugging.

Failure to disclose the use of AI tools in a manuscript constitutes a breach of publication ethics and, if confirmed, may result in rejection of the manuscript and the application of measures in accordance with the guidelines of relevant ethical bodies (e.g., COPE).

It is not permitted to use AI tools for:

- generating substantial portions of the manuscript, particularly ideas, data, results, images, tables, or similar content;

- modifying scientific arguments or interpretations;

- altering data or generating references;

- submitting a manuscript that is not the result of the authors' own scholarly work.

In all cases, authors bear full responsibility for the originality, accuracy, and integrity of their work.

The use of AI tools in the research process underlying the manuscript is not prohibited, provided that such use is scientifically justified and described in detail in the Methods section. A detailed description must include the name of the AI tool, the provider, the date of access, the prompt(s) used, and the purpose of use.

Members of the editorial board and reviewers are likewise required to adhere to ethical principles concerning the use of AI tools. AI may be used only as support for work based on their own expertise. Editorial recommendations and decisions must not be delegated to AI systems. Submitted manuscripts may be entered only into internal, secure, contractually protected AI systems.