

Publication Ethics Policy and Malpractice Statement

Author Responsibilities

- All authors are members in good standing of the Society of Case Research
- Publication Guidelines followed
- Original Work
- Manuscript not currently submitted or published elsewhere
- Authorships based upon significant contribution
- All listed co-authors have seen and approved final version of case and agreed to publication
- Authors must identify all sources used in the creation of their work (including persons that did not meet the criteria for authorship)
- Images, tables, or other material pulled directly from other sources must have signed permission to publish from original source
- Authenticity of data
- Conflict of interests (editor notified)
- Disclosure of Financial Support (relevant to the case study)
- Fundamental Errors (authors provide retractions or corrections)
- All authors must participate in the peer review process

Reviewer Responsibilities

- Contribution to Editorial Decisions (assist editors with acceptance decision and authors to improve the manuscript)
- Confidentiality of submissions and reviews must be maintained
- Acknowledgement of Sources Verified
- Standards of Objectivity (no personal criticism of author(s))
- Express Views Clearly with Supporting Arguments
- Plagiarism, Fraud, and Other Ethical Concerns Reported to Editor
- Relevant Works not Cited
- Notify Editor if Conflicts of Interest present (if serious do not review)
- Privileged information gained through the review process must not be used for personal gain
- Promptness (agreed upon deadlines must be met)
- Reviewer misconduct (in the event of reviewer misconduct these are the repercussions....)

Editor Responsibilities

- Publication Decisions (accept/reject/revise & resubmit)
- Review of Manuscripts (verify originality then sent to blind review)
- Fair Play Review (reviewed without regard for gender, race, religion, citizenship ,etc.)
- Confidentiality
- Disclosure and Conflicts of Interest (Editor will not use submission for their own research without author agreement)
- Ethical Guidelines (ensure publication conforms to international ethic guidelines)
- Proof of Misconduct (rejects not based upon suspicions, but on proof of misconduct)

Publication Responsibilities

- Clear Process
- Double-blind Peer reviewed
- Factors taken into account for review (relevance, soundness, significance, originality, readability, and language)
- Possible Decisions
- No guarantee of acceptance after 2nd review
- No research in more than one publication
- Legal requirements regarding libel, copyright infringement, and plagiarism will be strictly enforced

Author Certification

The author(s) should also be willing to certify to the following statement.

In submitting this critical incident to the *Journal of Critical Incidents* for widespread distribution in print and electronic media, I (we) certify that it is original work, based on real events in a real organization. It has not been published and is not under review elsewhere. Copyright holders have given written permission for the use of any material not permitted by the "Fair Use Doctrine." The host organization(s) or individual informant(s) have provided written authorization allowing publication of all information contained in the critical incident that was gathered directly from the organization and/or individual.