

Publication Ethics and Malpractice Statement

Journal HRM&E, Revised June 2017

1. Editorial Board

- Journal HRM&E has Editorial and Scientific boards whose members are recognized experts in the field. The full names and affiliations of the members including CV's and other information are provided on journal's website:
https://frcatel.fri.uniza.sk/hrme/eng/conta/ved_rada.htm.
- Necessary contact information for the Editorial office: hrme@frcatel.fri.uniza.sk (official e-mail address of the Journal) eventually blaskova@fri.uniza.sk or blaskova.fri@gmail.com (Editor in chief). This information is also available on the journal's website:
<https://frcatel.fri.uniza.sk/hrme/eng/conta/kontakty.htm>.
- Official address of the Journal: HRM&E, Faculty of Management Science and Informatics, University of Žilina, Vysokoškolská 8215/1, 010 26 Žilina, Slovak Republic.

2. Authors and Authors responsibilities

- Authors can submit their articles via e-mail to the address of Journal: hrme@frcatel.fri.uniza.sk or directly to the address of Editor in chief: blaskova@fri.uniza.sk.
- Authors can send to publish the articles that obtain results of authentic, original, theoretic and/or applied research within the area of human resource/human potential and ergonomics.
- Authors have to significantly contribute to the research and/or scientific-theoretical basis in their articles.
- Authors are required to sign Declaration of Originality that contains various requirements as well as stipulations. Signed Declaration has to be sent together with the article to the address of Journal or Editor in chief mentioned above. Further information: <https://frcatel.fri.uniza.sk/hrme/files/other/declaration-en.docx>.
- Articles have to be written in English.
- Authors themselves are responsible for the innovative, scientific and formal aspects of each article, in accordance with the Journal instructions:
<https://frcatel.fri.uniza.sk/hrme/infos.html>.
- Articles have to be written with use of Template
<https://frcatel.fri.uniza.sk/hrme/files/other/hrme-en.docx>.
- Authors are warned to publish such an article which has already been published in other publication or scientific journal.
- Charge that is required for manuscript processing and publishing in the Journal (commonly for print and electronic issue) is 50 €. Further information:
<https://frcatel.fri.uniza.sk/hrme/eng/infos/poplatky.html>.

- Authors are obliged to participate in peer review process and consider the reviewers' opinion and/or defined imperfections as the inspiration and help for an article improvement.
- Authors are obliged to provide needed retractions or corrections of mistakes and send revised article to the address of Journal: hrme@frcatel.fri.uniza.sk by time defined individually by Editor in chief.
- Authors have to keep the strict citation discipline and present all sources used in article.
- Articles have to contain the list of references in alphabetical order, and eventually (in such a case) the acknowledgement on financial support of the article.

3. Peer-review process

- All of Journal's content is subjected to peer-review.
- Peer-review is defined as obtaining advice on individual articles from reviewers' expert in the field of human resource/human potential development and ergonomics.
- Articles are reviewed by three independent reviewers while reviewers have no conflict of interest: one reviewer is from the university different from the article author's university and two reviewers are even from a different country.
- The reviewers are thoroughly asked to be as objective and impartial as possible. In a situation of identified reviewer's subjectivity and bias, the Editor in chief defines other (substitute) reviewer.
- Reviewers focus on a scientific value of articles and contribution to the development of the current knowledge first of all, on the originality of presented/suggested solutions, on the correctness of applied scientific procedures and methods and many other aspects.
- Editor in chief, in close cooperation with the members of Editorial Board, selects and defines the appropriate reviewers for each article.
- Reviewed articles (prior to their publication) are treated confidentially.
- Editor in chief communicates with the defined reviewers, with keeping the anonymity of the authors' identity on the one hand, and keeping the anonymity of all reviewers' identity.
- Peer-review process and its details, including the review form, are available on the journal's website. Further information: <https://frcatel.fri.uniza.sk/hrme/eng/infos/recenzenti.html>.
- Journal insists on reviewers pointing out relevant published work which is not yet cited.

4. Publication ethics

- Editor in chief of HRM&E and empowered member of Editorial Board (namely Research editors) thoroughly identify and prevent the publication of articles where research misconduct has occurred. Such misconduct is not tolerated nor accepted.

- In no case Editor in chief encourage such misconduct, or knowingly allow such misconduct to take place.
- In the event that Editor in chief of anyone of Research editors are made aware of any allegation of research misconduct, Editor in chief will deal with allegations appropriately (such an author will be placed at the black list of the Journal).
- In order to retract or correct articles when needed, authors are able and should contact either the Editor in chief (blaskova@fri.uniza.sk) or chosen member of the Research editors (hrme@frcatel.fri.uniza.sk) for further instructions in solving the particular matter.
- In a situation the article has to be retracted or any imperfections were identified, Editor in chief will responsibly and correctly communicate with the author and help author in the process of article improvement.
- HRM&E, represented officially by Editor in chief (Prof. Martina Blašková), is always willing to publish corrections, clarifications, retractions and apologies when needed.

5. Copyright and Access

- Copyright and licensing information are described and available on the Journal website. In Declaration of Originality, the authors assign to HRM&E the copyright in the article in all forms and media, throughout the world, and in all languages. Further information: <https://frcatel.fri.uniza.sk/hrme/files/other/declaration-en.docx>.
- All articles (from the beginning the Journal existence) are available to the readers in the Archive on the journal's website free of charge. Further information: <https://frcatel.fri.uniza.sk/hrme/eng/first-archi.html>.

6. Archiving

- Journal HRM&E and all its articles will continue being available on the Journal's website in case when Journal stops being published. Preservation of access to the Journal's content and its backup is assured by the name of Editor in chief (Prof. Martina Blašková) and University of Žilina.

7. Ownership, official guarantee and management

- HRM&E is the scientific journal of Faculty of Management Science and Informatics, University of Žilina, Slovak Republic (<http://www.fri.uniza.sk>).
- University of Žilina is the sole owner of the Journal.
- University of Žilina, as the owner of the HRM&E, is represented by its Rector (<https://www.uniza.sk>).
- HRM&E is registered by the Ministry of Education, Science, Research and Sport of the Slovak Republic, under the original registration No. 3680/2006 and the present registration No. EV 3856/09, and in International Centre of ISDS in Paris ISSN 1337-0871 for printing version and ISSN 1338-4988 for electronic version.

- Journal operation is managed and performed in accordance with the Slovak Republic Law, and habits and rules applicable in international responsible and ethical academic activities.

8. The web site

- HRM&E's website (<https://frcatel.fri.uniza.sk/hrme/>) is placed at web host of the Faculty of Management Science and Informatics, University of Žilina (<http://www.fri.uniza.sk>), in the quick links presented on the left side of Faculty's website (as: „HRM&E magazine“).
- Website of the Journal is structured to 7 main areas (menu): Journal; Publication Ethics; Contacts; Next issue; Instructions; Q & A; Archive.
- Presented areas (menu) is subsequently structured to subpages as follows:
 - Journal:
 - * Progress (history of Journal from the beginning to the present);
 - * Partners (the most important academic partners/universities);
 - * Editorial board (members with affiliation and CV);
 - * Scientific board (main scientific authorities with affiliation and CV);
 - Publications Ethics:
 - * Publication Ethics and Malpractice Statement (important information for public or governmental authorities, authors, readers, etc. on standards, rules, forms, including obligations and ethics of the Journal as well as the authors);
 - Contacts:
 - * Contacts (Editor in chief, Research editor and address of HRM&E);
 - * Partners (the most important academic partners with hyperlinks);
 - * Editorial board (members with affiliation and e-mail addresses);
 - * Scientific board (scientific authorities with affiliation and addresses);
 - Next Issue:
 - * Next issue (with dead line for submit articles);
 - * Following/latter issue (with dead line for submit articles);
 - * Archive (all volumes and issues published in the history of Journal);
 - Instructions:
 - * Instructions (instructions to authors and requirements);
 - * Charge (publication charge with information on how to pay);
 - * Review process (rules and communication in the review process);
 - * Forms (Review form, Declaration of originality and Template);
 - * Declaration of originality (doc-file with Declaration needed to sign);
 - * Template file (doc-file prepared for appropriate writing the articles);
 - * Archive (submenu for all volumes and issues from 2007 to 2017);
 - Q & A:
 - * Questions and answers (most frequent questions with answers).
 - Archive:
 - * Archive of all Issues of Journal from the 2007 Year.

9. Publishing schedule

- HRM&E is published twice a year: June and December.
- Authors can submit/send their articles to the address of Journal (hrme@frcatel.fri.uniza.sk) or address of Editor in chief (blaskova@fri.uniza.sk) throughout the year.

- In regard to achieve the more structured timetable and simpler processing the articles, defined dead line for sending articles is 15 March and 15 October.

10. Content and focus of the Journal

- Journal Human Resources Management and Ergonomics (HRM&E) is focused on the field of human resource management/human potential development and the field of ergonomics.
- Articles that are inconsistent with the defined above areas, can't be published in the Journal.