 JOURNAL PHYSIOTHERAPIA CROATICA

 CROATIAN SOCIETY OF PHYSIOTHERAPISTS

**PUBLICATION ETHICS AND MALPRACTICE STATEMENT**

The ethics statements for journal *Physiotherapia Croatica* are based to the Code of Conduct and Best Practice Guidelines for Journal Editors and the Code of Conduct for Journal Publishers of the Committee on Publication Ethics (COPE; https://publications.org/). The journal also follow the recommendations of the International Committee of Medical Journal Editors (ICJME; http://www.icmje.org/) and the World Association of Medical Editors (WAME; <https://wame.org/>).

**DUTIES OF EDITORS**

**Fairness and editorial independence**Submitted manuscripts are evaluated on the basis of their quality, suitability of a manuscript for the journal without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, institutional affiliation or political philosophy of the authors. The editor-in-chief has full authority over the entire editorial content of the journal and the timing of publication of that content.

**Confidentiality**The Editor-in-Chief and editorial staff must not disclose any information about a received manuscript to anyone other except with the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher.

**Disclosure and conflict of interest**

Unpublished materials from a submitted manuscript own research without the written permission of the author(s). Editors should recuse themselves (i.e. should ask a co-editor, associate 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.Unpublished information from the submitted manuscript must not be used in an Editor's or editorial bord.

**Publication decision**

The Editor-in-Chief of the journal is responsible for deciding which of the submitted articles should be published based on the validity of the work, its importance to researchers and readers, the reviewers’ comments, including legal requirements currently in force regarding libel, copyright infringement and plagiarism. The Editor-in-Chief may confer with other editors or reviewers in making publication decisions.

**Involvement and cooperation in investigation**Editors (in conjunction with the publisher and/or the society) should guard the integrity of the published record by issuing corrections and retractions when needed. The Editor will be guided by COPE’s Guidelines for Retracting Articles when considering retracting, issuing expressions of concern about, and issuing corrections pertaining to articles that have been published in the journal, even if it is discovered years after publication.

**DUTIES OF REVIEWERS**

**Contribution to editorial decisions**
Peer review helps the Editor-in-Chief and his/her team in making editorial decisions and, through the editorial communication with the author, may also assist the author in improving the manuscript.

**Promptness**
Any invited reviewer who feels unqualified to review the research reported in a manuscript or knows that a prompt review will be impossible should notify the Editor so that alternative reviewers can be contacted.

**Confidentiality**

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except with permission of the editor-in-chief.

**Standards of objectivity**

Reviews should be conducted objectively. Personal criticism of the author is inacceptable. Reviews should write their views clearly with appropriate 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 data of which they have personal knowledge.

**Disclosure of conflicts of interest**
Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider evaluating 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 submission.

**DUTIES OF AUTHORS**

**Reporting standards**

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

**Data access and retention**
Authors may be asked to provide the raw data of their study together with the manuscript for editorial review, and should be prepared to make the data publicly available if practicable.

**Originality and plagiarism**The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited. The Editors of the journal reserve their right to immediately reject manuscripts without peer-review in obvious cases of intended plagiarism. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

**Multiple, duplicate, redundant or concurrent submission/publication**Manuscript describing essentially the same research should not be published in more than one journal or primary publication. Submission of a manuscript concurrently to more than one journal constitutes unethical publishing behaviour and is unacceptable.

**Authorship of the manuscript**

Authorship should be limited to those who have made a significant contribution to the conception, design, analysis, or interpretation of the dana for the work. 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, they should be named in an Acknowledgments 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 any financial or other substantive conflict of interest that might be construed to influence the results or their interpretation in the manuscript. All sources of financial support for the project should be disclosed.

**Acknowledgement of sources**

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

**Hazards and human or animal subjects**If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript.

**Ethical conduct of research**

Work involving humans should comply with the principles laid down in the Declaration of Helsinki, as revised in 2013. The manuscript should contain a statement that the study has been approved by the Ethical Committee of the institution where the study was performed, and that the study subjects, or their legal guardians, gave informed consent for participation in the study. When reporting experiments on animals, authors should indicate whether institutional and national standards for the care and use of laboratory animals were followed.

**Peer review**Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors’ requests for raw data, clarifications, proof of ethics approval, patient consents and copyright permissions. In the case of a first decision of “revisions necessary”, authors should respond to the reviewers’ comments systematically, point by point, and in a timely manner, revising and re-submitting the manuscript to the journal by the deadline given.

**Fundamental errors in published works**When authors discover significant errors or inaccuracies in their own published work, it is the author's obligation to promptly notify the journal’s editors or publisher, and cooperate with them either to retract retract the paper or to publish an appropriate erratum.

**DUTIES OF THE PUBLISHER**

**Handling of unethical publishing behaviour**
In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism the publisher, in close collaboration with the Editor-in-Chief and his/her team, will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum or, in the most severe cases, the complete retraction of the affected work.

**Access to journal content**The publisher is committed to enable the permanent availability and preservation of scholarly research and ensures accessibility by partnering with organizations and maintaining its own digital archive.