Code of Conduct for Authors

AU1. Plagiarism. All submitted material must be the authors’ own work, original to the submission, unless specifically stated as having another origin, which must be clearly identified. Here “original to the submission” relates not just to published work, but to unpublished work that the authors have submitted, or are submitting, or plan to submit for publication. This requirement applies not just to the original research on which the submission is based, for example numerical studies or theoretical work. It applies also to items such as the literature review, to summaries of known aspects of the matters being addressed in the submission (e.g. previously published accounts of known properties of some of the methods studied in the submission), etc. It is also not permissible for an author or authors to copy material from their own previously published work, or work accepted for publication, or their currently submitted work. (Consider, for example, the copyright issues involved.)

In summary, plagiarism at any level is not permitted.

AU2. Keeping co-authors informed. All authors of a paper must be fully informed of its submission. For example, all authors must receive copies of relevant correspondence relating to the submission, and the corresponding author must be willing and able to provide evidence to an editor of the fact that all authors have agreed to the submission of the work, and are fully aware of the contents of the submission.

AU3. Corresponding author. The corresponding author must be an author who is familiar with the correct procedures for obtaining permissions from authors, for submitting a paper, and more generally for ensuring that the code of conduct is adhered to. In particular, if a relatively inexperienced author is the corresponding author then more experienced colleagues, for example other co-authors or colleagues, must ensure that that the corresponding author is made fully aware of their responsibilities.

AU4. Mentoring. Mentoring programs should be in place at the authors’ institutions to ensure that all authors are fully aware of items AU1–AU3 above. If those programs are absent then senior colleagues must accept responsibility for making the authors aware.