

## ***L1–Educational Studies in Language and Literature* Publication ethics and malpractice statement**

The *L1–Educational Studies in Language and Literature* journal brings together people to publish reliable and responsible research in the field of L1 education. We cooperate in various roles – as authors, reviewers, editors, and as publisher. Following we detail the standards of publication ethics that apply to these roles.

### **Authors**

Authors report, to the best of their knowledge and beliefs, on research he/she/they did. An author of a publication is a person who made substantial contributions to this research and to the publication content, and who, based on a thorough understanding of the whole publication, consented to be named as an author. No person who does not conform to these criteria should be listed among a publication's authors, and no person who conforms to them should be excluded from them.

Major obligations:

- Authors should confirm that the manuscript submitted is not under review or accepted for publication elsewhere.
- Authors should confirm that the manuscript submitted is his/hers/their own original work and does not duplicate any other previously published work (including your own). However, *L1* allows for one exception. A study published in a language other than English may be relevant for L1 education if it has been reframed for an international audience. The *L1* journal takes it to be its main task to foster communication about L1 research across linguistic borders. If authors submit such a manuscript, he/she/they must disclose the fact that it is based on a previously published study in another language in the manuscript and in a cover letter. Note that re-analyses run on previously published data can be considered a *new* paper but it is essential to reference the original study and it must be possible to trace the identity of data across publications in order to avoid conflating dependent data.
- Authors may present data<sup>1</sup> in a principled, condensed form. Presenting fictitious data or data massaging is a violation of publication ethics standards.
- Whenever authors take passages from other work to include them in their publication, and whenever authors use ideas taken from other people in the research on which their publication is based, he/she/they must credit the sources. Any form of plagiarism is a violation of publication ethics standards.
- Authors are obliged to disclose 1) any potential conflicts of interest and 2) any funding sources in a cover letter when submitting their manuscript.
- Authors should confirm that Institutional Review/Research Ethics guidelines and permissions (in respective countries) have been followed for human subjects research. That is to say, informed consent/assent has been obtained and data are protected and appropriately stored.
- Authors should obtain copyright permission, when appropriate, for figures, images, audio or video files or the like in their manuscripts.

Manuscripts which do not conform to these standards will not be considered for publication in *L1*. In the case that they are already published in *L1*, they may henceforth be retracted and the journal may take additional measures. In case authors belatedly realize their published manuscript contains incorrect information or erroneous representations, he/she/they should send a correction note to the journal which will be added to the published manuscript.

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<sup>1</sup> By data we understand any material used to give evidence for claims made. This includes empirical observations, video and audio recordings, pieces from language corpora or linguistic introspection, in the case of meta-analyses even findings taken from other studies.

## **Reviewers**

Reviewers are invited by the editor based on information about their expertise that they have given to the journal. Reviewers conduct blind reviews of the manuscript and evaluate its appropriateness for *L1*, its methodological soundness, and the quality of its scholarship and writing. Reviewer recommendation choices are: accept, reject, or revise and resubmit. Reviewers should take care that their reviews are constructive and provide specific comments and suggestions to the authors.

Major obligations:

- Reviewers must never make use of any data or ideas taken from unpublished manuscripts reviewed by them in their own research or in their own publications.
- Reviewers must keep any information related to the reviewing process confidential. This obligation persists even after the manuscript has been published, and it never ends.
- Conflicts of interest may arise if an author's identity is known to the reviewer. In such cases, the reviewer should, before accepting the review, contact the editor and provide relevant information. Conflicts of interest may also arise in other cases, e.g. when a reviewer is working on a research project which is in competition with the project described in the manuscript in question, or if a reviewer feels that, for whatever reason, (s)he will not be able to objectively assess the manuscript. Such cases should be disclosed to the editor. In all these cases, the editor will decide if the reviewer should proceed.
- The relation of reviewers and authors differs from the relations normally found in research communities by being profoundly asymmetric. Reviewers should be sensitive to the asymmetry. Notably, they should formulate their comments in such a way that authors feel respected.

In cases where serious violations of publication ethics standards occur, the review may be invalidated and the reviewer may be cancelled from the journal's reviewers list.

Reviewers are expected to avoid any unnecessary delay in the reviewing process. If a reviewer asks for major revisions, he/she/they should be prepared to review the revised version too because otherwise the authors may be confronted with new objections made by other reviewers. Reviewers should make sure that the reasons for giving a specific recommendation are evident in the review. Giving advice to authors is, of course, welcome. However, reviewers should confine themselves to the task of safeguarding the soundness of research. Reviews will, on a regular basis, be evaluated by the editor who established them.

## **Editors**

Editors act as the authors' contact throughout the processing of a manuscript. Editors should make the steps of the process transparent to authors, and they should see to it that unnecessary delays are avoided. A manuscript's editor screens the manuscript, and either desk rejects or invites reviewers. The editor then makes an accept/revise and resubmit/reject decision based on the reviews, informs the authors about the decision, and, after a manuscript has been accepted, takes care that it gets published.

Major obligations:

- An editor must never make use of any data or ideas taken from unpublished manuscripts he/she/they is in charge of in his/her/their own research or in his/her/their own publications.
- Editors must keep any information related to submitted manuscripts confidential. This obligation persists even after the manuscript has been published, and it never ends. Editors may not give access to the electronic submission system's database to persons outside the editorial team.

- A conflict of interest may arise if an editor is in charge of a paper which interferes with his/her/their own research projects. In such a case, the editor is requested to consult with another member of the editorial team. The same applies in other cases of conflict of interest, e.g. being related to authors personally or institutionally.
- An editor is independent in his/her/their decisions. However, he/she/they is obliged to keep records of all steps taken in processing a manuscript in the journal's electronic submission system, and to store all documents which are relevant for the editorial decisions in the system. Records will be accessible to all members of the editorial team to guarantee transparency of editorial decisions.

In cases where an editor seriously violates standards of publication ethics, other members of the editorial team may confront him/her/them, and the team may decide to cancel decisions made. Notably, the editor-in-chief will, on a regular basis, check the records about papers submitted. If a violation occurred, the editorial team may decide to exclude an editor from further editorial work, and the editor-in-chief may take further action.

Editors have an important role in disseminating research and, by doing so, influencing the field. They are responsible to authors and to the research community they serve. To be able to balance the multiple requirements resulting from this, they must purposefully follow an ethics of objectivity. Though an editor's responsibility typically expires after a manuscript has been published, it may continue if corrections to the publications get submitted. In such a case, the editor assesses the corrections submitted and, if appropriate, takes care that they are made accessible to the public in the journal's publication repository. Editors are expected to cooperate with the other editors in the editorial team, with the editorial board, and with the publisher.

### **Publisher**

The journal's publisher ARLE (International Association for Research in L1 Education) is a registered non-profit organization (see <http://www.arle.be/index.html>). ARLE's general objective is to foster and disseminate research in L1 education all over the world. Running the *L1* journal serves this objective. The publisher supports and stimulates the work of the editorial team. The editor-in-chief will, upon request, render an account of the team's work to the publisher. In addition, members of the editorial team will, on a regular basis, report about their work in the ARLE plenary assembly.

The publisher will make sure that *L1* publications are publicly accessible and protect the journal's database. Also, the publisher will intervene in case the journal, as represented by the editorial team, gets involved in any unlawful actions.

### **Additional information**

If you need more detailed information, you may consult the recommendations of the *Committee on Publication Ethics* (COPE, see <https://publicationethics.org/>) or of the *International Committee of Medical Journal Editors* (ICMJE, see <http://www.icmje.org/>).