

**CODE OF CONDUCT**

# **Institutiones Administrationis**

**JOURNAL OF ADMINISTRATIVE SCIENCES**

English-language international scientific journal

*Institutiones Administrationis - Journal of Administrative Sciences* is an independent, peer-reviewed, electronic international scientific journal in English (hereinafter referred to as: the Journal) which was established as a journal for public administration and public finances, covering the fields of public law, governance and public administrative sciences. The scientific disciplines embraced by the Journal include constitutional law, public administration law, public administration, public services, public management, public finances and economic governance. The Journal applies ethical rules of conduct (hereinafter referred to as: the Code) which ensure the appearance and publication of papers via an appropriate and transparent procedure.

## **Section 1**

### **Purpose and scope of the Code**

(1) The purpose of the Code is to settle the Journal's ethical rules of publication, which also implement the basic principles of the international scientific community.

(2) The Code applies for the authors, the reviewers, the editorial contributors, the Editor-in-Chief, the Editorial Office, the Editorial Board, and the Editorial Review Board.

(3) All other rules pertaining to the Journal, in particular the provisions of the Deed of Foundation, shall be applied together with this Code. The relevant rules concerning the Journal can be found on the Journal's website.

(4) The ethical rules defined by the Journal must be accepted by all parties contributing to the publication, and during their activities they must proceed in accordance with the rules set out in this Code.

(5) By submitting a manuscript to the Editorial Office, authors acknowledge that they are bound by the provisions of this Code.

(6) From the publisher's point of view, the publishing process shall be deemed started from the acceptance of this Code.

## **Section 2**

### **Obligations of the authors**

(1) To enhance its scientific and professional reputation, the Journal only publishes scientific and professional papers of the required standard. Accordingly, the interpretations and conclusions drawn by the authors in their manuscripts must be based solely on scientific facts or unbiased and logical reasoning.

(2) The scientific background and literature on which the paper's argument is based must be presented and referred to accurately. Featuring false or knowingly inaccurate statements is unethical, and violates the Code.

(3) Authors must guarantee that the submitted paper is their own original intellectual work or, if authors have relied on previously published material, that such are properly cited and referenced in accordance with the Guidelines for Authors.

(4) Manuscripts presenting the results of research must not be submitted to different journals simultaneously. Submitting the same manuscript to several journals is deemed unethical and is a violation of the Code. Hence, the Journal does not publish extracts, abbreviated or expanded versions of other publications.

(5) It is not considered a violation of the above if authors publish their research topic from different angles in different journals.

(6) It is equally not considered unethical in terms of publishing in the Journal if authors submit a larger, substantive revision of their previously published results improved with subsequent research, provided the authors refer to the earlier publication and its revision.

(7) In all cases, all cited works must be properly referred to according to the rules of the Guidelines for Authors.

(8) Authors must refer to all professional literature they have used substantively for their paper.

(9) All persons who contributed substantively to the preparation of the paper must be featured as authors.

(10) All those who contributed significantly to the work must be featured as co-authors. All those who participated in certain important stages of the research process on which the manuscript is based must be mentioned as contributors. The authors must guarantee that all significant co-authors were listed and that no unauthorised persons were listed as co-authors; furthermore, that all co-authors accepted the final version of the manuscript and agreed to its publication by the Journal.

(11) All authors are obliged to disclose in their manuscript any substantive grounds for conflicts of interest that could influence its outcome or interpretation. If authors have received a research grant relating to the subject matter of the submitted manuscript, reference to all the funding must be included.

(12) If authors discover any major errors or inaccuracies in their published articles, they must report them forthwith either to the Editorial Office or to the Publisher of the Journal; they are also obliged to cooperate in the withdrawal or correction of the works concerned.

### **Section 3**

#### **Obligations of peer reviewers and method of review**

(1) The Journal uses so-called double-blind peer reviews.

(2) To meet the requirements of objective, independent professional reviews, the Editorial Office sends the anonymised manuscripts received and accepted to two reviewers; authors are granted access only to the content of the reviews.

(3) The reviewers make a statement on accepting the commissioning by the deadline set by the Editorial Office.

(4) If the reviewers consider they are unable to prepare their opinion by the deadline, due to some professional or other reason, they must inform the Editorial Office without delay. In such cases, the Editorial Office commissions a new reviewer as soon as possible.

(5) Manuscripts that are accepted and submitted for review shall be kept confidential, and they can only be published or discussed with others with the explicit written permission of the Editorial Office and the Author.

(6) Reviewers shall evaluate the received manuscript objectively, and support their scholarly opinion with clearly stated arguments. No criticism of the author is permitted in the review.

(7) Reviewers shall overview the scientific literature with regard to the manuscript's subject matter. Reviewers shall examine all scholarly statements, quotations, and whether they contain appropriate references, especially those which contain observations, reasonings or arguments derived from work already published.

(8) Reviewers shall draw the Editorial Office's attention to any substantial similarity or overlap between the reviewed manuscript and other publications which are known to the reviewers.

(9) Reviewers shall support the Editorial Office in making a decision with suggestions on the acceptance, significant revision or rejection of the manuscript. If the reviewers suggest the manuscript should be revised, they support the author in increasing the scientific standard of the paper with their comments.

(10) Reviewers are obliged to keep the unique, original and innovative findings of the reviewed manuscript confidential, and any profit-oriented or other unlicensed use is prohibited.

(11) In the event of conflicting reviews, the Editorial Office shall designate a third reviewer to explain the differences between the independent reviews in question.

## **Section 4**

### **Obligations of the Editorial Office, acceptance and publication of manuscripts**

(1) The Editorial Office decides whether to accept the received manuscripts. In the course of the acceptance procedure, the Editorial Office shall consider in particular whether the subject matter of the Paper aligns with the Journal's profile and meets the requirements of the rules related to the Journal. If the manuscript is not published based on the reviewers' opinions, the acceptance decision is revoked.

(2) The decision on rejecting the manuscript is made by the Editorial Office according to the procedure set forth in paragraph 1.

(3) The decision on accepting the manuscripts must be made in compliance with applicable laws and regulations.

(4) The Journal's Editorial Office examines whether the manuscript complies with the Guidelines for Authors and subjects the accepted manuscripts to a software scan for plagiarism (hereinafter referred to as: plagiarism test).

(5) After the editorial plagiarism test, the forthcoming issue of the Journal is compiled taking the reviewers' opinions into account.

(6) After compiling the forthcoming issue of the Journal, the Editorial Office takes the final decision on finalising the issue and sending it to the publisher.

(7) The Editorial Office shall incorporate the opinions of the reviewers and the results of the plagiarism test in the reasoning of the decision to publish.

(8) If the editorial decision on publication requires the complete revision of the manuscript, authors may resubmit their revised manuscripts. In such cases, the provisions of this section shall be applied to the revised manuscripts.

(9) Pursuant to the provisions of the Fundamental Law of Hungary, all persons involved in or impacted by the acceptance or publication of the submitted manuscripts shall act in a non-discriminatory manner – in particular with regard to the authors’ race, gender, disability, sexual orientation, religious belief, ethnicity, nationality or political affiliation – in all procedures related to the Journal.

(10) The Editorial Board, the Editorial Office and the reviewers shall treat all information related to the manuscript confidentially, and handle all information they become aware of according to the provisions of the Code and legal regulations.

(11) Unpublished versions of manuscripts cannot be used by the Editorial Office without the author’s written permission.

## **Section 5**

### **Archiving policy of the Journal**

(1) The authors are free to download, print, or republish without any modification on other electronic platforms the electronic version of the published papers. The identification data of the Journal shall be indicated in the course of such republication.

(2) Readers are free to download and print the electronic versions of the published papers in the Journal from the [administrativescience.com](http://administrativescience.com) website.

(3) All users shall apply the appropriate referencing method for scientific disciplines when using all or parts of published articles.

(4) The studies are archived in the Repository of the Library of the Hungarian Academy of Sciences.

## **Section 6**

### **Final provisions**

(1) The Code is published on the Journal's website.

(2) The Code shall enter into force on the day following the date below, and its provisions shall be applied to issues in preparation and in progress.

Budapest, May 2021