

Editorial Ethics

The journal *Intellectus* operates in accordance with the rules established in the Regulation on the evaluation, classification and monitoring of scientific journals, approved by the Decision of the Administration Council of the National Agency for Quality Assurance in Education and Research No. 6 of December 18, 2018, and the international standards of publishing practice and culture.

In this regard, the Journal complies with the following principles of ethics and quality of scientific publication:

Authors

The authors of the articles proposed for publication in the journal “*Intellectus*” will write their papers according to the Requirements for Authors, which can be accessed at the link: <http://agepi.gov.md/ro/intellectus/cerinte>.

The authors assume full responsibility for the factual accuracy of the data presented and the scientific correctness of the articles.

The authors will correctly and completely cite all the sources used in the scientific material elaboration process.

The journal receives for publication only original manuscripts that have not been previously published in other journals, collections, etc.

The sending for publication of a manuscript simultaneously in several journals is considered a serious violation of editorial ethics. The manuscript may be sent for publication to another journal only if it has been refused publication by *Intellectus*, and the editorial staff has informed the author in writing of its decision.

The responsibility for the originality and content of the published materials lies exclusively with the authors. To this end, they sign a Statement of Ethics (Annex 1) on their own responsibility, they stating the original character of the articles proposed for publication, the absence of plagiarism and self-plagiarism, the fact that they have not been published elsewhere.

If necessary, the authors may mention the scientific research funding sources.

Deliberately fraudulent or inaccurate statements constitute unethical conduct and are unacceptable.

Plagiarism (full, partial or self-plagiarism), conflict of interests (authors, publishers or scientific reviewers are required to report any possible conflict of interests that may affect the impartiality of the evaluation of the article proposed for publication), research fraud (distortion, fabrication of data or deliberate misinterpretation thereof to justify a research), etc., are prohibited.

If the authors notice errors in the published manuscripts, they are obliged to notify the Editorial staff of the journal.

Authorship criteria

All contributors who have made a significant contribution to the creation of the scientific article are to be indicated as authors.

Qualified as an author is the contributor who has participated in one or more of the following stages of creation of the work: the elaboration of the research concept and the research project, the actual realization of one or more components of the research (excluding here the persons who participated exclusively in data collection, which depending on their involvement in the data collection process may be mentioned in the article acknowledgment), participated significantly in the elaboration and drafting of the final article (those who performed translation, proofreading or even copy-editing operations may be mentioned in the acknowledgment, but not in the list of authors).

The authors must take responsibility for the article originality and elaboration honesty.

The order of the authors is established by the author who had the largest contribution, in collaboration with the other authors, and reflects the level of contribution of the authors to the article.

In the event of an equal contribution, the authors shall be listed in alphabetical order, making a statement in the acknowledgment or footnote of the first page on the equal contribution of the authors.

The corresponding author is the one designated to respond to the requests of the journal, and also to any requests coming after the publication.

The editorial staff is not involved in establishing the authorship, the conflicts regarding its structure being supposed to be resolved by the authors.

In the case of complaints about misunderstandings regarding authorship, they are resolved by the authors themselves, with the possible mediation of the editorial board.

The inclusion of other authors after the evaluation of the material by the reviewers is done only with the consent of all authors, communicated to the editorial staff by the corresponding author.

If the omission in bad faith, after the actual publication, of an author in the structure of the authorship is proved, and this situation cannot be resolved amicably in accordance with the rules of publishing ethics, the article is proposed for withdrawal as a sanction for plagiarism (unjustified appropriation of the contribution of the author who was not mentioned).

Intellectual property

The journal *Intellectus* complies with the fundamental rules on the protection of intellectual property rights. This is both to protect our authors against bad copyright infringement practices and to protect non-contributing researchers against infringement of their intellectual property rights.

Authors may not use the journal *Intellectus* to publish information that are contrary to law or that violates or infringes the rights of other persons.

Copyrights are extended to all materials published in the journal, both in print and online.

From the moment the author submits his scientific article for publication, he transmits to the journal *Intellectus* the right to reproduce the work, the right to distribute the original work, the right to rent copies of the work, the right to make the work available online.

With the submission of the article for publication, the author accepts the *open access* policy of the Journal.

Publisher

The publisher guarantees the observance of the rights of the authors of the materials submitted for publication. The journal will adequately present the names of the authors on the published materials; will avoid editing and correcting the materials without the consent of the authors.

The publisher decides on the publication of scientific articles in the journal. This decision is made with the help of scientific reviewers, whose list is established by the editor-in-chief.

The publisher will ensure all the conditions for the process of evaluating the articles for publication to be carried out objectively, according to the *review procedure*, respecting all the scientific norms in force and the principles of publishing ethics.

The publisher will not disclose the identity of the authors before the articles are published in the journal and will not accept the use of the article for any purpose other than that expressed by the author.

The editorial staff will cooperate with the author at all stages of reviewing, drafting and adjusting the manuscripts, so as to eliminate any research errors or scientific falsifications.

The author will be given the opportunity to withdraw his article in order to improve it.

At the request of the author, the editorial staff will send him, for final confirmation, before printing, the final layout of the article.

Manuscripts that do not comply with the rules of publishing ethics and technical editing requirements will be rejected from the outset.

If the manuscript is not accepted for publication, a refusal will be sent to the author, stating the reasons for the decision.

Rejecting an article will not affect the publisher's further relationship with the author, who may at any time submit an improved or new manuscript.

Manuscripts are not returned unless necessary to complete the work.

The editorial staff of the journal has the right to edit, to reduce the materials received, with the subsequent approval of the author.

The publisher assures the authors that it will not show any actions that are in disagreement with the editorial ethics.

The author's opinion, expressed in the published article, does not necessarily reflect the opinion of the editorial board.

Scientific reviewers

Scientific reviewers are experts in a field relevant to the topic addressed by the author/authors of the article. They are chosen for the objective expertise of the manuscripts proposed for publication and in order to ensure the smooth running of the *peer-review process*, described below.

The reviewers shall ensure the written evaluation of the articles, stating the arguments for or against the publication of that article and the observance of the code of good conduct for publication in scientific journals.

Peer-review process

The editorial staff assumes the organization of the anonymous review of each scientific article. In this regard, each manuscript accepted for review is treated as confidential throughout the review and publication process, thus ensuring an impartial assessment.

The nationality of the authors, their religious or political views, affiliation, sex, race or citizenship will not be taken into account when evaluating manuscripts.

Scientific articles are usually evaluated by two scientific reviewers, selected from the list of experts in the journal, to whom the electronic version of the manuscript is sent.

The journal ensures the anonymity of the review: the authors do not know the identity of the experts, and the experts do not know the identity of the authors.

Each reviewer will take into account the fact that the fate of each manuscript submitted for publication and the image of the journal depend on its evaluation.

Reviews will be objective and impartial. Objections and suggestions will be clear and motivated. They should contribute both to highlighting the quality of manuscripts and to enhancing it if manuscripts need to be improved. Criticism of the author's personality is not allowed.

The review aims at: the topicality and importance of the approached issue, unison with the theme and goals of the journal, novelty of the research, clarity of the ideas expressed, originality and impact of the results, accuracy and validity of the ideational content, correctness, presentation mode, analysis and interpretation of facts and data, relevance of bibliographic sources, quality of abstracts, general quality of the article, etc. For a complex evaluation of the scientific material, reviewers can use the *review model* (Annex 2).

On the basis of the recommendations of the scientific reviewers, the Editorial Board makes one of the following decisions: rejects the article, requests a new review from a third party, requests a review of the article by the author, accepts the material for publication.

The article is accepted for publication if both reviewers give a positive opinion. If the two reviewers have differing views on the article, a third reviewer is called upon. If both reviewers give a negative opinion, the article is rejected.

The author of the rejected article has the right to propose for publication other articles or an improved version of the rejected article in the next issues of the journal.

The reviewers will keep the confidentiality of the scientific results and ideas contained in the manuscripts they examine and will not use them in their own interest.

Authors of materials submitted for publication may contact the editorial staff throughout the review process to inquire about the status of the manuscript.

Non-scientific materials in the journal contents will not be reviewed.

Conflict of interests

Reviewers will avoid reviewing manuscripts if they are in a conflict of interests with the author, resulting from competitive relations, cooperation, etc.

Manuscripts received for evaluation and publication in the journal will not be used by members of the Editorial Board and reviewers to advance their own research in the field. They can only make the necessary references to the materials already published in the journal in strict compliance with copyright. In this case, they are obliged to notify the editor-in-chief of the interference of the manuscripts received with the themes of the research they are carrying out, so that he can designate other reviewers who will deal with the evaluation of the material proposed for publication.

Confidentiality

The journal *Intellectus* recognizes the importance of protecting the information collected from the authors of the materials and ensures the security, integrity and confidentiality of any information.

The journal assures all authors that any information will be used appropriately in the interest of the authors and of the journal, for its presentation in the printed version, as well as in the one placed on the Internet in open access.

The journal ensures the confidentiality of the personal data of the authors in accordance with the provisions of the legislation in force. The author will be informed from the outset that the submission of the article for evaluation for a possible publication involves a first processing of personal data, which he accepts, and that, in case of publication of the proposed article, part of this data (name, surname, e-mail address, possibly telephone number, affiliate institution) will be made public in the contents of the article.