

Jazyk a kultúra (Language and Culture)

Ethics of publishing, reviewing and editing

Journal aims and scope

- *Jazyk a kultúra (Language and Culture)* is an online peer-reviewed international academic journal of the Linguo-Cultural, Translation Studies and Interpreting Centre of Excellence, which is part of the Faculty of Arts, University of Prešov in Prešov.
- The journal publishes original works in the following areas: linguistics, linguo-cultural studies, translation studies, literary science, media studies and language acquisition studies.
- *Jazyk a kultúra* does not accept texts, which have already been published or have been under consideration elsewhere. This also applies to different language versions of the same paper.
- *Jazyk a kultúra* is published four times per year, usually in the form of two double issues as an open access journal (published in June and December of the given year).

Languages of publication

- *Jazyk a kultúra* accepts manuscripts/papers in Slovak, other Slavic languages, English, German and French. Studies and articles include an English abstract. Title and key words in the studies and articles are given both in the language in which the study/article is written and in English.

Sections and genres

- The core segment of the journal is the *Studies and Articles* section in which studies and research articles are published. The book reviews (*Reviews and Annotations* section), reports on conferences and on other scholarly events are included in the *Reports sectionf*.

Peer-reviewers' and Authors' Responsibilities

- All articles submitted to the journal are subject to the double-blind peer-review process. The author's/authors' identity is kept hidden from the reviewers; similarly, the identity of the author(s) of a manuscript is concealed from the selected reviewers, and likewise the reviewers do not know each other's identity either.
- Research articles are reviewed by at least two reviewers, book reviews and reports are usually reviewed by one reviewer.
- Peer-reviewing is meant to be objective and explicit and the reviews ought to provide well-argued stance and/or constructive suggestions for the improvement of the submission.
- The reviewers are selected by the editors from the members of the editorial board (according to their areas of expertise) and from other experts in the given field outside

the editorial board. The editors pay care there will not be any conflict of interest during the reviewing process.

- Reviewing is free of charge.
- The reviewers are requested to use special rubrics (available in Slovak, English, Russian and Ukrainian language versions), in which they express their evaluation pertaining to the content; structure; language and style; formal requirements; citation rules and quality of attachments (if applicable) of the submission. Its suitability for the journal is expressed through four options: the given article is to be a) accepted (for a particular section), b) accepted after author's corrections, without subsequent reviewer's check, c) accepted after author's corrections, with subsequent reviewer's check, and d) the submission is rejected. The reviewer is requested to provide a well-argued justification of their reservations, and, in a special part of the form, give their suggestions for improving the submission.
- If there is a controversy in the reviews provided (if one of the two reviews suggests rejecting the paper and the other suggests accepting it), the third reviewer is invited according to the same rules as in the first round of reviewing. If the third review is negative, i.e. suggesting rejection, the article is rejected; if the review is favourable, the paper is accepted. Nevertheless, the author is requested to take all the reviewers' suggestions into consideration and the revised submission is sent to all reviewers for further consideration.
- Authors are typically notified of the results of the reviewing within approximately 1 – 2 months after the deadline for the submissions. If there is a second round, the reviewing may take one month. Authors are requested to address the reviews in a special form justifying their consent to or disapproval of the changes suggested by the reviewers.
- The whole reviewing process is done via e-mail communication which is documented on an internal website and all the documents are archived both in electronic forms and as printed outputs.
- Once a year (in the December issue of the journal) the full list of reviewers is published on the journal's website in the *Board of Reviewers* file. The lists of reviewers from previous years are available at the same site.
- The review process is not initiated by the editorial board if a manuscript (a) clearly fails to comply with the aims and scope of the journal; (b) clearly fails to comply with the standards of scholarly work; (c) clearly fails to observe basic genre requirements and/or (d) is poorly written and/or edited and does not follow other formal requirements. If, following the editors' discussion, a submission is evaluated as falling into any of the above given categories, it is sent to one or two members of the editorial board (based on their areas of expertise) for their informal reviewing. If they confirm the editors' standpoint, the submission is officially rejected. Conversely, if they reject the editors' standpoint, the review process is initiated. If the author violates the citation ethics, the editorial board does not initiate the reviewing process and the manuscript is rejected.
- The manuscript is evaluated with regard the level of similarity with other published works (or plagiarism). If the author violates the citation ethics, i.e. presenting another author's work (or part of it), views, ideas, or expressions as their own novel work without acknowledging them in the list of works cited or referenced, the editorial board shall not recommend the manuscript for the reviewing process and the manuscript shall be rejected.

Editors' Responsibilities

- The process of editing serves as a further step towards improving the quality of the submission. The final version of the manuscript, produced by the authors based on the reviews is read by the co-editors and the editor-in-chief, and the questionable features (including formal requirements, bibliography format, and summary) are commented on (using statements and/or questions). The authors edit the submission on the basis of these comments and their own considerations, and resubmit it to the editor-in-chief. The final editing and proofreading is provided by the editor-in-chief. The authors are notified about the final version of their submission. The edited and proofread submissions of a given issue are sent to the technical editor who is responsible for technical features of publishing. After the editor-in-chief finally approves the given issue, it is published on the journal website.
- The editor-in-chief pay due care not to be any conflict of interest between authors, reviewers and the editors. (S)he considers and responds to all appeals from the authors, reviewers and anyone else regarding editorial work, pre-publication and post-publication processes, published content or any other aspects of the journal editing. Such information is considered confidential.
- The editors are ready, if needed, to publish errata, explanations, excuse, or delete the already published article.