

Policy of the *Potravinárstvo Slovak Journal of Food Sciences*

- 1. To publish articles from the following areas including: food hygiene, food safety and quality, food microbiology, food laws and regulations, ingredients and ingredient functionality, nutraceuticals, product formulation, sensory science and sensory statistical analysis, process control and its contribution to food processing operations, food chemistry, food toxicology, food engineering, food technology and biotechnology, nourishment, public health, primary production of food, food adulteration, food economics and marketing, environmental effect on food and food machinery.**
- 2. To publish articles meeting only the scientific criteria.**
- 3. To publish original scientific articles.**
- 4. To be respectful to each author.**
- 5. To publish articles in terms of publication ethics and publication malpractice statement.**
- 6. To make no differences between authors of articles, institutions, universities and departments from which the authors of published articles came from.**
- 7. To ensure transparency in the publication process from article submission through the editorial process and article publication.**
- 8. To ensure confidentiality and transparency on the peer-review process of articles.**
- 9. To ensure open access for authors and readers.**
- 10. To respect the law of the European Union and Slovak Republic.**
- 11. To apply quality management system based on the ISO 9001: 2018 in the editorial office.**

**Ing. Peter Zajác, PhD.
In Nitra, Slovakia on 01/July/2019**

To fulfill the above mentioned journal policy we have implemented the following statement and policies.

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT

Potravinárstvo Slovak Journal of Food Sciences is a peer-reviewed journal. It is necessary to agree upon standards of expected ethical behaviour for all parties involved in the act of publishing in our journal: the author, the journal editor, the peer reviewer and the publisher must follow the journal policy. Our ethic statements are based on **COPE's Best Practice Guidelines** for the Journal Editors: http://publicationethics.org/files/u2/Best_Practice.pdf

EDITORIAL POLICY

Duties of Editors

Publication decisions

The editor of the journal is responsible for deciding which of the articles submitted to the journal should be published. The editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editor may confer with other editors or reviewers in making this decision.

Fair play

An editor at any time evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Confidentiality

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

PEER REVIEW POLICY

Duties of Reviewers

Contribution to Editorial Decisions

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

Confidentiality

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Standards of Objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of Sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and Conflict of Interest

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

RESEARCH ETHICS POLICY

Duties of Authors

Reporting Standards

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

Data Access and Retention

Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication. https://www.stm-assoc.org/2006_06_01_STM_ALPSP_Data_Statement.pdf

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted. Editor have to check each submitted article by iThenticate plagiarism detection software: <http://www.ithenticate.com/>

Multiple, Redundant or Concurrent Publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

Authors are obliged to confirm the publication is original and has not be published / presented before during the manuscript submission to the Journal editorial system.

Acknowledgement of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

Authorship of the Paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Hazards and Human or Animal Subjects

If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

Financing Statement

An author has to disclose in the acknowledgments of the manuscript sources of financing of the research (project, grant, private source).

Fundamental errors in published works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

Scientific Misconduct

The authors should ensure that there is no scientific misconduct in their work.

Integrity in science is one of the foundations of quality. Readers of our journal should be assured that the authors of publications in a transparent, fair and honest present the results of their work, regardless or whether they are the direct authors, or using the aid of a specialized entity (natural person or legal).

Scientific misconduct is the violation of the standard codes of scholarly conduct and ethical behaviour in professional scientific research. Further details about scientific misconduct are available online at: http://en.wikipedia.org/wiki/Scientific_misconduct

The U.S. National Science Foundation defines three types of research misconduct: fabrication, falsification, and plagiarism. Other types of research misconduct are also recognized: the violation of ethical standards regarding human and animal experiments - such as the standard that a human subject of the experiment must give informed consent to the experiment. Ghostwriting – the phenomenon where someone other than the named author(s) makes a major contribution (where the real author is not listed as an author). Typically, this is done to mask contributions from companies. It incorporates plagiarism and has an additional element of financial fraud. Conversely, research misconduct is not limited to NOT listing authorship, but also includes the conferring authorship on those that have not made substantial contributions to the research.

Authors and co-authors of scientific publications have a variety of responsibilities. Contravention of the rules of scientific authorship may lead to a charge of scientific misconduct. All authors, including co-authors, are expected to have made reasonable attempts to check findings submitted to academic journals for publication.

Simultaneous submission of scientific findings to more than one journal or duplicate publication of findings is usually regarded as misconduct.

All form of the scientific misconduct is not allowed with our Journal and will be solved according to this document.

Author's Warranties

Authors of the article have to sign the License to publish, which contains this statement:

The author warrants that the article is original, written by stated author/s, has not been published before, contains no unlawful statements, does not infringe the rights of others, is subject to copyright that is vested exclusively in the author and free of any third party rights, and that any necessary written permissions to quote from other sources have been obtained by the author/s. The author warrants that there is no scientific misconduct in the article.

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The author who submits the manuscript to the journal editorial system has to fulfil the submission checklist during the first step of the submission process. The author has to indicate that this submission is ready to be considered by this journal by checking off the following:

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word or RTF document file format.
- The text adheres to the stylistic and bibliographic requirements outlined in the Instruction for authors, which is found in <http://www.potravinarstvo.com/dokumenty/instructions.pdf>.
- The authors agree to the terms of the Copyright Notice, which will apply to the submission if and when it is published by this journal.

RULES TO SOLVING THE PROBLEM WITH PUBLICATION ETHICS AND MALPRACTICE

1. The editor must decide if the violation is minor or serious.
2. Minor violation can be solved directly with Editor or Sub-Editor.
3. Serious violation must be solved at least with three members of the Editorial Board, which give an opinion to the editor. The Editor must make the final decision.
4. Decision must be communicated to the corresponding author with e-mail or a mail.
5. In the case of plagiarism, below stated Plagiarism policy must be applied.

PLAGIARISM POLICY

Potravinarstvo Slovak Journal of Food Sciences does not allow any form of plagiarism. Plagiarism is considered to be a serious breach of scientific ethics by the Journal. Incidents of plagiarism in a manuscript or published paper whether detected or reported, will be dealt with severely in accordance with following Plagiarism Policy.

1. Upon discovery of incidences of plagiarism in a manuscript submitted for publication, the editors will first decide if the infraction is minor or serious. Minor infractions could be defined as using material word for word without quotes but referencing the material appropriately. Serious infractions include copying sentences or paragraphs without appropriate referencing and the use of data from previously published sources without attribution. Minor infractions may be dealt with in the review process by requiring the authors to make appropriate changes. Serious infractions require rejection of the manuscript and appropriate notification of the author.

2. Upon discovery of incidences of plagiarism in a published paper, the editors will contact the author to request a "Letter to the Editor." The author's letter should include full explanation of the seriousness of the offense and provide substitute language for the passage or passages in question. If the author will not supply the requested letter, the paper will be retracted by the journal and appropriate notice containing the reason for the retraction will be given to readers.
3. Upon discovery of a subsequent incidence of plagiarism by an author already warned or penalized for plagiarism, the editors will reject the manuscript and inform the author that they will no longer be allowed to submit a manuscript to either the *Potravinárstvo Slovak Journal of Food Sciences* as an author or co-author in the future.

ADVERTISING POLICY

1. We have the rights to refuse any advertisement that, in its sole discretion, is incompatible with its mission or inconsistent with the values of members, the publication/web site or the organization as a whole, and to stop accepting any advertisement previously accepted. Ads are subject to review by the editor.
2. Advertising for the following categories is prohibited:
 - a) Alcohol
 - b) Tobacco
 - c) Weapons, firearms, ammunition
 - d) Fireworks
 - e) Gambling and lottery
 - f) Pornography or related themes
 - g) Political and religious advertisements
 - h) Advertisements that claim to have a "miracle" cure or method
 - i) Advertisements that make unsubstantiated health claims for the products advertised
 - j) Advertisements directed at children
3. New advertisements may require pre-approval before they can appear.
4. Advertisers may be required to submit supporting documentation to substantiate claims. For products not regulated by the government, technical and/or scientific documentation may be required.
5. Ads for products not approved by the government that make any kind of health claims must carry the following disclaimer: "These statements have not been evaluated by the government. This product is not intended to diagnose, treat, cure or prevent any disease."
6. Advertisements, advertising icons and advertiser logos must be clearly distinguishable from editorial content and may require special labeling to distinguish them as such.
7. The intentional placement of advertising adjacent to articles discussing the company or product that is the subject of the ad is prohibited.
8. Advertisements may not imply endorsement by journal or its web site except as may be provided for under a separate agreement—in which case advertising must be pre-approved to ensure adherence to the letter and spirit of that separate agreement.
9. The full rules for any market research or promotion associated with an advertisement must be displayed in the ad or available via a prominent link.
10. The following online advertising formats are prohibited:
 - a) Pop-ups and floating ads.
 - b) Advertisements that collect personally identifiable information from visitors without their knowledge or permission.
 - c) Ads that extend across or down the page without the visitor having clicked or rolled-over the ad.
 - d) Ads that send visitors to another site without the visitor having clicked the ad.
11. This advertising policy is not exhaustive and is subject to change at any time without notice.

INFORMED CONSENT POLICY

It is a fundamental legal and ethical principle that valid consent must be obtained before providing any health services to a person involved in research.

Written informed consent must be obtained for the publication of any other information that could lead to identification of a participant.

Patient identifiers will not be published, unless written informed consent is given and the content is essential for the scientific purpose and merit of the manuscript.

Photographs of subjects showing any recognizable features must be accompanied by their signed release authorizing publication, as must case reports that provide enough unique identification of a person (other than name) to make recognition possible. Failure to obtain informed consent of patient prior to submission would result in manuscript rejection.

CORRECTION AND RETRACTION POLICY

Potravinárstvo Slovak Journal of Food Sciences operates the following policy for making corrections to its peer-reviewed content.

Publishable amendments must be represented by a formal online notice because they affect the publication record and/or the scientific accuracy of published information. Where these amendments concern peer-reviewed material, they fall into one of four categories: Publisher Correction (formerly Erratum), Author Correction (formerly Corrigendum), Retraction or Addendum.

Publisher Correction (formerly Erratum). Notification of an important error made by the journal that affects the publication record or the scientific integrity of the paper, or the reputation of the authors or the journal.

Author Correction (formerly Corrigendum). Notification of an important error made by the author(s) that affects the publication record or the scientific integrity of the paper, or the reputation of the authors or the journal.

Retraction. Notification of invalid results. All co-authors must sign a Retraction specifying the error and stating briefly how the conclusions are affected, and submit it for publication. In cases where co-authors disagree, the in-house editors may seek advice from independent referees and impose the type of amendment that seems most appropriate, noting the dissenting author(s) in the text of the published version.

Addendum. Notification of additional information. Addenda are published when the in-house editors decide that the addendum is crucial to the reader's understanding of a significant part of the published contribution.

USE OF EXPERIMENTAL ANIMALS, AND HUMAN PARTICIPANTS POLICY

For articles reporting experiments on live vertebrates and/or higher invertebrates, the methods section must include a statement:

- (i) identifying the institutional and/or licensing committee approving the experiments, including any relevant details;
- (ii) confirming that all experiments were performed in accordance with relevant guidelines and regulations.

For research involving human participants, authors must identify the committee that approved the research, confirm that all research was performed in accordance with relevant guidelines/regulations, and include in their manuscript a statement confirming that informed consent was obtained from all participants and/or their legal guardians.

Identifying information

Human participants' names and other [HIPAA identifiers](#) must be removed from all sections of the manuscript, including supplementary information. Written informed consent must be obtained for the publication of any other information that could lead to identification of a participant (e.g. clinical images and videos). A statement confirming that informed consent to publish identifying information/images was obtained must be included in the methods section. Identifying images/video/details which authors do not have specific permission to use must be removed from the manuscript. Please note that the use of coloured bars/shapes to obscure the eyes/facial region of study participants is NOT an acceptable means of anonymisation.

Clinical trials

We require all clinical trials to be registered in a publicly accessible primary register that participates in the WHO International Clinical Trial Registry Platform. We use the [World Health Organization \(WHO\) definition](#) of a clinical trial.

Clinical trial registration numbers and date of registration should be added to all relevant manuscripts. These details will be published with the manuscript.

Manuscripts reporting results of a clinical trial must conform to CONSORT 2010 guidelines. Authors of randomized controlled trials should submit a completed CONSORT checklist, available at www.consort-statement.org.

Manuscripts reporting clinical trials should be submitted with their protocols as a separate document.

Meta-analyses

Articles reporting meta-analyses must be accompanied by a completed PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) checklist and flow diagram, available at www.prisma-statement.org.

Complementary and alternative medicine

We believe that Complementary and Alternative Medicine (CAM) research should be held to the same standards and evidence threshold as those of medicine research. Clinical research manuscripts that comply with international and national standards for such work (such as the Declaration of Helsinki or relevant Governmental regulation e.g. the UK's The Medicines for Human Use (Clinical Trials) Regulations). Studies which are adequately controlled (be that compared to a placebo or conventional medicine), blinded (where appropriate), randomised and of sufficient statistical power to confidentially and accurately interpret the effect reported. Studies reporting a CAM treatment/technique compared only to another CAM treatment/technique are not sufficient to test the efficacy of the CAM treatment in question. Studies in which a conventional treatment is supplemented with a CAM technique are only valid if compared to the same conventional treatment supplemented with a placebo. CAM treatments/techniques tested on animal models and/or human patients: It is unethical for such work, on humans or animals, to have taken place without adequate prior evidence that the treatment/technique shows some potential of being therapeutic. Manuscripts must include evidence that takes the form of objective, measurable data from previously published peer reviewed literature which adheres to scientific principles (for instance *in vitro* or cellular work). Other forms of evidence are not valid. Manuscripts describing work lacking this evidence will not be considered on ethical grounds.

COMPETING INTERESTS POLICY

In the interests of transparency and to help readers to form their own judgements of potential bias, authors must declare any competing financial and/or non-financial interests in relation to the work described.

Definition of a competing interest

For the purposes of this policy, competing interests are defined as financial and non-financial interests that could directly undermine, or be perceived to undermine, the objectivity, integrity and value of a publication, through a potential influence on the judgements and actions of authors with regard to objective data presentation, analysis and interpretation.

Financial competing interests include any of the following:

Funding: Research support (including salaries, equipment, supplies, and other expenses) by organizations that may gain or lose financially through this publication. A specific role for the funder in the conceptualization, design, data collection, analysis, decision to publish, or preparation of the manuscript, should be disclosed.

Employment: Recent (while engaged in the research project), present or anticipated employment by any organization that may gain or lose financially through this publication.

Personal financial interests: Stocks or shares in companies that may gain or lose financially through publication; consultation fees or other forms of remuneration (including reimbursements for attending symposia) from organizations that may gain or lose financially; patents or patent applications (awarded or pending) filed by the authors or their institutions whose value may be affected by publication. For patents and patent applications, disclosure of the following information is requested: patent applicant (whether author or institution), name of inventor(s), application number, status of application, specific aspect of manuscript covered in patent application.

We do not consider diversified mutual funds or investment trusts to constitute a competing financial interest.

Non-financial competing interests:

Non-financial competing interests can take different forms, including personal or professional relations with organizations and individuals. We would encourage authors and referees to declare any unpaid roles or relationships that might have a bearing on the publication process. Examples of non-financial competing interests include (but are not limited to):

- a) Unpaid membership in a government or non-governmental organization.
- b) Unpaid membership in an advocacy or lobbying organization.
- c) Unpaid advisory position in a commercial organization.
- d) Writing or consulting for an educational company.
- e) Acting as an expert witness.
- f) Competing interests statement format guidelines.

The statement included in the article file must be explicit and unambiguous, describing any potential competing interest (or lack thereof) for EACH contributing author.

Examples of declarations are:

Competing interests

The author(s) declare no competing interests.

Competing interests

Dr X's work has been funded by A. He has received compensation as a member of the scientific advisory board of B and owns stock in the company. He also has consulted for C and received compensation. Dr Y and Dr Z declare no potential conflict of interest.

Application to authors

The corresponding author is responsible for submitting a competing interests statement on behalf of all authors of the paper. This statement must be included in the submitted article file, following the 'Author Contributions' section in 'Additional Information', under the heading 'Competing interests'. The corresponding author will also be required to indicate the existence of a competing interest within the submission system.

We recognize that some authors may be bound by confidentiality agreements. In such cases the publishing team will investigate further and may at their discretion invite the authors to state in the online version, in place of itemized disclosure: "The authors declare that they are bound by confidentiality agreements that prevent them from disclosing their financial interests in this work."

We do not require authors to state the monetary value of their financial interests.

Application to peer-reviewers

We invites peer-reviewers to exclude themselves in cases where there is a significant conflict of interest, financial or otherwise. However, just as financial interests need not invalidate the conclusions of an article, nor do they automatically disqualify an individual from evaluating it. We ask peer-reviewers to inform the editors of any related interests, including financial interests as defined above, that might be perceived as relevant. Editors will consider these statements when weighing peer-reviewers' recommendations.

Application to Editorial Board Members

Editorial Board Members are required to declare any interests that might influence, or be perceived to influence, their editorial activities. In particular, they should exclude themselves from handling manuscripts in cases where there is a conflict of interest, financial or otherwise. This may include – but is not limited to – having previously published with one or more of the authors, and sharing the same institution as one or more of the authors.

Application to editors

Journal editorial staff are required to declare any interests — financial or otherwise — that might influence, or be perceived to influence, their editorial practices. Failure to do so is a disciplinary offence.

PRIVACY POLICY

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Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See The Effect of Open Access).

THE PROCESS FOR HANDLING CASES REQUIRING CORRECTIONS, RETRACTIONS, AND EDITORIAL EXPRESSIONS OF CONCERN

1. Author must provide information what correction, retraction should be performed.
2. Editor will analyse the situation and communicate with author all steps to solve the problem.
3. Errata should be prepared by author.
4. Editor will upload errata to the editorial system.
5. Information about errata publication should be communicated to the corresponding author with e-mail or a mail.

Editorial expressions of concern should be communicated with corresponding author only by Editor.

When scientific misconduct is alleged, or concerns are otherwise raised about the conduct or integrity of work described in submitted or published papers, the editor should initiate appropriate procedures detailed by such committees such as the Committee on Publication Ethics (COPE) and may choose to publish an expression of concern pending the outcomes of those procedures. If the procedures involve an investigation at the authors' institution, the editor should seek to discover the outcome of that investigation, notify readers of the outcome if appropriate, and if the investigation proves scientific misconduct, publish a retraction of the article”.

“Expressions of concern may be used if the author's institution refuses to investigate the case, if the editor does not have confidence in the outcome of an investigation, or if an investigation is underway but will not report for some time. An expression of concern can alert readers to a potentially unreliable publication, but may later be converted into a retraction or correction, or itself retracted, depending on the outcome of the investigation.

The communication with author should contains: The nature of the concern in clear, unambiguous language that differentiates possible misconduct from honest error. Indication which aspects of the paper are problematic (i.e., which specific data or conclusions are invalid). Indication what factors (feedback from readers, individuals, institutional officials, etc.) ultimately led to the publication of the EoC.