

## **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, the 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 come 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 the Slovak Republic.
11. To fulfill this policy we have developed several sub-policies and statements which are mandatory for all editors, authors of our contractual partners.
12. To fulfill the journal policy, we have implemented a quality management system based on the ISO 9001: 2018 in the Editorial Office. We have developed a quality manual and management system guidelines covering all processes.

doc. Ing. Peter Zajác, Ph.D.

In Nitra, Slovakia on 6/December/2021

## **PUBLICATION ETHICS POLICY AND PUBLICATION MALPRACTICE STATEMENT**

*Potravinárstvo Slovak Journal of Food Sciences* is a peer-reviewed journal. We are committed to ethical standards following the COPE's Best Practice Guidelines [https://publicationethics.org/files/u2/Best\\_Practice.pdf](https://publicationethics.org/files/u2/Best_Practice.pdf) and COPE's Core practices <https://publicationethics.org/core-practices>

The author, the journal editor, the peer reviewer, and the publisher must follow the journal policy, publication ethics policy and publication malpractice statement, and all sub-policies developed by our journal. We have developed sub-policies that help us to ensure the quality of published articles, good reputation of the journal, and services provided:

- Editorial Policy
- Peer Review Policy
- Plagiarism Policy
- Advertising Policy
- Publication Fee Policy
- Informed Consent Policy
- Correction and Retraction Policy
- Use of Experimental Animals, and Human Participants Policy
- Conflict of Interests / Competing Interest Policy
- Personnel Policy
- Privacy Policy
- Copyright Policy

### **EDITORIAL POLICY**

#### **Duties of Editors**

##### **Fair Play**

The editor must evaluate each article regardless of country of origin, race, gender, sexual orientation, religion, ethnic origin, citizenship, or political views of authors.

##### **Confidentiality**

The editor and any editorial staff must not disclose any information present in the manuscript to third parties. The editor has to only communicate with the correspondent author and if not available as well with other co-authors. Article information can only be provided by a nominated reviewer, assigned reviewer, editorial board member, editorial staff, and journal contractual partners involved in the publishing process.

##### **Conflict of interest**

The editor should follow our Conflict of Interest Policy. The assigned editor must declare a conflict of interest that can occur for several reasons such as the same workplace, participation in a research project, etc. Editors can not cooperate with authors in research of submitted and published manuscripts.

##### **Publication Decisions**

The editor is responsible for the initial assessment of the article. It decides whether the article is thematically suitable for publication in a journal. The editor follows the journal's policies. The emphasis is on adhering to the processes and criteria set by the Editorial Board of the journal. It focuses on whether the structure of the article complies with the requirements set in the article template. It checks compliance with legal requirements, copyright and checks the originality of the article through anti-plagiarism software iThenticate <https://www.ithenticate.com>. The editor can communicate with other editors or reviewers and then decide on the article.

##### **Submitted Manuscript and Materials**

Unpublished manuscripts and materials must not be used by the editor for own research purposes.

## PEER-REVIEW POLICY

### Duties of Reviewers

#### Article Review

Reviewers must make a review honestly and transparently according to the usual scientific rules. The reviewer must use the prescribed review checklist and express formal and professional comments on the manuscript. Reviews are used by the editor to make a final decision. The reviewer can communicate with the author only through the editor. Each article must be reviewed by two reviewers. In case of disagreement, the Editor must request a third opinion.

#### Promptness

The reviewer must prepare a report within the deadline. If necessary, the reviewer should ask the Editor to extend the deadline for submitting the review.

#### Confidentiality

Any manuscripts received for review are confidential documents and cannot be provided to third parties. They must not be shown to or discussed with others except as authorized by the editor.

#### Standards of Objectivity

The reviewer must conduct the review objectively. Personal criticism of the author is inappropriate. Comments on the article must be clearly and concisely explained.

#### Acknowledgment of sources

Reviewers should check citations and the reference list. Reviewers should identify any discrepancies and literature sources that have not been cited. It also checks their relevance. The literary sources used should be from recent years.

#### The expertise of the reviewer

The reviewer must be an expert in the field.

#### Conflict of Interest

The assigned reviewer must declare a conflict of interest that can occur for several reasons such as the same workplace, participation in a research project, etc.

### Duties of Authors

#### Author's Warranties

Authors of the article agree with the license to publish, which contains this statement: "The author warrants that the manuscript is original, written only by the 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 manuscript. The author warrants that there is no conflict of interest between him, co-authors, reviewers, workplace, or any third parties. The author warrants that sources of financing are listed in the acknowledgment of the manuscript if necessary."

#### Writing the Article

Authors should respect the criteria and requirements set by the journal. Authors must comply with legal and ethical requirements. Authors should use the prescribed article template to eliminate the fundamental mistakes. The structure of the article must be under the requirements of the journal and the article template. Authors should provide an abstract, an introduction, a scientific hypothesis, material and methodology, results and discussion, conclusions, contact information, funds, and ethical statement in the article. All information must be adequately cited by a numerical reference method. References should be adequately formatted following the APA style. Upon request, authors must also provide source raw data for their review by the editor.

#### Clarity of English

Authors must check the clarity of the English language of the article by a professional service.

#### Originality and Plagiarism

The article submitted for publication must be original. Each article should pass the originality check through the software: iThenticate plagiarism detection software <http://www.ithenticate.com/>.

#### Multiple, Redundant, or Concurrent Submissions

Authors must not submit the same article to another journal at the same time. We consider such activity to be unethical behavior.

**Authorship of the Paper**

The authors of the article are only those people who made a significant contribution in the research activities and writing the article including the conception, design, execution, statistical analysis, or interpretation of the reported study. Authors should be listed on the title page and the contact section of the article. The order of the authors cannot be changed after the revision of the article. We consider the additional addition of authors to the article to be an unethical practice.

**Ethical statement**

Authors must provide an ethical statement if the research activities have been carried out on humans, animals, tissue cultures, organisms, and plants. The article must state the permission of the ethics committee of the institution that authorized such research.

**Conflicts of Interest**

Authors should disclose in their manuscript any financial or other substantive conflicts 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.

**Funds**

If the research was funded by the project, the authors must indicate the grant number or private sources used for research activities.

**Fundamental errors in published works**

When the authors find a major and significant error or inaccuracy in the article during the publication or the published article, they should promptly notify the journal editor to retract or correct the article.

**Scientific Misconduct**

The authors should ensure that there is no scientific misconduct in the article. Integrity in science is one of the foundations of quality. Readers of our journal should be assured that the authors of publications transparently, fairly, and honestly present the results of their work, regardless of whether they are the direct authors, or they used the aid of a specialized entity (natural person or legal).

Scientific misconduct ([https://en.wikipedia.org/wiki/Scientific\\_misconduct](https://en.wikipedia.org/wiki/Scientific_misconduct)) is a violation of the standard codes of scholarly conduct and ethical behavior in professional scientific research. We are not accepting any fabrication, falsification, plagiarism, ghostwriting, and violation of ethical standards regarding human and animal experiments. All forms of scientific misconduct are not allowed with our Journal and will be solved by the Editorial board.

## **PLAGIARISM POLICY**

*Potravinárstvo Slovak Journal of Food Sciences* does not tolerate any form of plagiarism by authors. Plagiarism is considered to be a serious breach of ethics. Incidents of plagiarism in a manuscript or published paper whether detected or reported will be dealt with severely under the following Plagiarism Policy procedure:

1. Classification of problems:
  - a) Minor: problems with references, citation issues, pictures authorship, etc.
  - b) Major: problems with the originality of the article identified by antiplagiarism software or reported to the Editor.
2. The editor examines the severity of the situation. Identifies whether the article is still in the publishing process or has already been published.
  - a) The article is in the publication process:
    - minor problems
      - o The editor is making the decision and communicates with authors to make corrections.
        - The article should be corrected.
      - o The editor checks the corrections.
    - major problems
      - o Editor communicates with the Editorial board.
        - The article should be declined.
      - o Editor communicates with the authors.
  - b) Published articles:
    - minor problems
      - o The editor is making the decision and communicates with authors to make corrections.
        - The article should be corrected.
        - The correction is made in the article and journal website in the form of an erratum.
    - major problems
      - o Editor communicates with the authors
        - The author should send a "Letter to the Editor" and describe the situation and all questions.

- Editor communicates with the Editorial board
  - The article should be corrected
  - The article should be retracted from the journal and notice containing the reason for the retraction will be given to readers.
- Editor communicates with indexing services to remove the article from databases.
- c) Penalization: Authors may not publish in a journal for the next two years.

**Rules to solving the problem with publication ethics and malpractice**

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

**ADVERTISING POLICY**

1. Advertising materials are always reviewed in advance and approved by the editor. 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
2. Each advertisement is assessed individually following legal and ethical principles.

**PUBLICATION FEE POLICY**

This policy is intended to eliminate problems with author payments and put pressure on our journal by authors.

1. The journal billing a publication fee only after the successful completion of the review procedure and acceptance of the article for publication.
2. Authors must provide billing information during the article submission process.
3. The editor must immediately identify who is responsible for payment. The author who uploads the article to the editorial system must exactly know what funds will be used for article submission fee payment. Authors should provide the following information:
  - a. Payment by an organization: organization name, address, the ID number of the organization, Internal order number issued by the organization, VAT ID of the organization if applicable, Bank account No., SWIFT code, Preferred payment method (PayPal, Bank Transfer),
  - b. Payment by an individual: Name and surname, Address, E-mail, Bank account No., SWIFT code, Preferred Payment method (PayPal, Bank Transfer).
4. Articles without this information may not be reviewed by the editor or submitted for review. We consider the non-disclosure of this information to be unethical behavior.

The journal provides significant discounts for authors only on the occasion of conferences. Even in this case, however, we reserve the right to perform peer-review and quality control of articles by our editors. The qualitative criteria have to be met.

**INFORMED CONSENT POLICY**

Written informed consent must be obtained for the publication of any other information that could lead to the identification of a participant. It is a fundamental legal and ethical principle that valid consent must be obtained before providing any health services to a person involved in the research. 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 the publication, as must case reports that provide enough unique identification of a person (other than the name) to make recognition possible. Failure to obtain the informed consent of the patient before submission would result in manuscript rejection.

## CORRECTION AND RETRACTION POLICY

*Potravinárstvo Slovak Journal of Food Sciences* requires the following policy for making corrections in the published articles in the articles.

We distinguish these types of fixes:

- Publisher Correction (erratum): notification of an important error made by the journal.
- Author Correction (corrigendum): notification of an important error made by the author.
- Retraction: notification of invalid result.
- Addendum: notification of additional information.

All fixes are made in the published article as a formal online notice.

This notice must include the Article title, authors' names, journal title, volume, page numbers, DOI number, and a clear description of the correction. The page number of the article on which the correction is made. Strikethrough text indicates invalid text and the normal text indicates valid text.

Corrections are made to preserve the scientific integrity of the paper, the reputation of the authors, and the journal or editors.

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

### The process for handling cases

1. The author must provide information on what correction, retraction should be performed.
2. The editor will analyze the situation and communicate with the author all steps to solve the problem.
3. Erratum should be prepared by the author.
4. The editor will upload erratum to the editorial system.
5. Information about erratum publication should be communicated to the corresponding author by e-mail or mail.

The communication with the author should contain a clear description of the problem in unambiguous language.

## USE OF EXPERIMENTAL ANIMALS, AND HUMAN PARTICIPANTS POLICY

We do not publish clinical studies and meta-analyses in the journal. The journal only publishes articles in the field of food science.

For these types of articles where the humans participated in the research or animals were used, the journal requires the submission of the appropriate approval by the ethics committee of the organization on which such research was conducted following the legislation regulations and guidelines of the country and the permits of the government control authorities in the country.

Detailed information on the authorization of such a study must be provided in the article in the Ethical statement section.

### Identifying information and GDPR

We require the anonymization of personal data in the journal following the GDPR legislation of the European Union. Human participants' names and other HIPAA identifiers <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html> must be removed from all sections of the article. A statement confirming that informed consent to publish identifying information/images was obtained must be included in the methods section.

## CONFLICT OF INTEREST / COMPETING INTEREST POLICY

Our journals require a conflict of interest statement in each article. If there is a conflict of interest, the authors must declare it. We are following the COPE requirements: <https://publicationethics.org/competinginterests>

**Conflict of interest** is a financial and non-financial interest that could affect the objectivity, integrity, and reputation of the publication. This may happen when the author or the author's organization has a relationship with funders or organizations that may influence the research activities and author work leading to the tendentious decisions in the article, not correct data presentation and their interpretation.

### Funding Statement

We require an indication of the source of research funding in the article. The grant number and the organization name have to be provided. If the research was funded from the organization's resources, this must be stated in the declaration.



**Conflict of Interest Statement**

We require an indication of the conflict of interest in the article. Examples of statements are present in our article template: [https://www.potravinarstvo.com/dokumenty/article\\_template\\_en.docx](https://www.potravinarstvo.com/dokumenty/article_template_en.docx)

## PERSONNEL POLICY

**Application to Peer-Reviewers**

Only a person who works in the field and is a recognized expert can be an article reviewer. Each reviewer should send the curriculum vitae with the request. The application is reviewed by the Editor-In-Chief and, if the candidate meets the requirements, it is included in the internal database of reviewers. The reviewer must declare a potential conflict of interest if he finds himself involved in an article assigned to him for review.

**Application to Editorial Board Members and Editors**

Only a person who works in the university, research institution, or is a recognized expert can be the Editorial Board Member and the Editor. Each applicant should send the curriculum vitae with the request. The application is reviewed by the Editor-In-Chief and approved by the Editorial Board Members. The candidate's publishing activity also belongs to the criteria assessed. If the candidate meets the requirements, the personnel certificate is issued and the person is added to the journal website to the Editorial Board Member or and Editor list. This person should declare any interests that might influence, their editorial activities. They should exclude themselves from manuscripts if they have a conflict of interest.

## PRIVACY POLICY

The names and email addresses entered in this journal site (Author user profile) will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

The person concerned in accordance with Act no. 18/2018 Coll. on the protection of personal data, as amended, Directive (EU) 2016/680 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data by the competent authorities for the purposes of crime prevention, investigation, detection or prosecution or criminal sanctions and on the free movement of such data and repealing Council Framework Decision 2008/977 / JHA, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data Directive 95/46 / EC (General Data Protection Regulation), is giving the consent to the provider of this website <https://potravinarstvo.com> Potravinarstvo Slovak Journal of Food Sciences, Slivková 12, 951 Nitrianske Hrnčiarovce, Slovakia, European Union, Company registration ID: 41062191, Company registration VAT number: 107111818063, to process personal data for the purpose of providing publication services. This consent is valid for the duration of the services provided, as well as during the subsequent archiving of the submitted personal information and published articles. Authors are aware that they may withdraw consent to the processing of personal data at any time in written form. The personal data cannot be deleted from the published articles, metadata and websites, and databases of third indexation services. The stated data are not confidential and under valid legal regulations may be provided to the Ministry of Education, Sports, Science, and Research of the Slovak Republic. The article full texts and article metadata can be provided to the third companies (SCOPUS, WOS, EBSCO HOST, FAO, libraries, and other indexation services) for indexation services under the <https://creativecommons.org/licenses/by/4.0/>. At the same time, the author acknowledges that the processed data will be archived and disposed of under the valid regulations of the Slovak Republic and with the valid regulations of the EC / EU.

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