

The policy of the *Potravinarstvo Slovak Journal of Food Sciences*

Table of content

A.	The general policy of the Potravinarstvo Slovak Journal of Food Sciences	3
B.	Publishing Ethics Policy and Publication Malpractice statement	4
I.	Duties of the Publisher	4
1.	Guardianship of the scholarly record	4
2.	Safeguard editorial independence.....	4
3.	Collaborate to set industry best practices	4
4.	Technical, procedural & legal support for Editors	4
5.	Educate researchers on publishing ethics	4
II.	Duties of Editors	4
1.	Publication decisions.....	4
2.	Peer review	5
3.	Fair play.....	5
4.	Journal metrics.....	5
5.	Confidentiality.....	6
6.	Declaration of Competeting Interests	6
7.	Vigilance over the Published Record	6
III.	Duties of Reviewers	6
1.	Contribution to Editorial Decisions	6
2.	Confidentiality.....	7
3.	Alertness to Ethical Issues.....	7
4.	Standards of Objectivity & Competing Interests	7
IV.	Duties of Authors.....	7
1.	Reporting Standards	7
2.	Data Access and Retention	8
3.	Author's Warranties.....	8
4.	Writing the Article.....	8
5.	Clarity of English.....	8
6.	Scientific Misconduct	8
7.	Originality and Acknowledgement of Sources.....	9
8.	Multiple, Redundant or Concurrent Publication	9
9.	Confidentiality.....	9
10.	Authorship and contribution of the Paper	9
11.	Hazards and Human or Animal Subjects.....	9
12.	Declaration of Competing Interests.....	10

13.	Notification of Fundamental Errors	10
14.	Image Integrity	10
15.	Clinical Trial Transparency	11
C.	Other policies	11
1.	Journal Accessibility policy.....	11
2.	Journal Content Accessibility policy.....	11
3.	Article withdrawal, correction, retraction and removal policy	11
4.	Copyright policy	12
5.	Integrity and Completeness of the scholarly record policy	13
6.	Custom publications policy	13
7.	Digital Archive policy.....	13
8.	Editorial independence policy	14
9.	Sharing articles policy	14
10.	Hosting content policy	14
11.	Research data policy	14
12.	Metadata sharing policy	15
13.	Text and data mining policy	15
14.	interlibrary loan policy	15
15.	Author name changes policy.	15
16.	Open access licenses policy	15
17.	Patient informed consent policy.....	16
18.	Privacy policy	16
19.	Plagiarism policy	17
20.	Advertising policy.....	18
21.	Publication fee policy.....	18
22.	Conflict of interest / Competeting interest policy.....	18
23.	Personnel policy.....	19
24.	Allegations of misconduct policy	19
25.	Complaints and appeals policy	20
26.	Nutrition and health claims policy.....	20

A. The general 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 original scientific articles meeting only the scientific criteria.
3. To be respectful to each author.
4. To publish articles in terms of publication ethics and publication malpractice statement.
5. To make no differences between authors of articles, institutions, universities, and departments from which the authors of published articles come.
6. To Ensure transparency in the publication process from article submission through the editorial process and article publication.
7. To ensure confidentiality and transparency in the peer-review process of articles.
8. To ensure open access for authors and readers.
9. To respect the law of the European Union and the Slovak Republic.
10. We have developed several sub-policies and mandatory statements to fulfil this general policy. The journal owner, publisher, editorial board members, editors, peer reviewers, and other staff must follow:
 - A. the general policy of the *Potravinárstvo Slovak Journal of Food Sciences*
 - B. the Publishing Ethics Policy and Publication Malpractice statement
 - C. other policies of the journalThese policies help us ensure the quality of published articles, the excellent reputation of the journal, and the services provided.
11. To fulfil the journal policy, we have implemented a quality management system based on the international standard ISO 9001: 2018. We have developed a quality manual and management system guidelines covering all processes.

doc. Ing. Peter Zajác, PhD.
In Nitra, Slovakia, on 1/March/2022

B. Publishing 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, and **COPE's** Core practices <https://publicationethics.org/core-practices>. Journal management and all staff must follow these principles.

I. Duties of the Publisher

1. Guardianship of the scholarly record

The journal takes duties of guardianship over the scholarly record very seriously. The ethical standards presented in the Ethics Policy should be followed by journal owners, editors, reviewers, and other staff. The integrity of the scholarly records should be maintained.

2. Safeguard editorial independence

Editorial decisions should not be influenced by economic interests, advertisements, commercial revenue or lobbying. The journal's Editorial Board works independently, and the journal owner should not affect the Editorial Board decisions.

3. Collaborate to set industry best practices

We are collaborating with other journals and Editors and following the decisions of the Committee on Publication Ethics (COPE) <https://publicationethics.org/>. We are a member of Crossref <https://www.crossref.org/> and regularly vote for this organisation's representatives.

4. Technical, procedural & legal support for Editors

We are providing technical support for our editors. Editors have access to services such as Grammarly or Ithenticate. We provide training for Editors' regarding these services, PKP OJS editorial software, Microsoft 365, or any other IT requirements. Each new editor must undergo training to familiarise himself with the journal's policies and explain the editorial processes.

The journal owner has a lawyer who answers any questions at the Editorial board meetings.

5. Educate researchers on publishing ethics

Education and advice on publishing ethics standards are important for our journal. Once a year, we organise a webinar where ethical standards and current issues are explained to authors and editors.

II. Duties of Editors

1. Publication decisions

The editor is independently responsible for the initial assessment of the article. It decides whether the manuscript is thematically suitable for publication in the journal. The editor follows the journal's policies. The emphasis is on adhering to the journal's processes and criteria set by the Editorial Board. It focuses on whether the article's structure complies with the requirements specified in the article template. It checks compliance with legal

requirements copyright and checks the paper's originality through anti-plagiarism software iThenticate <https://www.ithenticate.com>. The editor can communicate with other editors or reviewers and then decide on the article. The editor is solely and independently responsible for whether the article will be published in the journal. The editor should clearly and transparently communicate the editorial decision to the authors. The Editor actively communicates with the corresponding author and can advise and help him improve the article's overall quality as needed.

2. Peer review

The Editor uses the peer review process for his decisions. We consider the peer-review process an essential element of our scientific journal. Each article published in the journal must be independently reviewed. Two reviewers must check each article. In case of disagreement, the Editor must request a third opinion. The records of the peer review process are communicated with the corresponding author and archived.

The editor should work responsibly, accurately, and quickly so that the peer review process is fair, unbiased, and timely. Two external reviewers should review articles submitted to our journal. If necessary, the editor should nominate the reviewer from the Editorial Board member list.

The editor will select reviewers who have adequate expertise in the relevant field of the research. The reviewer must not be from the author workplace. At least one reviewer must be from a different country. The editor should prevent the selection of fraudulent reviewers.

The editor checks the reviews and identifies possible bias, inappropriate suggestions, or suggestions for reviewers' self-citations in the review. The editor evaluates the reviewer's work in the OJS content management system. The review must be well prepared by the reviewer in the prescribed form (reviewer checklist). Reviewers who do their work superficially must be excluded from further nominations, and in this situation, another review of the article should be performed.

3. Fair play

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

Each potential new member of the editorial board must send a CV, photo and publications activities indexed in the SCOPUS <https://www.scopus.com/> and WOS <https://www.webofscience.com> databases. Subsequently, it is approved by the voting of Editorial Board members by the journal's needs. Emphasis is placed on the international representation and diversity of the editorial board members to represent individual areas of food science.

Editors, Editorial Board members, Authors, and Reviewers should follow the journal policies and understand their expectations.

The editor shall use the journal's standard electronic submission system for all journal communications.

The journal developed a standard procedure for authors' appeals if their article was rejected.

4. Journal metrics

The Editor must not influence the journal metrics and the journal's ranking. The editor must not require authors to include specific citations to articles published in the journal. Also,

the editor must not need authors to include citations to the editor's articles, works or commercial products. We consider such a practice to be unethical.

5. Confidentiality

The editor and any editorial staff must not disclose any information present in the manuscript to third parties. The editor must only communicate with the correspondent author and, if not available, 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.

The editor must not use unpublished manuscripts and materials for their research purposes.

Reviewers' identities may not be disclosed. The authors of the article must not know who reviewed their manuscript. The journal publishes a comprehensive list of reviewers at the end of the year in alphabetical order.

6. Declaration of Competing Interests

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

The Editor must not judge his work or the work of family members or members of the same workplace. Such manuscript must be subject to the same standard peer-review procedure and managed by an independent Editor.

7. Vigilance over the Published Record

The editor should work with the publisher to ensure the integrity of the published articles. The publisher has the software tool's environment and has implemented a process to ensure journal integrity.

Firstly, each article must be checked by antiplagiarism software immediately after submission. The editor can evaluate only articles which pass this control.

Secondly, any reported or suspected misconduct in research, publication, review, or editorial must be assessed and communicated to authors, reviewers, editors, publishers and, if necessary, to the interested third party.

The relevant complaints or claims are investigated communicated, and measures are taken in the case of scientific misconduct.

Any changes to published articles must be promptly, clearly, and transparently marked. The publication of a correction, retraction, expression of concern, or other correction to the record is made by the journal editorial system.

III. Duties of Reviewers

1. Contribution to Editorial Decisions

Reviewers are an essential part of the publication process in our journal. The opinions of qualified reviewers are very important and help the editor decide.

Any selected reviewer 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 decline to participate in the review process.

Reviewers must do 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. If necessary, the reviewer should ask the Editor to extend the deadline for submitting the review.

2. 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 authorised by the editor. Reviewers must not share the review or information about the manuscript with anyone or contact the authors directly without permission from the editor. Reviewers must protect the confidentiality of all material submitted to the journal. Also, any communication with editors is confidential. Unpublished results, photographs, ideas, or other materials must not be used in the reviewer's research.

Reviewers can communicate the reviewed research with colleagues, but the confidentiality of the authorship must be protected.

3. Alertness to Ethical Issues

The reviewer must check whether the article complies with ethical principles. Each article must have an ethical statement.

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. It must also assess whether all literature sources are correctly cited.

Any ethical problems must be identified in the review and communicated with the Editor.

4. Standards of Objectivity & Competing Interests

The reviewer must conduct the review objectively. Personal criticism of the author is inappropriate. Comments on the article must be clearly and concisely explained. The assigned reviewer must declare a conflict of interest for several reasons, such as the same workplace, participation in a research project, etc. The reviewer must not ask the author for citations to the reviewer's work. The reviewer cannot evaluate other works of the same author for one year.

IV. Duties of Authors

1. Reporting Standards

The author of the scientific work must present his results in a suitable form (tables, figures, pictures, dataset, text); he must not manipulate the results. The work results are commented on in the discussion of the article. It must not mislead when interpreting the results. The author must formulate scientific hypotheses in the article, which he confirms using appropriate statistical methods. He interprets the results of statistical analysis correctly. 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. Scientific and professional papers from peer-reviewed journals, books and monographs should be prioritised when writing an article.

In the case of review articles, authors must use enough literary sources to formulate their conclusions objectively and correctly.

2. Data Access and Retention

If necessary or in the case of suspicion of unethical practices, the editor or reviewer may request the author submit the original research results. The author must make these data available. The author must retain the source data for at least ten years. If necessary, the original data can be published with the article and presented publicly on the journal website.

3. 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 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 acknowledgement of the manuscript if necessary. "

4. 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 article's structure must be under the journal's conditions 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 nicely formatted following the APA style. Upon request, authors must also provide source raw data for their review by the editor.

5. Clarity of English

Authors must check the clarity of the English language of the article by a professional service. The authors submit the article into the journal publishing system and confirm English proofreading.

6. 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. Our journal readers 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 using the aid of a specialised entity (natural person or legal).

Scientific misconduct (https://en.wikipedia.org/wiki/Scientific_misconduct) violates the standard codes of scholarly conduct and ethical behaviour in professional scientific research. We are not accepting any fabrication, falsification, plagiarism, ghost-writing, or 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.

7. Originality and Acknowledgement of Sources

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

The literature and data used from other authors should be cited appropriately following the journal requirements (citations by numbers and references formatted by APA style <https://apastyle.apa.org/>).

The author should cite all publications that have been used in the article.

Plagiarism takes many forms, from 'passing off' another's paper as the author's paper, copying or paraphrasing substantial parts of another's paper (without attribution), and claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical behaviour and is unacceptable. We do not tolerate plagiarism in our journal; we consider it unethical.

It is recommended for authors to use the Crossref simply text form <https://apps.crossref.org/SimpleTextQuery> to DOI links for all articles in the reference list and use the Crossref DOI Citatoin Formatter <https://citation.crosscite.org/> to correctly format the references.

8. Multiple, Redundant or Concurrent Publication

Authors must not submit the same article to another journal simultaneously. Also, the author should not submit for consideration in another journal a manuscript that has been published previously in another journal. We consider such activities unethical behaviour, and they are not acceptable.

9. Confidentiality

The author must not use confidential information in his work that he has obtained in his work without the author's written consent or the institution.

10. Authorship and contribution of the Paper

The article's authors are only those who made a significant contribution to the research activities and writing of 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 too.

All co-authors must internally agree on the article's final version before publication.

The order of the authors cannot be changed after the article submission. We consider the additional addition of authors to the article to be an unethical practice. The addition, deletion, or rearrangement of co-authors order after the manuscript submission is possible only with the Editor agreement. The corresponding author should clearly state the reason for this change, and all co-authors must agree with this decision.

Other persons who indirectly assisted in the research or control of the clarity of the English language should be mentioned in the acknowledgement section.

The authors are solely responsible for the content of the published article.

11. Hazards and Human or Animal Subjects

Authors must provide an ethical statement if the research activities have been carried out on humans, animals, tissue cultures, organisms, and plants.

Journal requires the submission of the appropriate approval by the organisation's ethics committee. Such research was conducted following the country's legislation, regulations, and guidelines and the permits of the government control authorities in the country.

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

The author should ensure that the research has been carried out by The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans.

WMA INTERNATIONAL CODE OF MEDICAL ETHICS: <https://www.wma.net/policies-post/wma-international-code-of-medical-ethics/>

WMA DECLARATION OF HELSINKI – ETHICAL PRINCIPLES FOR MEDICAL RESEARCH INVOLVING HUMAN SUBJECTS: <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>

WMA POLICIES: <https://www.wma.net/policy/current-policies/>

Any personal information or images can be published only with written consent. Identifying information and GDPR requirements are important for us. We require the anonymisation 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.

Experiments involving animal experiments should comply with the ARRIVE guidelines <https://arriveguidelines.org/arrive-guidelines> and the legislation of the European Union (EU Directive 2010/63/EU on the protection of animals used for scientific purposes <https://eur-lex.europa.eu/eli/dir/2010/63/oj>) or any other legislation valid in the country where the experiments were performed.

12. Declaration of Competing Interests

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.

If the project funded the research, the authors must indicate the grant number and the organisation name. Also, if the study was funded from the organisation's resources or private organisation's resources, this must be stated in the funding statement. It should be noted if the research was not performed with a funding source.

13. Notification of Fundamental Errors

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 it.

Suppose the editor or publisher learns that the published article contains an error. In that case, he must contact the author as soon as possible, explain the situation, and appropriately correct the error according to the editor's instructions.

14. Image Integrity

The standard corrections of brightness, contrast, colour balance or conversion to grayscale are allowed. Any other manipulation of the images is prohibited, and we consider it an unethical practice.

If necessary, the Editor can ask the authors for original images to be submitted and published with the article.

15. Clinical Trial Transparency

The CONSORT guidelines: <http://www.consort-statement.org/> and <https://www.bmj.com/content/340/bmj.c332> must be applied. All clinical trials must be approved by the ethical committee of the author's institution and registered by the appropriate institution in the country. Also, the relevant legislation of the country has to be fulfilled.

The policy for health and nutrition claims related to the food or commercial products in the research has to be fulfilled.

C. Other policies

1. Journal Accessibility policy

The general journal policy and other policies and guidelines should be available for the public on the journal's website.

Policies are mandatory for the publisher, editorial board, editors, reviewers, authors, readers, and anyone involved in the publishing process.

2. Journal Content Accessibility policy

The journal content should be nonstop available on the internet and permanently archived by the Webdepozit service <https://www.webdepozit.sk/> of the Slovak University Library in Bratislava <https://www.ulib.sk/>.

The official journal website is <https://www.potravinarstvo.com>.

The journal's website and database maintenance is preferably performed offline so that the journal's contents are permanently accessible by users and readers. However, we reserve the right to temporarily suspend the journal's contents for technical reasons and maintenance. The journal performs regular security audits of systems (server set up, website code and database) to prevent the spread of viruses, malware, hacking of the journal's website and leakage of sensitive personal data of registered users.

We employ an IT specialist who provides expert support to our editorial team. We are using the PKP Open Journal System <https://pkp.sfu.ca/ojs/>, which is well established and tested by the developer of this software. This system has implemented the best publication practice and workflow. Crossref XML, DOAJ XML, and we are converting articles to the standard XML JATS format).

3. Article withdrawal, correction, retraction and removal policy

Article **withdrawal** can be applied for several reasons during the publication process if the article was accidentally submitted twice or the authors decided to finish the submission, or in the case of infringements of professional, ethical codes.

Withdrawn means that the article content (HTML and PDF) is removed and replaced with an HTML page and PDF simply stating that the article has been withdrawn according to this policy with a URL link.

Potravinarstvo Slovak Journal of Food Sciences requires the following procedure for making corrections in the published articles. We distinguish these types of fixes:

1. **Publisher Correction (erratum):** notification of an important error made by the journal.
2. **Author Correction (corrigendum):** notification of an important error made by the author.
3. **Retraction:** notification of invalid result.
4. **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 (erratum, corrigendum, retraction, addendum). The page number of the article on which the correction is made. Strikethrough text indicates invalid text, and normal text means valid text. The original article should remain unchanged, but the watermark on the .pdf file showing the notice should be added. The HTML version of the document is removed.

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

Only the Editor can communicate with the corresponding author.

The process for handling cases:

1. The author must provide information on what correction retraction should be performed.
2. The editor will analyse the situation and communicate all steps to solve the problem with the author.
3. The author should prepare erratum.
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.

Article **removal** should be made only in a limited number of cases. This will only occur where the article is defamatory or infringes others' legal rights, or where the article is, or we have good reason to expect it will be, the subject of a court order, or where the article, if acted upon, might pose a serious health risk. In these circumstances, while the metadata (Title and Authors) will be retained, the text will be replaced with a screen indicating the article has been removed for legal reasons.

4. Copyright policy

Intellectual property, including copyright and publishing licenses, are clearly described in our journal.

Author rights

Authors who publish with this journal are copyright holders. The title page of each article should contain copyright information: © Year, Authors. The authors agree to the following.

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License:

<https://creativecommons.org/licenses/by/4.0/> allows others to share the work to acknowledge the work's authorship and initial publication in this journal.

2. Authors can enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) before and during submission. It can lead to productive exchanges and earlier and greater citation of published work.

Institution rights

The author's institution has the right to use articles for teaching the students or internal purposes.

Government rights

The government can use articles if the author is a government employee.

License to publish

License to publish is publicly present on the journal website and should be archived by the authors: <https://www.potravinarstvo.com/dokumenty/license.pdf>

License to publish contains the following information: Journal Title, Journal Owner, Journal Publisher, License, Author's Warranties, User Rights, Rights of Authors, Co-Authorship, Termination, Royalties, Miscellaneous, Scope of the Commercial License.

5. Integrity and Completeness of the scholarly record policy

The integrity of published articles, the scientific journal's website, the database, and any records related to the published articles are very important. Any changes in published articles are clearly and transparently noted on the journal's website. Records of the review process must be available for at least ten years.

6. Custom publications policy

We are not publishing custom publications or commercial publications on the journal website.

7. Digital Archive policy

We have implemented solutions for permanent availability and preservation of published journal content. We are using standard commercial and non-commercial services and maintaining our digital archive.

CLOCKSS

It is an archive that stores the journal content <https://clockss.org/>. CLOCKSS can make this available as open access if the content is no longer available.

WEBDEPOZIT

It is an archive that stores the journal content <https://www.webdepozit.sk/>. The University Library in Bratislava, Slovakia <https://www.ulib.sk/> provides this service for journals. The *Potravinárstvo Slovak Journal of Food Sciences* was selected as the first journal from Slovakia to develop this deposit project. This service is widely available in Slovakia and is used to activate scholarly journals published in Slovakia.

Self-archive

We have implanted a time machine archive to archive all website content, including the journal database. We are regularly downloading this archive and retaining the content offline.

8. Editorial independence policy

Editorial independence is very important for us. The Journal owner selected the publisher responsible for the publishing process, the journal's economy, and commercial activities. Publisher and editors work together on the business and manage the journal. They should follow the duties and responsibilities present in this policy. The scientific editorial board of the journal is an independent body nominated by the journal owner. The Editor-In-Chief is the primary representative of this body with the highest decision-making power in the publication process. The Editorial Board is primarily responsible for the professional and scientific aspects of the journal. The Editor-In-Chief nominates the Editor, who manages the article submission. We are following the principles of editorial independence:

- the editorial decision-making process is separate from the commercial interests of the owner and publisher,
- any decisions regarding the submissions or published articles are managed only by the editorial board of the journal,
- the journal structure is mandatory and must be respected by the owner, publisher, and editorial board,
- no one on the commercial or executive side (owner or publisher) can get involved in, interfere with, or even comment on editorial decisions under any circumstances,
- deviating from the strict application of this principle in any individual situation would ultimately completely undermine the declaration of editorial independence's integrity.

9. Sharing articles policy

Authors and sharing organisations must follow the Sharing articles policy and Hosting content policy.

The authors can publicly share the published content on commercial and non-commercial platforms.

The authors are fully responsible for changes in the shared articles when the publisher makes corrections, retractions, or withdrawals. The integrity of the published content must be maintained. Any manipulation of the article content is prohibited.

Authors can share their accepted manuscripts immediately.

The shared article should have a DOI link present on the title page.

10. Hosting content policy

The published articles can be hosted on institutional websites or intranets. Commercial organisations must not share the entire content of the journal, including the journal's website, visuals, and logos, without written permission.

The integrity of the shared content must be maintained. Any manipulation of the article content is prohibited.

A shared article should have a DOI link on the title or shared content page.

11. Research data policy

Authors can share their raw research data outside the research article with other researchers. These research data can be published as a separated galley in ZIP format. This

policy can help other researchers critically review the research data and fasten other research activities.

Research data can include raw data, processed data, software, algorithms, protocols, methods, tools, and materials. We apply these principles for research data:

- research data should be free of charge,
- the use of research data should not be limited,
- research data must not be manipulated,
- other researchers should properly cite research data.

Our policy is to help authors share research data when they would like to publish them with the article.

12. Metadata sharing policy

We are providing metadata of published articles in several formats: ATOM 1.0, RSS 1.0, RSS 2.0, Crossref XML, DOAJ XML. These metadata are available for the public and can be shared without limitation.

13. Text and data mining policy

Our policy is that Everyone can search and download open access content from our journal. We have implemented a search engine that readers can use. The search field is available in the main menu of the journal home page.

Searching the content of our database is only possible through this search field. Any unauthorised access to our database is prohibited. We have implemented various security measures against compromising the content of our database.

14. interlibrary loan policy

The library can share the journal content and metadata with the public and share this content with another library without the publisher's written permission. The library should follow this policy, including the Hosting content policy.

15. Author name changes policy.

We hold the principle of retroactivity in the journal. Changing the author's name in a published article is not allowed. This policy preserves the integrity of the published content.

The author's name can be changed only during the publication process on a written request stating the reason, which the journal's editorial board will assess.

16. Open access licenses policy

The journal content is OPEN ACCESS and is published within the Creative Commons CC BY 4.0 license terms. It is allowed to:

- read, print, and download,
- redistribute or republish the article (e.g., display in a repository),
- translate the article,
- download for text and data mining purposes,
- reuse portions or extracts from the article in other works,
- sell or re-use for commercial purposes.

Each article has formal copyright information on the head of the title page.

The journal is indexed by DOAJ THE DIRECTORY OF OPEN ACCESS JOURNALS <https://doaj.org/>.

17. Patient informed consent policy.

Appropriate informed consent or permissions must be obtained where authors wish to include case details or other personal information or images of patients and other individuals. 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. The Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and the free movement of such data must be met. Also, applicable laws and regulations concerning the privacy and security of personal information valid in the country where the research was realised must be met.

Authors should follow this journal's Hazards and Human or Animal Subjects policy in the Duties of Author section.

18. 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. They 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. Slovak Republic https://dataprotection.gov.sk/uouu/sites/default/files/2019_10_03_act_18_2018_on_personal_data_protection_and_amending_and_supplementing_certain_acts.pdf on the protection of personal data, as amended, Directive (EU) 2016/680 <http://data.europa.eu/eli/dir/2016/680/oj> 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 <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 offered and subsequent archiving of the submitted personal information and published articles. Authors are aware that they may withdraw consent to processing 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 may be provided to the Ministry of Education, Sports, Science, and Research of the Slovak Republic under valid legal regulations. The article full texts and metadata can be provided to the third companies (SCOPUS, WOS, EBSCO HOST, FAO, libraries, and other 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 proper rules of the EC / EU.

19. Plagiarism policy

Our journal does not tolerate any form of plagiarism by authors. Plagiarism is a severe 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
 - The editor makes the decision and communicates with authors to make corrections.
 - The article should be corrected.
 - The editor checks the corrections.
 - major problems
 - Editor communicates with the Editorial board.
 - The article should be declined.
 - Editor communicates with the authors.
 - b) Published articles:
 - minor problems
 - The editor makes 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 an erratum.
 - major problems
 - 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 a notice containing the reason for the retraction will be given to readers.
 - Editor communicates with indexing services to remove the article from databases.
 - c) Penalisation: Authors may not publish in a journal for two years.

Rules to solving the problem with publication ethics and malpractice

1. The editor must decide if the violation is minor or severe.
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 is stated. Plagiarism policy must be applied.

20. Advertising policy

1. Advertising materials are constantly 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) Ads that make unsubstantiated health claims for the products advertised
 - j) Advertisements directed at children
2. Each ad is assessed individually, following legal and ethical principles.

21. Publication fee policy

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

1. The journal bills a publication fee only after completing the review procedure and accepting 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. Cost by an organisation: organisation name, address, the ID number of the organisation, Internal order number issued by the organisation, VAT ID of the organisation 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 behaviour.

The journal provides significant discounts for authors only on the occasion of conferences. However, even in this case, our editors reserve the right to peer-review and quality control of articles. The qualitative criteria must be met.

22. 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's requirements: <https://publicationethics.org/competinginterests>.

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

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

Funding Statement

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

23. Personnel policy

Application to Peer-Reviewers

Only a person who is a recognised expert can be an article reviewer. Each reviewer should send the curriculum vitae with the request. The Editor-In-Chief reviews the application 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 recognised expert can be the Editorial Board Member and the Editor. Each applicant should send the curriculum vitae with the request. The Editor-In-Chief reviewed the application and approved it 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 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.

24. Allegations of misconduct policy

We take allegations of misconduct in pre-publication and post-publication seriously. The allegations of misconduct from whistleblowers should handle following this procedure:

- Initial assessment of the allegation (should be performed by the Editor-In-Chief, the evidence related to the submission or published article is investigated, and the initial determination can be made on how to proceed),
- Communication with authors (should be performed by the Editor-In-Chief, the authors must answer the questions asked; the authors must explain the situation and, if necessary, provide evidence in their defence)
- Panel investigation (should be performed by at least three Editorial board members, and the Editor-In-Chief is acting as a chairman; panel members may not have a conflict of interest in the matter; they will maintain the confidentiality of the process; the solution of the problem or sanctions are prepared by the Editor-In-Chief and agreed by a vote of the members involved; article withdrawal, correction, retraction and removal policy should be applied),
- Sanctions (Appropriate action, which may include disciplinary action, may be taken against
 - a) the authors where the allegation of research misconduct was upheld,
 - b) to anyone whose allegation of research misconduct was found to be malicious,Minor problem: warring notice.

Major problem: publication ban for two years for all co-authors, submission or article withdrawal.

- Communication with authors (the final decision and sanctions must be communicated to authors only by Editor-In-Chief),
- Appeals (Authors cannot appeal against the decision made by the Panel).

25. Complaints and appeals policy

This policy includes the procedure for handling complaints against the journal, its staff, editorial board or publisher. Some general rules for filing a complaint or appeal areas in the following:

- No complaint will be processed if it is done anonymously. Complainants must provide personal information (Name, Surname, E-mail contact, Institution).
- Any complainant commits to reporting facts entirely and truthfully by submitting a complaint or an appeal.
- Any complainant providing proven false statements will see their entire complaint or appeal terminated.
- Any unsubstantiated elements — not supported with real evidence — of a complaint or an appeal (hearsay, rumours, unproven accusations, etc.) will not be considered in any complaint or appeal.
- If individuals exhibit querulous or persistent behaviour, the complaint will not be processed.
- All information present in complaints are confidential, and both parties are encouraged to maintain confidentiality.

The procedure for complaints and appeals handling:

- Initial assessment (should be performed by the Editor-In-Chief, the evidence related to the complaints or appeal is investigated, and the initial determination can be made on how to proceed),
- Communication with Respondent (should be performed by the Editor-In-Chief, the respondents must answer the questions asked; the Respondent must explain the problem and, if necessary, provide evidence),
- Panel investigation (should be performed by at least three Editorial board members, and the Editor-In-Chief is acting as a chairman; panel members may not have a conflict of interest in the matter; they will maintain the confidentiality of the process; the solution of the problem prepared by the Editor-In-Chief and agreed by a vote of the members involved),
- Each complaint or appeal must be solved within a period of thirty days.

26. Nutrition and health claims policy

The European Union rules on nutrition and health claims https://ec.europa.eu/food/safety/labelling-and-nutrition/nutrition-and-health-claims/health-claims_en established by Regulation (EC) No 1924/2006 <http://data.europa.eu/eli/reg/2006/1924/2014-12-13> have to be fulfilled.

Nutrition claims: is Any claim which states, suggests or implies that a food has particular beneficial nutritional properties.

Health claims: A health claim is any statement about a relationship between food and health. The requirements of the European Commission have to be fulfilled:

Also, the Policy - Guidelines for use of Nutrition and Health Claims of the World Health Organization has to be fulfilled: <https://extranet.who.int/nutrition/gina/en/node/25361>

The only nutrition claims permitted shall be those relating to energy, protein, carbohydrate, and fat and components thereof, fibre, sodium and vitamins and minerals for which Nutrition Reference Values (NRVs) have been laid down in the Codex Guidelines for Nutrition Labelling.

Health claims should be permitted provided that all of the following conditions are met: Health claims must be based on current relevant scientific substantiation and the level of proof must be sufficient to substantiate the type of claimed effect and the relationship to health as recognised by generally accepted scientific review of the data and the scientific substantiation should be reviewed as new knowledge becomes available. The health claim must consist of two parts:

- 1) Information on the physiological role of the nutrient or on an accepted diet-health relationship; followed by
- 2) Information on the composition of the product relevant to the physiological role of the nutrient or the accepted diet-health relationship unless the relationship is based on a whole food or foods whereby the research does not link to specific constituents of the food.

Any health claims present in the research article have to be reviewed and supported by relevant data, otherwise, they should be removed from the article.