

Revision History

Revision	Date	Author(s)	Description
1.0	24 July 2018	JIF	Public draft.
1.1	11 July 2019	JIF, MJH	Updates regarding inclusion of authors (“no individuals who deserve authorship who are not listed as co-authors...”) and sample collection policies (““carried out in line with local codes of practice”).
1.1.1	1 August 2019	JIF	Public draft updated to reflect added policy notes.
1.1.2	15 February 2021	JIF	Authorship statement added.
1.1.3	20 July 2022	JIF	Authorship statement amended.

Volcanica Publication Ethics and Publication Malpractice Statement

Volcanica editorial committee
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July 20, 2022

AUTHORSHIP STATEMENT

Policy document drafted with the input and approval of the Volcanica Editorial Committee.

1 EDITORS

Manuscripts submitted to Volcanica, hereafter referred to as “the Journal”, shall be handled by one or more handling editors (hereafter “Editor(s)”), who shall be members of the Editorial Board or Guest Editors working alongside a member of the Editorial Board.

1.1 *Composition*

The Editorial Board shall be composed of researchers “in good standing” in their respective fields. Editorial roles should be held by individuals holding a doctoral degree¹.

1.2 *Editorial duties and responsibilities*

- Editors are encouraged to actively identify potential content and authors for the Journal, encouraging the submission of high-quality content related to current issues and interests in volcanology and relevant subdisciplines and related fields.
- Editors are encouraged to maintain and develop positive relationships with authors and potential authors.
- All editorial duties should be carried out in a timely manner, insofar as possible. If this becomes impossible, the Editor in question may transfer editorial responsibility to another suitably qualified member of the Editorial Board.
- Editors should give due and unbiased consideration to all submitted manuscripts. This means judging a manuscript on its scientific merit, without regard to gender, race, ethnic origin or citizenship, religious belief, or political alignment

¹Ph.D. or equivalent

of the author(s)². The decision will be based on the scientific merit, originality, clarity, and validity of the submitted research as well as its relevance to the scope of the Journal. Legal concerns—copyright infringement, libel, and plagiarism—will also be considered.

- The Editor handling a given manuscript has ultimate responsibility for its acceptance or rejection. Their decision should take into account solicited peer review(s). An Editor may confer with other Editors or additional referees regarding this decision. In doing so, it is important that the Editor and any non-editorial members must not disclose any non-public information about a manuscript under consideration, nor the contents thereof, to anyone other than reviewers and potential reviewers. Reviews and reviewer identities may be shared with another Editor, if the responsibility of the manuscript is transferred to another Editor at any time. The Editor must respect the intellectual independence of authors. Moreover, unpublished information, arguments, or interpretations disclosed in a submitted manuscript should not be used in the research of any member of the Editorial Board without express consent of the Author(s).
- If additional references³ are suggested during the course of peer-review, the Editor should ensure that these are relevant and well-reasoned by the Reviewer(s) in question. Balance should be sought, within reason, with regards to authors, journals, institutions, and working groups. If the Editor has valid concerns regarding excessive or unbalanced reference suggestions by the Reviewer(s), they should contact the Reviewer(s) in question directly to explain and/or justify the inclusion of the additional references. In the same vein, members of the Editorial Board should avoid suggesting the inclusion of additional literature, unless its exclusion comprises an untenable omission.
- In cases where the Author(s) of a manuscript submitted for publication by the Journal is a member of the Editorial Board, the editorial responsibility **must** be delegated to some other qualified Editor. On a related note, members of the Editorial Board should avoid situations of conflicts of interest^{4,5}.

2 REVIEWERS

2.1 *Composition*

Editors are expected to solicit external reviews from experts in fields relevant to the content of manuscripts submitted to the Journal, provided the Editor determines the manuscript to be appropriate for the Journal and of potentially publishable quality. Editors are recommended to solicit at least two (2) reviews from discrete external Reviewers, but the total number of reviews solicited will be determined on a case-

²This extends to their respective affiliated institution(s)

³Citations

⁴Whether real or perceived

⁵A conflict of interest is defined as a situation in which the relationship between the Editor and the Author(s) could bias judgement of the manuscript. Such conflicts may include, but are not limited to, handling manuscripts from present and former students, from present employees, from colleagues with whom the Editor has recently collaborated, and from those at the same institution.

by-case basis, at the discretion of the Editor. In no case shall an original research article be published in the Journal without being subject to peer review⁶.

2.2 *Reviewer duties and responsibilities*

- The peer reviewing process is to assist the Editor in making editorial decisions. It may further serve the author(s) by improving the manuscript.
- All Reviewer duties should be carried out in a timely manner, insofar as possible. If this becomes impossible, the Reviewer in question should contact the Editorial Board member assigned to the manuscript concerned.
- Any manuscripts received for review must be treated as confidential documents. This means that the Reviewer must not disclose any non-public information about a manuscript under consideration, nor the contents thereof, to anyone, unless so authorised by the Editor handling the manuscript.
- Reviewers should give due and unbiased consideration to all submitted manuscripts. This means judging a manuscript on its scientific merit, without regard to gender, race, ethnic origin or citizenship, religious belief, or political alignment of the author(s)⁸. Personal criticism of the author(s) is inappropriate. Reviewers should identify cases wherein relevant published research has not been cited by the Author(s), or where observations or arguments derived from other published research is not accompanied by an appropriate citation of the original source(s). Moreover, Reviewers should notify the Editor if they detect a substantial similarity between the manuscript being reviewed and any other published research of which they have personal knowledge.
- Reviewers must respect the intellectual independence of authors. Moreover, unpublished information, arguments, or interpretations disclosed in a submitted manuscript should not be used in the research of any Reviewer without express consent of the Author(s).
- Reviewers should avoid situations of conflicts of interest⁹, as defined heretofore.

3 AUTHORS

3.1 *Author duties and responsibilities*

- Authors of original research articles must present an accurate report of the work as carried out, as well as an objective discussion of its significance.
- Submitting the same manuscript to more than one journal constitutes a violation of ethical publishing behavior and will not be tolerated. Manuscripts which have been published as copyrighted material elsewhere cannot be submitted to the Journal for consideration. Moreover, manuscripts under consideration for publication in the Journal cannot be submitted or resubmitted to another copyrighted publication.

⁶Editorials and other non-research articles may be published without formal peer review at the discretion of the Editorial Committee⁷.

⁸This extends to their respective affiliated institution(s)

⁹Whether real or perceived

- Research submitted by Authors must be original, and the work of others must be appropriately cited or quoted. It is expected that published material that has been influential in determining the nature of the submitted research should also be cited or quoted.
- Data upon which research discourse is based should be presented or represented accurately in the manuscript. Fraudulent or knowingly inaccurate statements constitute a breach of ethics behavior and shall not be tolerated.
- Insofar as possible, Authors of research articles should provide sufficient detail¹⁰ to permit replication of their study.
- Authors are recommended to make relevant data available to readers either in the article itself, as supplementary information¹¹, or by referring to an accessible data repository. A statement regarding data availability must be provided within the manuscript. If for any reason data cannot be shared (for example due to pre-existing confidentiality agreements or legal rights concerning proprietary data), this must be stated explicitly in the data availability statement.
- It is the responsibility of the author(s) to ensure that all research was undertaken under appropriate ethical approval, that any sample collection was carried out in line with local codes of practice, and that sampling permission was granted by the relevant body where appropriate.
- On submission of a manuscript for consideration for publication in the Journal, the Author(s) retain the rights to the published material (in the event that it is accepted for publication by the Journal. Unless otherwise stated, all work on the Volcanica platform is licensed under a Creative Commons Attribution 4.0 International License. This means that the Author(s) and others are able to share (copy and redistribute) or adapt the material in any medium or format (even commercially), provided the original work and Author(s) thereof are given appropriate credit.
- Authorship should be extended to those who have made a significant contribution to the conception, design, execution, or interpretation of submitted work. The corresponding author ensures that all contributing co-authors¹² and no uninvolved persons are included in the author list. It is the responsibility of the corresponding author that there are no individuals who deserve authorship who are not listed as co-authors. The corresponding author must also verify that all co-authors have approved the final version of the paper and have agreed to its submission for publication.
- Authors must disclose and acknowledge any and all funding sources relevant to the publication of the manuscript or the content therein.
- In the case that an Author or Authors becomes aware of a significant inaccuracy or error in any of their work published in the Journal, it is their obligation to notify the handling Editor or an Editor-in-Chief of the Journal as soon as possible. They must then work with the Editor or Editor-in-Chief in order to retract the published work or issue an erratum or corrigendum.

¹⁰Including references to pertinent material

¹¹Available online alongside the finalised article

¹²All those who have made significant contributions should be listed as co-authors.

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