

Declaration of Ethical Policies and Practices

Egyptian & Egyptological Documents. Archives & Library EDAL

Edal is a peer-review, scientific journal the Ethical Policies and Practices of which are consistent with the Guidelines and Flowcharts of the Committee on Publication Ethics (COPE), Best Practice Guidelines for Journal Editors. It is compulsory for all parties involved – Authors Director, Scientific Board and Referees – to be aware of the following Ethical Standards.

DIRECTOR AND SCIENTIFIC BOARD

Publication of Articles

The Journal Director and Scientific Board are responsible for the decisions concerning the possible publication of proposed articles, in compliance with the current regulations in terms of libel as well as copyright violations and plagiarism. The Journal Director and Scientific Board can consult with other editors and referees in the making of their decisions.

Political Correctness

The Director and Scientific Board evaluate articles according to their content without discrimination of the Author's race, gender, sexual orientation, religious beliefs, citizenship or political persuasion.

Privacy

The Director and Scientific Board as well as all members of the Editorial Team shall not reveal any information regarding the unpublished articles they are asked to evaluate to anyone except its Author, Referee or Potential Referee.

Disclosure and conflicts of interest

The unpublished material contained in submitted articles will not be utilized within the research of the Director of the Scientific Board without the Author's consent.

REFEREES

Contribution to Editorial Decisions

Peer-review practices aid the Director and Scientific Board in taking editorial decisions and can also help the Author to improve their text through editorial communication.

Meeting Deadlines

A Referee who does not feel equal to the required task or knows they will not be able to review the text before the deadline, shall be responsible for communicating it to the Director immediately.

Privacy

Each article assigned for peer-review must be considered private. Therefore, said texts shall not be discussed with third parties without the Director's consent.

Objectivity

Peer-review must be objective. Any personal opinion on the Author is unethical. Referees must clearly indicate the reasons behind their judgements.

Bibliographical Suggestions

Referees shall indicate the precise bibliographical reference of any fundamental citation that the Author has neglected to include. The Referee shall also communicate to the Director any likeness or identical passage between the peer-reviewed text and the bibliography beknown to him.

Disclosure and conflicts of interest

All information or suggestions obtained during the process of peer-reviewing must be considered confidential and shall not be used for personal gain. Referees are liable not to accept to peer-review Articles for which a conflict of interest may arise due to previous collaboration or competition with the Author and/or their Institution.

AUTHORS

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.

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. Edal does not view the following uses of a work as prior publication: publication in the form of an abstract; publication as an academic thesis; publication as an electronic preprint. Note: some society-owned titles and journals that operate double-blind review have different policies on prior publication. Information on prior publication is included within each Elsevier journal's guide for authors.

Acknowledgement of sources

Proper acknowledgment of the work of others must always be given.

Use of patient images or case details:

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper.

Disclosure and conflicts of interest

All submissions must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest.

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.