

**Code of Conduct of
“Vestnik of St. Petersburg University.
Series 9. Philology. Asian Studies. Journalism”**

The journal’s editorial policies focus on ensuring the high quality of research papers published and the transparency of publication activities. We welcome scholarly contributions reflecting results of research work in the field of humanities, mainly language and literary studies, those that correspond with the current state of the science, are free from ideological clichés and biases, use various scientific paradigms, introduce new sources, are prepared at the academic level, and create a basis for a scholarly discussion. The journal’s Editorial Board follows the principles of academic liberalism, which implies publication of views irrespective of ideological attitudes.

General Principles

The Editorial Board for Vestnik of SPbU Journal adheres to the principles of publication ethics shared by the international scientific community.

The standards of collaboration between authors, reviewers and the journal’s Editorial Board follow the recommendations issued by the Russian Committee on Ethics of Scholarly Publishing (publicet.org) and the international Committee of Publication Ethics (COPE, <http://publicationethics.org/>), policies and practices set by the journal owner and the publisher as well as the relevant legislation of the Russian Federation.

The scholarly and ethical norms instilled by the Editorial Board cannot be changed in order to accommodate business or commercial interests. All materials received by the journal are subjected to double-blind peer review and automatically screened for plagiarism. Unfortunately, none of the methods available today can provide a full guarantee against reproduction or appropriation of someone else’s work without proper attribution; authors are still fully responsible for such misconduct.

Information on the membership of the Editorial Board, the editorial policies, the journal’s areas of activity and its release schedules is published on the official website of the journal.

The owner and the publisher of the journal is St. Petersburg State University. The relationship between the Editorial Board and the SPbU Publishing House is based on the principles of editorial independence. The Editorial Board accepts articles for publication exclusively on the basis of the academic quality of the material submitted and its accordance with the editorial policies, without any pressure from the owner.

The Editorial Board is committed to avoiding any conflict of interest; if the conflict still occurs, however, at any stage connected with the application, reviewing or making the decision about accepting/rejecting the material, the matter is discussed at a meeting of the Editorial Board; if the conflicting party is a member of the Editorial Board, he/she does not participate in the process of voting and making the decision.

Code of Conduct for Journal Editors

Members of the Editorial Board for Vestnik of SPbU Journal are guided by the following ethical principles:

— Manuscripts are accepted for publication exclusively on the basis of scientific merit of the work in question;

— Manuscripts are assessed irrespective of the race, sex, sexual orientation, religious attitudes, background, nationality, social situation or political preferences of the authors;

— The unpublished data obtained from the submitted manuscripts is not used for personal purposes and is not transferred to any third party without a written consent of the author; information and ideas acquired in the course of editing are not used for personal gain;

— A manuscript is not accepted for publication if it is believed to contain unattributed reproduction or appropriation of material, plagiarism;

— Complaints from authors regarding the submitted manuscripts or published works will not be disregarded and will be paid attention to;

— Information about the process of sending a paper to the journal for publication, including standards and requirements for submitted manuscripts, is published on the journal's official website; the Editorial Board assesses the compliance of the paper with the specified rules, standards and requirements; violation of the rules for submitting papers or the standards and requirements set by the Editorial Board constitute enough grounds for rejecting the submitted work;

— The Editorial Board is willing to publish corrections, clarifications, retractions and apologies when needed.

Code of Conduct for Reviewers

Reviewers for the Vestnik of SPbU Journal are guided by the following ethical principles:

— A manuscript received for review is a confidential document, which cannot be passed on for consultation or discussion to any third parties who are not authorized for this purpose by the Editorial Board;

— The research results given in the manuscript should get an objective and well-reasoned professional assessment; personal criticism of the author is in no case appropriate;

— Unpublished data extracted from the submitted manuscripts cannot be used for personal gain;

— If the reviewer feels that he/she is not qualified enough to assess a particular manuscript or cannot ensure objective assessment (for example, in case of a conflict of interest with the author or organization), he/she should notify the Editorial Board about that and request to be excluded from the review process.

Code of Conduct for Authors

Authors of the Vestnik of SPbU Journal should be guided by the following ethical principles:

— Materials previously published or sent to another journal where they are under review for publication should not be submitted to Vestnik of SPbU Journal;

— Research results in materials submitted for publication should be original and reliable; the use of false or fabricated results is unacceptable; all quotations should be properly attributed and referenced by stating the name of the author and the original source; excessive quoting and plagiarism in any form, including paraphrasing and summarising without providing references, as well as appropriation of another person's ideas, are unethical and unacceptable;

— A submitted manuscript should fully reflect the contribution of all persons who in some way or another participated in the study or influenced it; co-authors are defined as persons who contributed significantly to the execution of the research and the analysis of its findings; individuals who provided only technical, consultative, organizational or material assistance to the author are not considered co-authors;

— If the author finds significant errors or inaccuracies in the manuscript at the time of its assessment and review or after its publication, he/she should immediately inform the Editorial Board about that.