



Israel Journal of Entomology Editorial Policy & Publication Ethics and Malpractice Statement (2018)

General:

The *Israel Journal of Entomology* is published by the *Entomological Society of Israel* and is an Open Access international peer-reviewed scholarly periodical that covers all areas of entomology, including Uniramia other than insects and non-marine Crustacea and Chelicerata, and has a worldwide scope. The *Israel Journal of Entomology* is published primarily electronically and accepts original research articles, as well as review papers and smaller contributions. All contributions are published in English (British or American standard). It is understood that manuscripts submitted to the *Israel Journal of Entomology* have not been offered to any other journal for prior or simultaneous publication. Publication in the *Israel Journal of Entomology* is currently free of charge.

Organisational structure:

- Chief Editor
- Associate/Guest Editor(s)
- Editorial Board
- Production editors: Copy-editor(s), graphics editor(s), DTP specialist, proof-reader(s)

Responsibilities:

- Chief Editor should be an expert in one of the fields covered by the journal and is chosen by the *Entomological Society of Israel* office-bearers. Chief Editor leads the Editorial Board and supervises Associate/Guest and Production editors. Chief Editor supervises all stages of the journal production, from manuscript submission through peer-review to online publication and printing hard copies.
- Chief Editor and Associate/Guest Editor(s) consider submitted manuscripts and decide if they are suitable for publication in the journal. Only papers considered suitable will be sent out for review.
- The Editorial Board members are nominated by Chief Editor and approved by the *Entomological Society of Israel* office-bearers to represent the diversity of fields covered by the journal. The Editorial Board members can be approached to nominate appropriate reviewers or to act as reviewers themselves. The Editorial Board meets or communicates electronically on a regular basis, to dis-

cuss the progress of the journal. The Editorial Board members are expected to comment on the quality of the journal content and production shortly after issues are printed, to ensure that there is no drop in standard.

- Chief Editor and the Editorial Board ensure that a high standard is maintained in terms of the content of the journal, the procedures for acceptance of material for publication, and print quality of the final product.

Peer-review process:

- An objective, unbiased and timely peer-review is seen as a way to ensure a high academic standard of published papers.
- All manuscripts are scrutinized by at least two external experts, i.e. reviewers who are neither members of the Editorial Board nor employees of authors' host institutions; this does not preclude members of the Editorial Board from reviewing manuscripts. The choice of reviewers is the responsibility of Chief Editor and Associate/Guest Editor(s), who may seek assistance from the Editorial Board. Reviewers' identity remains anonymous unless they expressly state otherwise.
- The decision to accept or reject a manuscript once the review process has been followed is the responsibility of Chief Editor and Associate/Guest Editor(s). No papers may be accepted without going under the above procedure. In case of negative reviews, authors are given an opportunity to respond before a final decision is drawn.

Publication ethics:

- Cases of professional misconduct (e.g., redundant submissions, copyright violation, data fabrication, falsification, inappropriate image manipulation, plagiarism, breach of confidentiality, inappropriate language *etc.*) may result in immediate rejection of the manuscript. However, authors have a right to respond to such allegations and for investigations to be carried out with appropriate speed and due diligence. Chief Editor has a responsibility to alert appropriate bodies (e.g., employers, funders, or regulatory authorities) and encourage them to investigate such allegations.
- The list of authors should meet the *International Committee of Medical Journal Editors* authorship criteria that state 'authorship credit should be based on (1) substantial contributions to conception and design, *or* acquisition of data, *or* analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of the version to be published. Authors should meet conditions 1, 2 and 3.'
- Sources of funding for research or publication should always be disclosed, if applicable.
- The Editorial Board will not consider papers in which the study caused unnecessary pain, discomfort, or disturbance to normal health of living animals.

Reports of experiments on vertebrates must state that the *Principles of Laboratory Animal Care* (NIH publication No. 86-23, revised 1985) or *UFAW Handbook on the Care and Management of Laboratory Animals* (Longman Scientific & Technical, Bath, UK) have been followed, as well as specific national laws where applicable.

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- The *Israel Journal of Entomology* follows the 'Blue' policy of RoMEO, i.e. authors can archive publisher's version/PDF reprints of their articles on their personal and/or institutional Web sites and/or ResearchGate.

Sources and further information:

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