

PAMIĘTNIK TEATRALNY

Kwartalnik poświęcony historii i krytyce
teatru założony przez Leona Schillera

PUBLICATION ETHICS AND PUBLICATION MALPRACTICE STATEMENT

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I. GENERAL INFORMATION

General Principles of Research and Publication Integrity

Pamiętnik Teatralny, committed to the high standards of academic publishing, expects all contributors and collaborators to adhere to the principles set forth in [The European Code of Conduct of Research Integrity](#), with special emphasis on:

- reliability at all stages and in all aspects of the research;
- honesty in developing, reviewing, and communicating the research;
- respect and care for all involved in the research;
- accountability for the research from the idea through the design to publication.

The editors are committed to keeping their knowledge of best practices in editorial, reviewing, publishing ethics up to date with openness to new ethical perspectives. In our regularly updated “Publication Ethics and Publication Malpractice Statement,” we follow guidelines of the Committee on Publication Ethics (COPE) and refer to Committee’s documents: <https://publicationethics.org/>.^{*} For all matters unspecified in this statement, the COPE guidelines, which are tracked by the editors on an ongoing basis, will be applied.

Contacts for Raising Concerns

Any concerns regarding *Pamiętnik Teatralny* publishing integrity and complaints against the journal, its editorial team or publisher can be addressed to the director of the Institute of Art of the Polish Academy of Sciences: ispan@ispan.pl. The journal will handle complaints and appeals concerning publication ethics appropriately. All concerns should be addressed either to the editorial team: pamietnik.teatralny@gmail.com or directly to the publisher, Institute of Art of the Polish Academy of Sciences: wydawnictwo@ispan.pl. Depending on the reported problem, the response of the head of the institute, the editor-in-chief of the journal or a representative of the publisher is given in writing as soon as possible, but no later than within two weeks.

^{*} All documents we are referring to are available on CC license and the copyright ownership is described as ©2021 Committee on Publication Ethics ([CC BY-NC-ND 4.0](#)).

II. EDITORIAL PROCESS

In *Pamiętnik Teatralny*, all editorial processes are organized to ensure editorial freedom and full independence of publication decisions. We are constantly improving our editorial practices to effectively serve the principles of diversity, inclusivity, and equity in the academic debate on theater and performance history and historiography. Editors are supported by international associate editors in encouraging submissions from scholars of diverse backgrounds and viewpoints. Furthermore, an international body of experts, Academic Advisory Board, provides advice on matters regarding the mission of the journal.

We never discriminate against authors, editors, or reviewers based on personal characteristics or identity, such as race and ethnicity, gender, sexual orientation, nationality, citizenship, religion, beliefs, or disabilities.

The whole editorial team upholds the journal's mission. Editors are responsible for content development; they review submitted manuscripts to make a preliminary selection, sometimes seeking consultation and advice from associate editors. Editors strive to select content objectively, based on the quality of research and writing as well as likely interest to *Pamiętnik Teatralny*'s readers, and not with an eye toward promoting a specific point of view or interest. All preliminary selected manuscripts of research/review articles are evaluated through a double blind peer review process by at least two independent peer reviewers. The [review process](#) is managed by the editors. On request of the editors, a member of the Academic Advisory Board, appointed as an expert, may make further recommendations about manuscripts, independently from peer reviewers. The final publication decision is taken jointly by the editorial team on the basis of the quality of the manuscript, its significance for *Pamiętnik Teatralny* readers, peer-reviewers' comments, and legal requirements. The editors reserve the right to make corrections and/or abbreviations to the manuscript. The editors are responsible for sending feedback (especially editors' and peer reviewers' comments and revision suggestions) to the author, for plagiarism checking (Crossref Similarity Check), as well as for the whole process of preparation of the accepted texts for publication. No one involved in the editorial or review processes may use the submitted manuscript for one's own purposes in an unauthorized way.

Appeals of editorial decisions, especially where the author has concerns about potential conflicts of interest or biased reviews, are considered by the editor-in-chief in consultation with at least one member of the Academic Advisory Board.

Pamiętnik Teatralny will never be complicit in censorship and is fully committed to the principle and promotion of freedom of speech and expression. At the same time, our ethical oversight takes into account the fact that the subject of our research may be vulnerable, and the research conduct should respond to that. Mindful of the power of the written word, we strive to ensure that the right to privacy of the people mentioned in the texts we publish is taken into account, and that their sensitivities are respected. The editors are committed to ensuring that no one is exposed to abusive behavior or correspondence during the editorial processes, and reserve the right to take measures to protect all participants from any abuse. This may include, for example, withdrawal of a manuscript from consideration, or challenging and/or omitting clearly abusive peer reviewer's comments.

Should any misconduct be suspected with regard to authorship, reviewing or editing, the publication process to which the allegations or concerns relate will be suspended and the relevant persons will be asked for clarification. Once these are obtained, a decision will be made by the editors. If the allegations or doubts concern a person on the editorial board, she or he will be excluded from the decision-making process. The successive stages of case clarification are carried out in accordance with COPE guidelines. The examples of such situations are discussed later in this document.

III. REVIEW PROCESS

Fair, unbiased, competent, rigorous, and constructive peer review is critical to maintaining the standards of our publications. Peer review is a voluntary activity carried out by scholars as a means of contributing to the academic fields we cover. *Pamiętnik Teatralny* uses double-blind peer review (the authors do not know the identity of the reviewers, and the reviewers do not know the identity of the authors at the time of the review) and requires a minimum of two independent peer reviewers, representing different locations and not employed at the institution where the author is affiliated, to review manuscript of research/review article for consideration in the journal. Texts such as book reviews and reminiscences, that are only internally assessed, are marked as non-refereed on the website.

Rules of the Peer Review Process

1. We invite reviewers on the basis of their competence and professional expertise. The reviewers are asked to provide a fair, honest, and respectful assessment of the strengths

and weaknesses of the manuscript, containing possible suggestions for further work which the editors will forward to the author ensuring that anonymity is maintained.

2. We make every effort to avoid selecting reviewers who may have [competing interests](#) that might prevent them from providing a fair and unbiased opinion. In case of identifying a competing interest, the reviewer is asked to notify the editors immediately and refrain from looking at the manuscript and associated material until they agree with editors how to proceed in this particular case.
3. We respect the confidentiality of the peer review process. The manuscripts are fully anonymized before reviewing; at all stages of the review process the author and reviewers remain anonymous, their identity is strictly confidential to members of the editorial team. Reviewers may not use the manuscript they evaluate in any unauthorized way.
4. We provide reviewers with substantive and ethical reviewing principles (based on COPE recommendations), which they accept by agreeing to perform the review. We obligate reviewers to [report misconduct](#). Any suspected breach of ethics by an author or an editor should be reported to the editorial board without delay. The editorial team commits to recognize warning signs of fraudulent or manipulated peer review or peer reviewer's unauthorized use of manuscripts for their own purposes; any suspected case will be investigated and acted on according to the [COPE guidelines](#).
5. We publish the names of peer reviewers who collaborate with the journal at the end of each year on the journal's website.
6. The editors of *Pamiętnik Teatralny* who submit their texts to the journal are completely excluded from all stages of the review process.

See: COPE Council. COPE Ethical guidelines for peer reviewers — English.

<https://doi.org/10.24318/cope.2019.1.9> Version 2: September 2017; COPE Council. COPE Flowcharts and infographics — Peer review manipulation suspected during the peer review process — English.

<https://doi.org/10.24318/cope.2019.2.20>; COPE Council. COPE Flowcharts and infographics — Peer review manipulation suspected after publication — English. <https://doi.org/10.24318/dvuDitEV>.

Stages of the Review Process

1. Internal reviewing and preliminary selection of submitted manuscripts by the editorial team, within 4 weeks after submission (manuscripts may be desk rejected, sent back to the author for correction or further elaboration, or qualified for peer review).
2. Inviting qualified peer reviewers in line with editorial policy and ethics.

3. Double blind peer reviewing process (5 weeks or longer, if required). The reviewers assess the manuscripts in writing, using a review form available on the journal's OJS platform. They evaluate, in particular, the originality of approach in the light of recent research, the relevance of methodology and its application as well as the soundness of argumentation and clarity of exposition. A review must include an overall recommendation to: accept manuscript for publication, accept with minor or major revisions, or reject it.
4. Additional review in case of diverging recommendations.
5. Final decision (publication, revisions, or rejection) taken jointly by the editorial board on the basis of:
 - the quality of manuscript and the research it presents;
 - importance of the work for the research community and the readers of *Pamiętnik Teatralny*;
 - the peer reviewers' comments;
 - legal requirements that are currently in force regarding libel, copyright infringement, and plagiarism.

IV. AUTHORSHIP AND PUBLICATION

We welcome proposals from scholars of diverse backgrounds, both experienced and those at the beginning of their academic careers. To ensure greater diversity, inclusivity, and equity in academic debate, no fees are charged for submitting, processing, reviewing, or publishing manuscripts in *Pamiętnik Teatralny*.

Authorship and Contributorship

Pamiętnik Teatralny complies with the [COPE definition of authorship](#). In the process of submitting a manuscript to our journal, a written statement of authorship is required. Corresponding author (i.e. the one submitting manuscript and responsible for ensuring that contribution descriptions are accurate and agreed by all authors) is obliged to disclose all individuals who have made substantial contribution to the submitted manuscript, that is anyone who has made a significant contribution to: the conception of the text in whole or in parts, the research leading to the text, or the preparation of the text. If two or more persons are listed as authors, each should clearly state their contribution to the manuscript and the correspondent author is responsible for agreeing on the order in which the authors' names are listed. The declaration of authorship is tantamount to a commitment to be responsible for all

aspects of the work and to ensure that all stages of the work have been carried out with professional integrity and transparency.

All persons who made contributions to the work reported in the manuscript (such as technical help, writing and editing assistance, general support) but who do not meet the criteria for authorship must not be listed as an author, but should be acknowledged in the “Acknowledgements” section after their written permission to be named has been obtained.

Any concerns/discussions regarding authorship and contributorship will be handled in line with the “[Dealing with Allegations of Research Misconduct](#)” section in this document and COPE guidelines.

See: COPE Council. COPE Discussion Document: Authorship. September 2019.

<https://doi.org/10.24318/cope.2019.3.3>.

Affiliations

The author affiliation identifies where the author worked or studied when the research was conducted. If an author’s affiliation has changed, current affiliation will be provided in the author note. It is possible to submit a manuscript without the author’s affiliation, as an independent scholar. Knowingly providing false or fraudulent affiliation information is considered a form of misconduct and may lead to manuscript withdrawal or article retraction.

Duplicate or Redundant Publication

Pamiętnik Teatralny does not accept articles that have already been published or that have been submitted for publication elsewhere. A written statement from the author(s) to this effect is required as part of the text submission process. If the manuscript or its relevant parts are published more than once by its author(s) without clearly stating the relevant information, a text is considered a duplicate or redundant publication and as thus rejected. This applies to publications in the same or different languages. Minor overlap of content with author’s previous publications must be reported transparently in the manuscript. Both editors and reviewers undertake to report any suspected duplication or redundancy of a publication by contacting the relevant editor or emailing pamietnik.teatralny@gmail.com.

See: COPE Council. COPE Flowcharts and infographics — Redundant (duplicate) publication in a submitted manuscript — English. <https://doi.org/10.24318/cope.2019.2.12>.

Cases of Research Misconduct

The editorial team shall take [reasonable actions](#) to identify research misconduct and prevent the publication of papers where research misconduct has occurred, including plagiarism (i.e. presenting someone else's ideas or words as one's own and intentionally omitting the relevant reference), any form of citation manipulation, or data falsification/fabrication, among others. We reserve the right to check all submissions through appropriate checking tools for plagiarism. Submissions containing plagiarism, in whole or part, will be rejected. See: "[Dealing with Allegations of Research Misconduct](#)" section in this document. In all cases unspecified in this statement, [COPE guidelines](#) will be followed.

We also expect our readers, reviewers, and editors to raise any suspicions of plagiarism by contacting the editorial team or emailing pamietnik.teatralny@gmail.com.

Disclosure of Competing Interests and Funding

The editorial team, striving to ensure that any publication is free from undue influence, requires authors, editors, and reviewers to disclose any competing interests and potential conflict of interests. Competing interests may be financial, non-financial, professional, contractual, or personal in nature. Conflict of interest occurs when author, editor, or reviewer can have personal or professional benefits that could interfere with the objectivity or integrity of a publication or its assessment. Conflict of interests may result from competition or collaboration or other relationships between persons or/and institutions connected to the manuscript (e.g. family relationships, supervisor/doctoral candidate relationship, professional dependence and interdependence, close professional collaboration, competition between institutions, among others).

Funding received for the research work described in the manuscript must be clearly declared within the publication.

Examples of dealing with competing interests of editors, peer reviewers, and publisher:

- We never invite as a peer reviewer a person who is affiliated with the same institution as the author, is currently collaborating with the author in a grant, or co-authored a book with the author in the last 3 years.
- Editors recuse from the review process of texts that they submitted themselves as authors, as well as the manuscripts with which they may have a competing interest (resulting, for example, from close professional collaboration, etc.).

- Texts whose authors are affiliated with the Institute of Art of the Polish Academy of Sciences, the journal's publisher, are evaluated on the same basis as all others, without any preference.
- Researchers employed by the Department of History and Theory of Theatre at the Institute of Art of the Polish Academy of Sciences, where the majority of editors is affiliated, are never appointed as peer reviewers in *Pamiętnik Teatralny*; persons employed by other departments of this institution may be invited to review in exceptional and merit-based cases.

We also expect that anyone who suspects an undisclosed competing interests regarding a work published or under consideration by *Pamiętnik Teatralny* should inform the relevant editor or email pamietnik.teatralny@gmail.com.

See: COPE Council. COPE Flowcharts and infographics — Undisclosed conflict of interest in a submitted manuscript — English. <https://doi.org/10.24318/cope.2019.2.6>; COPE Council. COPE Flowcharts and infographics — Undisclosed conflict of interest in a published article — English. <https://doi.org/10.24318/cope.2019.2.7>; <https://publicationethics.org/competinginterests>.

Corrections, Apologies, Retractions, and Post-Publication Discussions

In case of minor errors in published articles, *Pamiętnik Teatralny* will issue corrigendum (related to author's error) or erratum (related to editor's error). The editors will consider retraction of the published article, if there is clear evidence that findings and conclusions are not to be relied upon (and it is not sufficient to publish corrections or concerns). An article will be retracted from online edition if there is clear evidence that it constitutes plagiarism, contains materials without authorization to use, infringes copyrights, or there are other legal issues (i.e. libel, confidentiality laws). The retraction will be properly identified and the notice of retraction should contain a statement about who and why is an retracting article, written in an objective and not inflammatory manner.

We encourage post-publication discussion of articles published in *Pamiętnik Teatralny*. We provide authors with the opportunity to address polemical voices, and we mark all texts that make up the discussions accordingly.

See: COPE Council. COPE Guidelines: Retraction Guidelines. November 2019. <https://doi.org/10.24318/cope.2019.1.4>

V. CODE OF ETHICS

Pamiętnik Teatralny code of ethics refers to editorial and peer review processes, authorship and contributorship. The journal (and/or publisher) will handle complaints and appeals concerning publication ethics appropriately. All concerns should be addressed either to the editorial team: pamietnik.teatralny@gmail.com, or directly to the publisher, Institute of Art of the Polish Academy of Sciences: wydawnictwo@ispan.pl.

Rules Applying to *Pamiętnik Teatralny* Editorial Team

1. Editors assess the merits of submitted manuscripts taking care to treat all the authors equally and without any bias.
2. Editors, striving to ensure that any publication decision is free from undue influence, require authors, editors, and peer reviewers to disclose any competing interests and potential conflict of interests.
3. Editors choose peer reviewers in a way that ensures unbiased assessment of submitted manuscripts.
4. Editors make sure that the peer review process is anonymous and that information about submitted manuscripts is disclosed exclusively to their authors, peer reviewers, or appointed experts.
5. Editors must not use manuscripts for their own purposes in an unauthorized way.
6. Editors are obliged to react appropriately, i.e. in accordance with the guidelines provided by [COPE](#) and the [Committee on Ethics in Science of the Polish Academy of Sciences](#), to any instances of a contributor's, editor's, or reviewer's lack of integrity. The first step is always asking the person in question for an explanation.
7. All submitted articles are screened for plagiarism (Crossref Similarity Check). Editors will inform all relevant authorities and institutions (including the institution with which the contributor is affiliated) about any documented serious instances of the lack of scholarly integrity (such as plagiarism, ghostwriting, and guest/gift authorship).
8. Editors are always willing to publish corrections, clarifications, retractions, and apologies when needed. If there is a need to retract an article from publication, its electronic version will be marked accordingly (with a comment to that effect).

Rules Applying to *Pamiętnik Teatralny* Peer Reviewers

1. A reviewer should inform the editorial team as soon as possible about any risk of the conflict of interest involving the paper received for review and of any other reason why the reviewer would wish to withdraw from the review process.
2. Throughout the process of manuscript review and evaluation, reviewers are obliged to observe the strictest confidentiality.
3. Reviewers shall evaluate the manuscripts objectively, refraining from any subjective or personal comments. A review, whose purpose is to support the author in improving their manuscript, should include a clearly stated explanation of the recommendation.
4. Reviewers should point out where the manuscript under review lacks pertinent references or bibliographical information. Whenever possible, reviewers are obliged to inform the editorial team if the manuscript or its part is similar to any other work which has already been published.
5. Reviewers may not use the manuscripts under review for any purpose other than the review itself. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.
6. Reviewers consent to their full names being published once a year on the journal's website.

Rules Applying to *Pamiętnik Teatralny* Authors

1. By submitting a manuscript, the author vouches that it is an original work that does not infringe on the copyrights of third parties and has not been published or submitted for publication with any other publisher.
2. The author is obliged to inform of everyone involved in the work on the manuscript.
3. The author is obliged to disclose information about the funding and other contributions provided by scholarly or research institutions, associations or other bodies.
4. The submitting of manuscript is tantamount to ensure that all stages of the research have been carried out with ethical insight and professional integrity and transparency, in line with [The European Code of Conduct of Research Integrity](#) and/or [Committee on Ethics in Science of the Polish Academy of Sciences guidelines](#).

5. Should the author discover any error or violation of research integrity or code of ethics that involves a manuscript that has already been submitted or the published article, they must notify the editorial team immediately.
6. The author is obliged to collaborate with the editorial team in the process of preparing the manuscript for publication (by responding to the comments and suggestions made by peer reviewers and editors and by making corrections).

VI. DEALING WITH ALLEGATIONS OF RESEARCH MISCONDUCT

In dealing with any research misconduct allegations made by authors, editors, reviewers, readers, or other whistleblowers, we follow guidelines provided in flowcharts by [COPE](#) as well as the rules of the [Committee on Ethics in Science of the Polish Academy of Sciences](#). In investigating allegations of potential research misconduct we shall proceed with sensitivity and responsibility to get full documentary evidence before reaching any conclusions. The cases described below and in other sections of this document do not exhaust all possibilities. In other cases, we will apply the COPE rules that we follow on an ongoing basis.

Suspected Plagiarism

1. In case of suspected plagiarism in a submitted manuscript, we will investigate the degree of unattributed use of text, data, or ideas, before contacting the author(s) to discuss necessary corrections. In case of clear plagiarism and lack of satisfactory explanation, we will reject the manuscript and contact the author's institution.

See: COPE Council. COPE Flowcharts and infographics — Plagiarism in a submitted manuscript — English.
<https://doi.org/10.24318/cope.2019.2.1>.

2. In case of suspected plagiarism in a published article, we will investigate the degree of unattributed use of text, data, or ideas, before contacting the author(s). In case of minor unattributed copying, we will discuss corrections. In case of clear plagiarism and lack of satisfactory explanation, we will retract the article and contact the author's institution.

See: COPE Council. COPE Flowcharts and infographics — Plagiarism in a published article — English.
<https://doi.org/10.24318/cope.2019.2.2>.

Suspected Ghost, Guest, or Gift Authorship

We make author(s) aware of the [authorship and contributorship](#) criteria. In case of suspected ghost authorship (when a person who made a significant contribution to the submitted work

is not listed as an author) or guest/gift authorship (when a person who did not make a significant contribution to the submitted work is listed as an author), the editors will suspend peer review/publication and request information from the author. In case of identifying ghost or guest/gift authorship, the corrections of authors list and/or acknowledgement section and new written statement(s) of authorship are required before peer review/publication can be continued.

See: COPE Council. COPE Flowcharts and infographics — Ghost, guest, or gift authorship in a submitted manuscript — English. <https://doi.org/10.24318/cope.2019.2.18>.

VII. BUSINESS MODEL AND ETHICAL BUSINESS PRACTICES

Financial and Organizational Support

Pamiętnik Teatralny is published, financed, and organizationally supported by the [Institute of Art of the Polish Academy of Sciences](#) in partnership with a non-profit organization [Liber Pro Arte](#). The journal is also partly subsidized by programs or grants of the Polish Ministry of Education and Science and the Ministry of Culture and National Heritage. All information about any additional specific support is always displayed on the website. The journal does not publish advertisements or any other paid content.

The editorial board is fully independent in all decisions; publication decisions are not influenced by the publisher. Articles submitted by researchers employed at the Institute of Art, Polish Academy of Sciences are processed and reviewed like any other, without any kind of preference. Publication decisions are not determined by any factors of political or censorship nature.

Open Access and Copyright Statement

Open access is one of the important aspects of our editorial policy and publication ethics. We adhere to open access principles stated in [BOAI](#).

Pamiętnik Teatralny is published quarterly and since 2020 the online version of every issue has been the original one. All articles are published fully Open Access, under a Creative Commons license [CC BY 4.0](#)*. The author grants a royalty-free nonexclusive license [CC BY 4.0](#) to use the article in *Pamiętnik Teatralny*, retains full copyright, and agrees to identify the work as first having been published in *Pamiętnik Teatralny* should it be published or used again ([download license agreement](#)).*

The journal does not charge any fees to the authors when receiving or publishing articles or other contributions. All content is available free of charge, without embargo, content access does not require registration. Any kind of non-commercial use of the content is permitted as long as all license and copyright information remains intact, and the authors are indicated as the copyright holders. All the issues are published simultaneously in print paid form.

*From issue 1/2018 to 3/2022 all articles were published under a Creative Commons license [CC BY-NC-ND 4.0](#). During this period the authors granted a royalty-free nonexclusive license [CC BY-ND4.0](#). to use their article in *Pamiętnik Teatralny*, retained full copyright, and agreed to identify the work as first having been published in our journal should it be published or used again.

Archiving

The preservation of access to *Pamiętnik Teatralny* is provided thanks to archiving in POLONA (a digital library created by the National Library of Poland through which the resources of the National Library and other institutions are made available free of charge in digital form). All published content will also be available there should the magazine cease to be published.

Dissemination and Promotion

We disseminate and promote *Pamiętnik Teatralny* content using an email newsletter and a fan page on Facebook managed by the editors. Receiving our newsletter is voluntary and can be discontinued at any time at the request of the recipient. We do not tag private profiles of the authors on Facebook without their consent. We promote our content in appropriate, well targeted, and unobtrusive manner, in line with the [International Public Relations Code of Conduct](#).

Personal Data Protection

With regard to personal data protection, in fulfillment of the information obligation specified in Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, we inform that the personal data controller is The Institute of Art of the Polish Academy of Sciences in Warsaw, with its registered seat at ul. Długa 26/28, 00-950 Warsaw. The personal data

controller has appointed a Data Protection Officer to supervise the correctness of personal data processing, who can be contacted via e-mail at: iod@ispan.pl.