

## ***Vincentian Studies***

### **Publication Ethics General Guidelines**

The following guidelines for *Vincentian Studies*, adapted from, and with our thanks to, the *Journal of Moral Theology's*, reflect the Committee on Publication Ethics ([COPE](#)) "[Core Practices](#)" and are modeled on specific guidelines provided by [Wiley-Blackwell](#). COPE is a non-profit organization dedicated to promoting integrity in research and publication.

#### **Allegations of Scholarly Misconduct**

Suspected cases of scholarly misconduct will be addressed by our Publication Ethics Committee, which will follow the COPE recommended processes for handling cases of potential plagiarism in a [manuscript submission](#) or [published article](#). The committee is made up of members of our board along with the managing editor. Allegations may be submitted to the managing editor or directly to members of the Publication Ethics Committee. Contact information is available on our Editorial Board page. Upon notification, the managing editor will convene a meeting of the Publication Ethics Committee to review the allegations and evidence, adjudicate responsibility and, if needed, determine remedies (which may include, but are not limited to, corrections posted to the journal website, retraction of an article, removal of editorial or peer review privileges). Allegations and remedies will also be reported up to the editorial and advisory boards by the managing editor.

Scholarly misconduct complaints against *Vincentian Studies*, its staff, or its boards should be submitted to the managing editor. Complaints will be referred to the journal's Publication Ethics Committee who will handle such matters per the process for scholarly misconduct noted above.

#### **Appealing Editorial Decisions**

Authors wishing to appeal an editorial decision or raise an issue of peer-reviewer conflict of interest, may submit a request to the managing editor. The managing editor will request that a member of our Publication Ethics Committee review the manuscript and external reviews. If deemed appropriate, the manuscript will be sent to an additional external reviewer. Upon receipt of that review, the managing editor will decide the appeal. The managing editor's decision is final.

#### **Bias-free language**

Authors should utilize inclusive, bias-free language, especially in regard to gender, age, racial and ethnic identity, sexual orientation, disability status, citizenship status, and socioeconomic status. If language not deemed inclusive is utilized for a valid academic reason (i.e. inclusion of a particular quote, providing historical context, etc.), the reasons or context for its use should be documented in notations. The editors may request revisions to manuscripts that do not adhere to accepted standards.

#### **Conflicts of Interest**

Conflicts of interest include financial interests (for example, patent ownership, stock ownership, consultancies, or speaker's fees), or personal or professional issues (e.g., past or present collaborations, bias for or against a given institution, direct competition, or a personal conflict or close personal relationship, such as dissertation director/directee, or family or work-related associations).

- *Authors* should disclose interests that might appear to affect their ability to present their work objectively. If a manuscript is accepted for publication, any conflicts of interest, financial or

otherwise, should be footnoted in the final manuscript.

- *Peer reviewers* should reveal any potential conflicts of interest at the time of invitation and decline the invitation if these circumstances might prevent them from writing an unbiased review. Conflicts that become apparent only during the review process should immediately be brought to the attention of the Editor.
- *Editors*, members of our boards, and other staff whose interests may be perceived to impair their ability to make unbiased editorial decisions should withdraw from discussions or deputize decisions to others.

## **Management**

*Vincentian Studies* is an open access, peer-reviewed journal, using the Digital Commons editorial management system. The journal is overseen by a board, an editorial board, and an ethics committee, and is run by a managing editor and associate editor. For more information on the journal and its management, procedures, and rules please see our [Policies](#) page.

## **Post-Publication: Discussions and Corrections**

*Vincentian Studies* welcomes post-publication discussions, especially in the form of original manuscripts submitted through our peer-review system. Where relevant, the journal also invites corrections. Any errors in published articles should be brought to the attention of our managing editor, who will confer with members of the editorial staff regarding appropriate remedies.

## **Research Ethics**

For manuscripts reporting studies involving human participants (or animal), including but extending beyond medical research, authors should confirm that the study conforms to recognized ethical standards. Documentation of ethical approval should be included in a footnote acknowledging the approving body. This is especially important for manuscripts involving vulnerable and marginalized groups and, therefore, where informed consent may have required particular attention from the study authors and the institution where the work took place. We may request clarification, additional information, or evidence from authors regarding the treatment of participants should editorial or reviewer inquiries demand.

## **Review Processes**

*Vincentian Studies* utilizes the double-blind peer review model as is outlined in our [Policies](#).

## **Submissions**

All manuscripts submitted to *Vincentian Studies* should adhere to accepted standards of scholarly integrity regarding plagiarism and research conduct. Allegations of scholarly misconduct will be taken seriously by our ethics committee.

Duplicate or redundant publication as well as text recycling is discouraged and may be reason for withdrawing the article on grounds of plagiarism. Text recycling means incorporating portions of text previously published elsewhere in a new article and is distinct from self-citation, which is permitted although it should not be excessive.

Manuscripts submitted to *Vincentian Studies* should consist of original research and writing by the author(s) and should not contain AI-generated text or third-party content that is not explicitly cited as

such.