

Statement of Publication Ethics

The *Bochum Yearbook of East Asian Studies* (*Bochumer Jahrbuch zur Ostasienforschung*, *BJOAF*), an annual journal edited by the Faculty of East Asian Studies at Ruhr University Bochum, accepts as submissions original articles and essays containing academic research on issues related to the cultures, history, religions, and societies of East Asia.

BJOAF is committed to upholding best practices in all stages of the publication process. The authors, the journal editors, the reviewers and the publisher have responsibilities to meet expected ethical standards at all stages in their involvement from submission to publication of an article. Our expectations and responsibilities are based on the standards established as core practices by the Committee on Publications Ethics (COPE).

Authors' responsibilities

- Reporting standards: Authors should accurately present their work and offer an objective discussion of its significance. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are not acceptable.
- Authorship and acknowledgements: All authors named on the submitted manuscript are responsible for the content of a submitted manuscript. All persons who have made significant authorship contributions to the work should be named as co-authors. Anyone who contributed to the research or manuscript preparation, but is not an author, should be acknowledged with their permission. Conversely, listed authors must have made a significant scientific contribution to the research in the manuscript, approved its claims, and agreed to be an author. Submissions by anyone other than one of the authors will not be considered.
- Citation manipulation: Authors who submit manuscripts must not include citations whose primary purpose is to increase the number of citations to a given author's work, or to articles published in a particular journal.
- Data access and retention: Authors may be asked to provide copies of the data associated with the manuscript for editorial review and shall be prepared to retain such data for a reasonable time after publication.
- Multiple, redundant, or concurrent publications: *BJOAF* considers only original content, i.e. articles that have not been previously published, including in a language other than English or German. Authors must warrant that the manuscript has not been published elsewhere in full or in part and is not under consideration elsewhere while it is being considered by *BJOAF*. However, articles based on content previously made public only on a preprint server, institutional repository, or in a thesis will be considered, provided the previous articles are cited within the article submitted. Redundant publication, i.e. the inappropriate segmentation of study outcomes into more than one article ("salami slicing"), may result in rejection or a request to merge submitted manuscripts.
- Acknowledgement of sources and plagiarism: Authors must ensure that they have written and submitted original manuscripts, and that they have correctly cited or

quoted their own works and the works of other authors. They must not repurpose of one's own words, ideas, methods, results, or artwork or appropriate another person's words, ideas, methods, results, or artwork as one's own without appropriate citation. All sources must be cited at the point they are used, and reuse of wording must be limited and be attributed or quoted in the text. Authors must be able to guarantee their work cannot be construed as infringing on a pre-existing copyright.

- Fabrication: Authors must not manufacture information (such as data, citations, quotations, transcripts, archival documents, and audio and visual supporting materials) intended to deceptively promote or diminish or otherwise mislead.
- Ideological or political bias: Authors shall not exhibit explicit or implicit sympathy or antipathy toward another school of thought or propensity or differential treatment of another school of thought or propensity that results in the objective standards of intellectual rigor being discarded in favour of a personal and tendentious assessment of merit.

Editors' responsibilities

- Article assessment: The chief editor, in consultation as needed with the editors and the advisory board, shall pre-screen all submissions to establish that they meet the submission guidelines and represent original work. Submitted research article and essay manuscripts that pass the pre-screen stage will be submitted to a double-blind peer-review process involving subject matter experts. Roundtable essays, special essays and book reviews are by the invitation of the journal. Unlike all other articles, reviews are not subject to the peer-review process. Guided by the review process, the chief editor will be responsible for deciding which manuscripts should be published and for conveying publication decisions to authors. For accepted submissions, the chief editor will continue to work with the author through the editing, editing review, and publication process.
- Fair play: The editorial team and the publisher shall ensure that all manuscripts received are reviewed on their intellectual merit and without regard to the race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy.
- Confidentiality: The editorial team must ensure that information in submissions is kept confidential, and shared only with the corresponding author, reviewers, potential reviewers, editorial advisers, and the publisher, as appropriate. Reviewer identities shall be kept confidential towards the authors at all times.

Reviewers' responsibilities

- Review process: Reviewers contribute to the decision-making process and assist in improving the quality of the published paper by reviewing the manuscript objectively, in a timely manner. They shall provide substantive comments on the manuscript, evaluating it for originality, use of arguments and evidence, clarity of presentation

and relevance. They shall offer one of the following decisions: publish, publish with revision, revise and resubmit, or reject.

- Standards of objectivity: All reviews should be objective, constructive, and appropriately substantial. Reviewers shall support their views with clear arguments and evidence from the manuscript. They must give unbiased consideration to each manuscript.
- Anonymity: Reviewers shall not be aware of the article author's identity and shall not have already read or commented on the article.
- Confidentiality: Information in manuscripts must be treated as confidential. Manuscripts shall not be shown to or discussed with others without the approval of the chief editor. Reviewers shall not use any submitted material under consideration in their own research.
- Conflicts of interest: Reviewers shall not agree to review manuscripts in which they have conflicts of interest resulting from competitive, collaborative or other relationships with authors or institutions connected to the papers.

Responsibilities of the Faculty and the publisher

- Dispute or misconduct settlement: The Faculty of East Asian Studies at Ruhr University Bochum and the publisher, Iudicium Verlag, shall ensure that good practice is maintained to the standards outlined above. They will consider complaints against the journal, editorial staff or the advisory board, as well as any allegations of misconduct by authors, editors or reviewers either pre-or post-publication, and work to resolve these in a timely manner.
- Copyright: Unless otherwise agreed to in writing, copyright in all content published in *BJOAF* is vested with the publisher for the period of one year after publication, after which all relevant files become part of the public domain and be made available via Open Access.

Procedures of dealing with unethical behaviour

- Misconduct and unethical behaviour, such as described above, may be identified and brought to the attention of the editor and publisher by anyone at any time.
- If the *BJOAF* editors become aware of breaches of the publication ethics policies, the following sanctions may be applied: rejection of the manuscript and any other manuscripts submitted by the author/s; not allowing submission for 1–5 years; prohibition from acting as an editor or reviewer. In case of severe violations, the *BJOAF* editors may publish an editorial detailing the misconduct; direct a formal letter to the head of the author's or reviewer's department or funding agency; issue a formal retraction or withdrawal of a publication from the journal, in conjunction with informing abstracting and indexing services; impose a formal ban on articles from an individual; and/or report the case and outcome to a professional organization or higher authority for further investigation and action.