

# **E C Pharma Journals**

## **Author Guidelines and Ethical Standards**

### **Author Guidelines**

E C Pharma currently publishes six journals: *The European Journal of Parenteral and Pharmaceutical Sciences (EJPPS)*, *Clean Air and Containment Review (CACR)*, *Industrial Pharmacy*, *European Industrial Pharmacy*, *GMP Review*, and *PharmacoVigilance Review*.

We welcome new articles, either research papers for peer-review or general review articles suitable to the journal in question. Authors should follow the guidelines as set out for each of the journals and to be found on the journal webpage. If there are no specific instructions then new authors are welcome to contact the editor of the journal in question directly or write to the general managing editor, Sue Briggs at the email address [suze.briggs@skye.com](mailto:suze.briggs@skye.com) for further information.

Each of the journals has an ethical code that authors are required to follow and as set out below:

### **Ethical Standards**

#### ***1. Introduction***

E C Pharma publishes a number of scientific journals which provide peer-review and general review articles. The objective of these journals is to inform and advance learning, knowledge and research worldwide. Publication of an article in a peer-reviewed journal serves several functions, one of which is the validation and preservation of the research data. A number of parties are involved in the process of publishing, each of which has an important role in achieving these aims. Thus the author, the journal editor, the peer-reviewer, the publisher and the owner of Society-owned journals have responsibilities to meet ethical standards at all stages in their involvement from submission to publication of an article.

## **2. ETHICAL EXPECTATIONS**

### **Responsibilities of the Editors**

- To act in a balanced, objective and fair way while carrying out their editorial duties, without any personal discrimination with regard to the author(s).
- To review submissions for sponsored supplements or special issues in the same way as other submissions, so that articles are considered and accepted on their scientific merit and not on any commercial outcome.
- To follow reasonable procedures in the event of complaints of an ethical or conflict nature. To give authors a reasonable opportunity to respond to any complaints. All complaints should be investigated and any documentation associated with such complaints should be retained.

### **Responsibilities of the Reviewers**

To review the manuscript objectively and to assist in improving the quality of the paper

- To maintain the confidentiality of any information supplied by the editor or author.
- To inform the editor of any other published or submitted paper that is substantially similar to that under review.
- To inform the editor of any conflict of interest.

### **Responsibilities of the Authors**

- To keep accurate records of all relevant research data and to supply or provide access to the data, on reasonable request.
- To acknowledge that all the work in the submitted paper is original and to acknowledge content reproduced from other sources. To obtain permission to reproduce any content from other sources.
- To declare any potential conflicts of interest
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- To notify the editor or publisher if a significant error in their publication is identified and to publish an erratum or addendum where required.

### **Publisher or Society responsibilities**

- Both E C Pharma and the Societies on behalf of which it publishes shall ensure that good practice is maintained.

- For Society-owned Journals, Societies will provide confirmation that they subscribe to the principles outlined above.

### **3. MISCONDUCT PROCEDURES**

#### **Identification of misconduct**

Misconduct and unethical research should be identified and brought to the attention of the editor and publisher. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached.

#### **Investigation**

- An initial decision should be taken by the editor, who could consult with or seek advice from the publisher, if appropriate.

#### **Minor breaches**

- Minor misconduct might be dealt with without the need to consult more widely. The author should be given the opportunity to respond to any allegations.

#### **Serious breaches**

- Serious misconduct might require that the employers of the accused be notified. The editor, in consultation with the publisher or Society as appropriate, should make the decision whether or not to involve the employers, either by examining the available evidence themselves or by further consultation with appropriate experts.

#### **Outcomes** (the following are listed in order of severity)

- Advising the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.
- A more strongly worded letter to the author or reviewer covering the misconduct and as a warning to future conduct.
- Publication of a formal notice detailing the misconduct.
- Publication of an editorial detailing the misconduct.
- A formal retraction or withdrawal of a publication from the journal, in conjunction with informing the head of the author or reviewer's department.
- Reporting the case and to a professional organisation for further investigation and action.