PUBLICATION ETHICS

Liverpool University Press is committed to upholding high standards of ethical behaviour and abide by the Committee on Publication Ethics (COPE) Best Practice Guidelines (https://publicationethics.org/guidance/Guidelines). The following is a selection of some of the key points from the guidelines:

Publication ethics for the submission of works:

• All work should be original to the author (who must own the copyright) with content from other sources cited clearly with full reference.
• All work must not contain any libellous matter, must not infringe the copyright or intellectual property rights of others, and should accurately reflect who carried out the research and wrote the content.
• Authors should obtain written permission to reproduce any content from third-party sources and provide adequate acknowledgement in the work.
• Any funding sources supporting the work should be clearly identified in the acknowledgements or if not possible near the beginning of the work.
• Work that has been accepted for publication with another publisher should not be submitted to Liverpool University Press. Where sections of the manuscript overlap with published or submitted content, this should be acknowledged in the work and highlighted to the commissioning editor as soon as possible.

Publication ethics for series editors and book editors:

• To be fair and balanced when carrying out all duties on behalf of Liverpool University Press, without discrimination on grounds of gender, ethnicity, sexual orientation, disability, age, religious beliefs or political beliefs.
• To declare any potential conflict of interest to the commissioning editor as soon as possible.
• Publishing decisions are to be made purely on the quality and suitability of the submitted material.
• All submissions should be handled in a timely manner, treated with confidence and distributed for peer-review purposes only.
• To ensure the selection of contributors in edited collections reflects the academic community working in this area, and the topics discussed illustrate the current debates in the field.
Publication ethics for peer-review reviewers:

- To review the submitted work in confidence and with care, consideration and objectivity.
- To declare any potential conflict of interest to the commissioning editor before the work is sent to the reviewer.
- To review the work in a timely manner.
- For more peer review guidelines, please see COPE Ethical Guidelines for Peer Reviewers: (https://publicationethics.org/files/Ethical_Guidelines_For_Peer_Reviewers_2.pdf)

For guidance on misconduct, COPE provides numerous flowcharts (https://publicationethics.org/guidance/Flowcharts) on what action to take.

To discuss a suspected or verified cases of misconduct with Liverpool University Press, please contact Alison Welsby, Editorial Director (a.welsby@liverpool.ac.uk).