

Publication Ethics Statement

The ethics statement of FHB is based on the Code of Conduct guidelines of the Committee on Publication Ethics (COPE; [Code of Conduct and Best Practice Guidelines for Journal Editors](#)).

Editor

- firstly reviews the texts received and supervises that the articles published in the FHB pass through the review process, it consists of at least two completely anonymized refereeing drawn up by independent referees;
- is responsible for deciding which of the articles submitted to the journal should be published. He is guided by the internal policies of the journal's editorial board and by the applicable legal regulations;
- evaluates manuscripts for their intellectual content without regard to gender, race, sexual orientation, religious belief, ethnic origin or political conviction of the author/authors;
- must not disclose any information about a submitted manuscript to anyone other than author, reviewers, potential reviewers, members of the editorial board and responsible employees of the publisher;
- must not use an unpublished manuscript in own research without the explicit written consent of the author(s);
- will be guided by COPE's Guidelines for Retracting Articles when considering retracting and issuing corrections pertaining to articles that have been published in FHB.

Reviewer

- assists the editor in making editorial decisions and may also assist in improving the manuscript;
- who feels unqualified to review the manuscript (or if there is another serious reason why he can not review it) should notify the editor, whereby the reviewer will be excluded from peer-review process;
- handles any manuscripts that have been reviewed as confidential documents. They must not be shown to or discussed with others except persons authorized by the editor;
- elaborates his review objectively, he should support his review with arguments, subjective evaluation is inappropriate;

- should call to the editor's attention any relevant published work that has not been cited by the author(s); he should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published works of which he has personal knowledge;
- undertakes that the information and ideas obtained during the review process will be kept confidential and not be used for his personal advantage;
- is obligated to refuse the assessment in the case of potential conflicts of interest.

Author

- presents an accurate account of their original research; he must provide accurate data and an appreciation of the importance of research. His manuscript should contain sufficient details and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior;
- ensure that they have written entirely original works. If the author has used the works and/or conclusions of others that this has been appropriately cited or quoted. Author has to cite or quote all used works which influenced the content of the manuscript;
- should not in general publish manuscript of identical content in more than one journal. Submitting the same manuscript to more than one journal is considered unethical.