

OUR JOURNAL

Publication Ethics and Publication Malpractice Statement

This statement is based on COPE's Best Practice Guidelines for Journal Editors.

Publication decisions

The editor is responsible for deciding which of the articles submitted to the journal should be published.

In making editorial decisions the editor may be guided by, and may confer with, the editorial board, editorial advisers, reviewers and members of the Council of the Historic Society of Lancashire and Cheshire. The editor will also be guided and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism.

Fair play

The editor and editorial board will evaluate submitted material based on its intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the author(s).

Confidentiality

The editor and editorial board must not disclose any information about submitted material to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

Disclosure and conflicts of interest

Unpublished materials disclosed in a manuscript submitted for review and publication must not be used in the research of any editor, editorial board members, reviewers, or any other person who has access to the unpublished materials, without the express written consent of the author.

Duties of Reviewers

Contribution to Editorial Decisions

Peer review contributes to the editorial process by assisting the editor and editorial board to make editorial decisions. Peer review and editorial communications with the author may also assist the author in improving the paper.

Promptness

Any appointed referee who feels unqualified to review the research reported in a manuscript submitted for review or knows that its prompt review will be impossible should notify the editor at the earliest opportunity and excuse himself from the review process.

Confidentiality

Any material received for review must be treated as confidential and must not be shown to, disseminated, or discussed with others except as authorized by the editor.

Standards of Objectivity

Reviews should be conducted objectively and material must be judged on its academic merit. Personal criticism of authors is inappropriate. Judging the merits or demerits of a material

submitted based on the identity of the author is also inappropriate. Referees should communicate their assessment clearly with supporting arguments / material as necessary.

Acknowledgement of Sources

All material submitted for review must be fully referenced. Reviewers should identify specific relevant published work that has not been cited by the author(s). A reviewer should also call to the editor's attention any substantial similarity or overlap between the material submitted for review and any other published paper known to them.

Disclosure and Conflict of Interest

Information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the author(s) or institutions connected to the work.

Duties of Authors

Standards

Transactions publishes articles that are based on original research, alongside critical evaluations and scholarly works of synthesis. Authors of articles must strive for the highest standards of research and referencing as well as objective discussion of its significance. Underlying research should be represented accurately. Research should contain sufficient detail and references to permit others to replicate and verify the work. Fraudulent, false or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

Originality and Plagiarism

The authors should ensure that they have written entirely original works. Where authors have used the work and/or words of others this must be appropriately cited or quoted.

Libel, Defamation, Breach of Copyright

In agreeing to publish their work in the journal, the author(s) acknowledge that they have taken all reasonable steps to ensure that the article contains no use of copyright material beyond that permitted for academic works, and have not knowingly defamed or intended to defame any living person.

Multiple, Redundant or Concurrent Publication

An author should not publish papers describing essentially the same research in more than one journal or primary publication. Submitting the same material for review to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

Acknowledgement of Sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been contributed to the development of the research.

Authorship of the Paper

Authorship should be limited to those who have made a significant contribution to the conception, execution and writing of the research. All those who have made significant contributions should be credited with co-authorship. Due acknowledgement should be given to those who have made significant contributions to certain aspects of the research but at a level below that of co-authors.

It is the responsibility of the corresponding author to ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper. The corresponding author must also ensure that all co-authors have approved the final version of the paper and have agreed to its submission to Transactions for publication.

Disclosure and Conflicts of Interest

All authors should disclose any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their paper upon submission for review. All sources of financial support for the project should be disclosed.

Fundamental errors in published works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.