

# Publication Ethics

## Kindheit und Entwicklung

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## Aims and Scope

The journal **Kindheit und Entwicklung** (Childhood and Development) is an interdisciplinary journal in which clinical child psychologists, child and adolescent psychiatrists, child and adolescent psychotherapists and paediatricians have their say. Results from developmental psychopathology, child behaviour therapy, child neuropsychology and related fields are to be made known to a wide circle of readers. Childhood and Development also aims to contribute to clinical and educational practice, which is reflected in the sections "Current Controversy", "Prevention", "Therapy", "Materials" and "Casuistics".

The editors of the journal adhere to the standards of the Committee on Publication Ethics (COPE) Standards (<http://publicationethics.org>).

## Publication Ethics

### a) Publication ethics issues

The publication of an article in ZAO contributes to the development of a coherent and respected network of knowledge. An article is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing, especially the author, the peer reviewer, and the journal editor. ZAO and its editors will abide by the standards set by [COPE](#).

### b) Publication and authorship

An author is an individual who has made a significant intellectual contribution to the study. All persons designated as authors should qualify for authorship, and all those who qualify should be listed.

Three criteria must collectively be met to be credited as an author:

- Substantial contribution to the study's conception and design, data acquisition, analysis, and interpretation.
- Drafting or revising the article for intellectual content.
- Approval of the final version.

Three types of authorship are considered unacceptable:

- "Ghost" authors who contribute substantially but are not acknowledged;
- "Guest" authors who have made no discernible contribution, but are listed to help increasing the chances of publication;
- "Gift" authors whose contribution is based solely on a tenuous affiliation with a study.

### c) Author responsibilities

The author(s) of a submitted work has the responsibility to ensure that the manuscript presents a technically as well as grammatically correct copy. A well-prepared manuscript will help speeding up the peer-review process as less time will be spent by reviewers annotating technical inefficiencies of the paper and more time evaluating the intellectual content.

Authors are required to prepare their manuscripts according to the format given in the guidelines of ZAO ([www.hgf.io/zao](http://www.hgf.io/zao)). ZAO reserves the right to otherwise reject a manuscript. For general format and style, consult recent issues of the journal. Manuscripts in discordance with the journal format will be delayed during the production stage.

**d) Peer review / responsibility of the reviewers**

In addition to fairness in judgment and expertise in the field, peer reviewers have significant responsibilities toward authors, editors, and readers.

Peer reviewers' responsibilities toward authors:

- Providing written, unbiased feedback in a timely manner on the scholarly merits and the scientific value of the work, together with the documented basis for the reviewer's opinion.
- Indicating whether the writing is clear, concise, and relevant and rating the work's composition, scientific accuracy, originality, and interest to the readers of the journal.
- Avoiding personal comments or criticism.
- Maintaining the confidentiality of the review process: not sharing, discussing with third parties, or disclosing information from the reviewed paper.

Peer reviewers' responsibilities toward editors:

- Notifying the editor immediately if unable to review in a timely manner and providing the names of potential other reviewers.
- Alerting the editor about any potential personal or financial conflict of interest and declining to review if the possibility of a conflict exists.
- Complying with the editor's written instructions on the journal's expectations for the scope, content, and quality of the review.
- Providing a thoughtful, fair, constructive, and informative critique of the submitted work, which may include supplementary material provided to the journal by the author.
- Determining scientific merit, originality, and scope of the work; indicating ways to improve the work; and recommending acceptance or rejection using whatever rating scale the editor deems most useful.
- Noting any ethical concerns, such as any violation of accepted norms of ethical treatment of animal or human subjects or substantial similarity between the reviewed manuscript and any published paper or any manuscript concurrently submitted to another journal which may be known to the reviewer.
- Refraining from direct author contact.

Peer reviewers' responsibilities toward readers:

- Ensuring that the methods are adequately detailed to allow the reader to judge the scientific merit of the study design and be able to replicate the study, if desired.
- Ensuring that the article cites all relevant work by other researchers.

**e) Editor responsibilities**

Editor responsibilities toward authors:

- Providing guidelines to authors for preparing and submitting manuscripts.
- Providing a clear statement of ZAOs policies on authorship criteria.
- Treating all authors with fairness, courtesy, objectivity, honesty, and transparency.
- Protecting the confidentiality of every author's work.
- Establishing a system for effective and rapid peer review.
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner.
- Being vigilant in avoiding the possibility of editors and/or referees delaying a manuscript for suspect reasons.
- Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts.
- Clearly communicating all other editorial policies and standards.

Editor responsibilities toward reviewers:

- Assigning papers for review appropriate to each reviewer's area of interest and expertise.
- Establishing a process for reviewers to ensure that they treat the manuscript as a confidential document and complete the review promptly.
- Informing reviewers that they are not allowed to make any use of the work described in the manuscript or to take advantage of the knowledge they gained by reviewing it before publication.
- Providing reviewers with written, explicit instructions on the journal's expectations for the scope, content, quality, and timeliness of their reviews to promote thoughtful, fair, constructive, and informative critique of the submitted work.
- Allowing reviewers appropriate time to complete their reviews.
- Requesting reviews at a reasonable frequency that does not overtax any one reviewer.
- Finding ways to recognize the contributions of reviewers, for example, by publicly thanking them in the journal; providing letters that might be used in applications for academic promotion; offering professional education credits; or inviting them to serve on the editorial board of the journal.

Editor responsibilities toward readers and the scientific community.

- Evaluating all manuscripts considered for publication to make certain that each manuscript provides the evidence readers need to evaluate the authors' conclusions and that authors' conclusions reflect the evidence provided in the manuscript.
- Providing literature references and author contact information so interested readers may pursue further discourse.
- Requiring all authors to review and accept responsibility for the content of the final draft of each paper or for those areas to which they have contributed; this involves the signature of the corresponding author on behalf of all authors.
- Maintaining the journal's internal integrity.
- Disclosing sources (e.g., authorship, journal ownership, and funding).
- Explicitly stating journal policies regarding ethics, embargo, submission and publication fees, and accessibility of content (freely available versus subscriber only).
- Working with the publisher to attract the best manuscripts and research that will be of interest to readers.