

## **THE ETHICAL RULES OF KNAFU SCIENTIFIC PUBLICATIONS**

Editorials of KNAFU scientific publications strictly follow SCOPUS Publishing Ethics Committee recommendations in their work, and also rely upon the experience of the authoritative international and national magazines and publishing houses.

All the members of the research results publication process like authors, reviewers, editors, editorial boards' members, editorials, and also the persons and organizations who are interested in information, given by the editorials must follow The Ethical Rules of KNAFU Scientific Publications.

### **Duties and responsibilities of the editor-in-chief and editorial staff**

Editor-in-chief of the publication specifies its content as a whole, as well as:

- complies with the readers' and authors' requests;
- constantly improves the publication work;
- provides with the high quality of materials that are published;
- provides the freedom of thoughts;
- provides the integrity of scientific matters that are published;
- prevents precedence of business reasons over the intellectual criteria;
- in case of necessity provides publication of corrections and explanations, falsifications and excuses.

The founder and editor-in-chief of the publication realize common efforts to publish true to fact and easy-to-interpret information in accordance with the declared goals of the publication.

Editor-in-chief is responsible for content of the publication, by means of defending the editorial freedom principle.

Publications have the Coordination Council that helps editor-in-chief to plan and realize the editorial policy.

### **Editorial Freedom**

Cooperation of the editors-in-chief and the editorial staff of scientific publications with the Founder is based on the Editorial Freedom (independence) principle. It means that the editorials of the scientific publications take part in formation of content of publications and determination of dates of publications.

Founder must not interfere with the evaluation, selection or editing of certain articles directly or by means of creating the situation which can effect the editors' decisions. Editorial boards take decisions about authenticity and value of papers that are delivered, for readers without reference to their possible influence on the commercial profit of the papers.

Editors-in-chief and editorials of the scientific publications:

1. Must take rational measures to provide necessary quality of published materials.

2. Take decisions to publish certain articles exceptionally on the ground of their value, originality, readers' interest, correspondence of their content to the publication subject matter, but not on the ground of financial benefit, ethnicity,

gender, sexual identity, religious views, nationality, origin, social status or political views of the authors, and also without reference to current economical and political conjuncture of the publication.

3. Publish the rules for authors and independent reviewers with all the requirements.

4. Don't cancel decisions related to the acceptance of the articles for publication, except for serious misunderstandings.

5. Provide the right of the independent reviewers in privacy.

6. Provide the privacy of the materials while editing.

7. On time respond to claims related to the reviewed manuscripts or published materials. In case of conflict situation take all the necessary measures to renew violated rights, and in case of detection of mistakes promote the publication of corrections and disclaimers.

### **Ethical considerations while presenting the manuscript by authors**

Authors must realize the personal responsibility for the presented manuscript that expects keeping the following principles:

1. To present reliable results of the researches. Admittedly untruthful, dishonest or faked statements are treated as unethical behavior and as inadmissible ones.

2. To take part in expert evaluation process of the manuscript. Editor-in-chief may ask authors about reference data of the scientific article, and authors must be ready to provide with access to such kind of data, if it is possible, and must be ready to keep reference data for reasonable period of time, passed after their publication.

3. To guarantee that the research results presented in the manuscript are individual and original paper. In case of usage of the other papers' ideas or borrowing of other authors' statements, certain bibliographic references must be processed in the article with the notification of the author and original source. Excessive borrowings, as well as plagiarism of any kind, including non-formalized quotations, paraphrasing or appropriation of rights for research results of others' are unethical and inadmissible actions. Articles that are compilation of materials published before by other authors, without their creative processing and personal interpretation are not accepted.

4. To realize that they are initially responsible for novelty and authenticity of the research results.

5. To admit contribution of all the persons who influenced the way of research or defined the character of the presented research paper. In particular, in the article there must be bibliographic references to the publications that are of importance while research. Information received while private communication, correspondence or discussion with third parties must not be used without written public permission of its source. All the sources must be disclosed.

6. To present original manuscript which was not sent to other editorials and was not published before in other editions. Disregard of this principle is treated as outrage of publication ethics and gives the reason to cancel reviewing. Article text

must be original and must be published as presented for the first time. If the elements of the manuscript were previously published in another article, authors must refer to the earlier work and indicate the significant difference from the previous one. Word for word copying of author's own works and their paraphrasing are unacceptable, so they can be used only as foundation for new conclusions.

7. To guarantee the correct co-authors list of the article. Among the co-authors of the article all the persons who contributed intellectually into its concept, and structure, must be indicated, as well as conducting or interpreting of the presented work results. The author must also guarantee that all the co-authors are acquainted with the final variant of the article, approved it and agree with its publication. All the authors indicated in the article must be responsible for the article content. If the article is a cross-disciplinary paper, co-authors can be responsible for their own contribution and be apart from the collective responsibility for the common result. It is inadmissible to indicate persons who didn't take part in the research.

8. In case of significant mistakes or inaccuracy in the article in the phase of its reviewing or after publication the author must immediately inform the editorial board about that fact and take a common decision about the acceptance of the mistake and/or correction of as soon as possible. If the editorial board finds out through third parties that the published paper includes significant mistakes, the author must immediately remove or correct them or present the evidence of validity of information he gave.

9. To announce about possible conflicts of interests that can influence the research results, their interpretation and reviewers' opinions.

### **Independent expert reviewing**

Independent expert reviewing is carried out for critical evaluation of manuscripts by specialists that are not the members of the editorial board. Editorial boards send all the scientific articles for external reviewing by anonymous independent experts.

A reviewer realizes a scientific expertise of original materials and his actions must be impartial that cover the following principles:

1. Expert evaluation must help the author to improve the quality of the article, and must help the editor-in-chief to take a decision as to the publication.

2. The reviewer, who does not consider himself to be a specialist in the subject of the article or if he knows that he is not able to provide the review of article in time must inform the editor-in-chief about this and refuse from the reviewing.

3. Author or co-author of the paper, as well as research advisors of postgraduate degree seekers and members of the department where the author works can not be reviewers.

4. Any manuscript, received from the editorial for reviewing is a non-public document.

5. Personal reprimands to the author are inadmissible. A reviewer must pass his own opinions clearly, objectively and in a well-argued manner.

6. A reviewer must pay editor's-in-chief attention to significant similarity or partial matches of the article that is being reviewed with any other one, published before.

7. A reviewer must not use information and ideas from the given article for personal benefit and must keep to privacy policy of this information and ideas.

8. A reviewer must not take for reviewing those manuscripts if there is conflict of interests caused by competition, cooperation or other relations with any authors or organizations, connected with the article.

9. Reviewers' comments are not published and are not promulgated without reviewer's, authors' of the manuscript and editor's-in-chief permission.

### **Conflicts of interests**

All the members of independent reviewing and publishing processes must reveal the information about any kinds of relations that can be considered as potential resource of conflicts of interests. This demand is also related to authors and reviewers.

Editor-in-chief and editorial board members decide to publish the information revealed by authors which is related to the potential conflicts only after agreement with the authors.

### **Complaints and appeals**

In case of contravention of ethical principles authors, readers and reviewers have the right to appeal to command of the Kharkiv National Air Force University who is a Founder of scientific publications at the address:  
61023, Kharkiv, Ukraine, Sumska street 126, a/c 11800.

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Complaints and appeals are handled within the period of 1 month after the appeal. The results are given to the applicant in writing.

Complaints and claims concerning refusal of manuscripts because of their low research level are not handled, because it is not in the Founder's capacity.