

Statement on Ethics & Publication Malpractice Statement

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JFE follows best practices on ethical matters, errors, and retractions. The prevention of publication malpractice is one of the important responsibilities of the Editorial Board. Any kind of unethical behavior is not acceptable, and the Editorial Board of this journal does not tolerate plagiarism in any form. Authors submitting articles to the *Journal of Folklore and Education* affirm that manuscript contents are original.

JFE follows the American Folklore Society <u>Code of Ethics</u>. Additionally, we adhere to the following best practices:

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Editors, authors, and reviewers will also adhere to the JFE submission guideline policies and the following duties:

Duties of Editors

- 1. **Publication Decisions:** Based on the review report of the <u>Editorial Board</u> and external peer reviewers, the editors have complete responsibility and authority to accept, reject, or request modifications to a manuscript within the parameters of fair review.
- 2. **Review of Manuscripts:** Every article submitted to the *Journal of Folklore and Education* is subject to the following review process. Our internal review is completed by the Editors and at least one member of the national Editorial Board making use of appropriate software if necessary. Following internal review, the submission will be rejected or recommended for external peer review. Those submissions recommended for external review are subject to double-blind review with limited exceptions where the content of the article relies upon knowing the author(s) or the author's affiliation(s).
- 3. **Fair Review:** The Editors must ensure that each manuscript submitted to the *Journal of Folklore and Education* is reviewed for its intellectual content without regard to sex, gender, race, religion, citizenship, etc. of the authors.
- 4. **Confidentiality:** The Editors must ensure that information regarding manuscripts submitted by the authors is kept confidential.
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- 7. **Ethical Guidelines:** The Editors shall ensure that all research material they publish conforms to internationally accepted <u>ethical guidelines</u>, published by COPE.

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- 2. **Original Work and Plagiarism:** Authors must ensure that they have written entirely original work. Authors must certify that the manuscript has not previously been published elsewhere. Plagiarism takes many forms, from "passing off" another's paper as the author's own, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. AI-generated content will not be considered original work and must be cited as being generated by AI if used in the manuscript. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable.

- 3. **Multiple Submissions:** Authors must certify that the manuscript is not currently being considered for publication elsewhere.
- 4. **Peer Review Process:** Authors must participate in the peer review process. (See <u>review process and expected timeline.</u>)
- 5. **Authorship of the Submission:** All authors mentioned must have significantly contributed to the submission.
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- 9. **Research on Human Subjects:** When appropriate, all authors must cite approval by an institutional review board (IRB) for research on human subjects.

Duties of Reviewers

Peer review assists editors in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. JFE sees this service as essential to the growth and integrity of the field of Folklore and Education.

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- 2. **Acknowledgment of Sources and Plagiarism:** Reviewers must ensure that authors have acknowledged all sources of data used in the research. Reviewers should identify relevant published work that has not been cited by the authors. A reviewer should also notify the Editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.
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5. **Promptness:** If a reviewer feels it is not possible for to complete review of the manuscript within stipulated time, this information must be communicated to the Editors so the manuscript may be sent to another reviewer.

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- 1. The Editorial Board includes prominent scholars, practitioners, and allies to the field of Folklore and Education.
- 2. In the Journal of Folklore and Education, the Editorial Board members are ambassadors for the journal.
- 3. Editorial Board members attend one or two annual meetings through video conferences or virtual communications; advise on journal policy and scope; and suggest ideas, new initiatives, and programs to include in the journal. They may review submitted manuscripts, identify topics for special issues, or attract new authors and submissions.