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The Editorial board is obliged to monitoring/safeguarding publishing ethics in the review process. In case of noticing any unethical behavior in the review process, errors, or omissions, anyone should report it to the editor or the publisher who are responsible on solving the issue. In case of any suspicions of unethical behavior appear, the procedure suggested in Elsevier Publishing Ethics Resource Kit (PERK) will be followed in order to reach a decision or conclusion. Main steps of the procedure are:

Identification of unethical behavior

Misconduct and unethical behavior may be identified and brought to the attention of the editor or publisher at any time, by anyone.

Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a decision or conclusion is reached.

Investigation

An initial decision should be taken by the editor, who should consult with or seek advice from the Editorial board or the publisher, if appropriate.

Evidence should be gathered, while avoiding spreading any allegations beyond those who need to know.

Minor breaches

Minor misconduct might be dealt with between the editor and the author, without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations. If the author responds and is willing to correct the misconduct, the review process may continue.

Serious breaches

In case of serious misconduct, the editor should notify the author, and withdraw the paper from the further procedure of the review process. If the paper is already published, the withdrawal notification should be published at the web page of the journal, sent to author, and in some serious cases the employers of the accused should be notified. The editor, in consultation with the Editorial board or the publisher, should make the decision whether or not to involve the employers, either by examining the available evidence themselves or by further consultation with a limited number of experts.
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