

# ETHICS AND MALPRACTICE STATEMENT FOR INTERNATIONAL CONFERENCE “*CONTEMPORARY CHALLENGES IN ADMINISTRATIVE LAW AND PUBLIC ADMINISTRATION*”

**Rights and responsibilities of participants, reviewers, members of the Scientific Committee and the Organizing Committee of the International Conference “*CONTEMPORARY CHALLENGES IN ADMINISTRATIVE LAW AND PUBLIC ADMINISTRATION*” are presented below.**

## **I. RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS**

**1. General conditions of participation.** At the Conference may participate:

- participants who wish to submit a scientific paper
- participants who wish to hear the debates, without the submission a scientific paper.

The registration at Conference is made by filling the participation form that can be downloaded from the Conference website. The participants are required to pay the registration fee in the terms and conditions set out in the Conference website. The participation fee is not refunded. The payment of the fee for registration confers of the participant present at the conference:

- the right to receive the folder with Conference documents
- the right to participate in scientific activities included in the Conference program,
- the right to publish his scientific paper presented at Conference in one of the [Conference publications](#)

in according to the selection made by the Conference organizers and editors of publications, as provided in **paragraph 2**.

**2. Publication of scientific papers.** For to publish the scientific papers it must be fulfilled two cumulative conditions:

- accepting of scientific paper for presentation at conference as a result of the evaluation in "*double blind*" peer review system
- attendance at the Conference and presentation by the author of the paper submitted. When working in co-authorship is necessary that at least one of the coauthors to be present at the Conference.

The fulfillment of these conditions ensures the publication of the article in the Conference Journal - *Perspectives of Law and Public Administration Journal*. The scientific papers presented will be published within 1 year from the date of the Conference in the journal Conference - *Perspectives of Law and Public Administration Journal* - or in one of partner publications Conference.


**2.1. Publication of scientific papers in the partner journals.** From among the scientific papers presented by the authors at the Conference, the partner journals can select to publish articles that correspond to their themes. The partner journals can submit articles to its own system of evaluation. Participants wishing the publication in a partner journal will have to comply at the editing requirements demanded of it and to amend the article taking into account of the observations made by the scientific reviewers of this journal. The article selected for publication of a partner journal will not be published in the Conference Journal - *Perspectives of Law and Public Administration Journal*.

**3. The originality of the scientific paper. Citing sources. Responsibility for plagiarism.** By sending an article for submission to the Conference, the author(s) warrant that the manuscript is their own, original work and that it has neither been published previously nor is currently being considered for publication elsewhere. They also warrant that the sources of any ideas and/or words in the manuscript that are not their own have been properly attributed through appropriate bibliographical references and using quotes. In case of breach of copyright law/ in case of plagiarism, the entire responsibility rests with the author of the article. The conference organizers does not assume any liability for infringement by the authors of the regulations included in copyright legislation and the achievement of plagiarism. If discovered a case of violation of copyright law/plagiarism, the manuscript will be rejected or a published article will be retracted from the Conference Journal/Conference partner journals. The conference organizers are exempted from any liability regarding the author's points of view included in the scientific papers submitted to Conference.

**4. Elaboration of the manuscript shall meet the requirements for editing.** The manuscript submitted must comply with the requirements for writing under the [Guidelines for authors](#) .

**5. Not accepting redundant publication.** The Conference does not accept scientific papers in the same language that have already been submitted in part or in full in an article published or which are described in another article sent or accepted by other electronic or printed publications. In case of a redundant publication, the manuscript will be rejected or a published article will be retracted from the Conference Journal/Conference partner journals.

**6. Accurate presentation of the primary data.** Underlying data (statistical indicators, legal regulations, jurisprudential solutions, doctrinal opinions, polls and so on) should be represented accurately in the manuscript. Knowingly presenting false or falsified data may be grounds for rejection or withdrawal of the manuscript of the article published. The fabrication of results and the making of fraudulent or knowingly inaccurate statements may be cause for rejection or retraction of a manuscript or published article.

**7. Authorizations for reproduction and copyright.** Authors are responsible for obtaining written permission to include any images/artwork or documents/texts for which they do not hold copyright in their articles, or to adapt any such images/artwork or documents/texts for inclusion in their articles. The copyright holder must be made explicitly aware that the images/artwork or documents/texts will be made freely available online as part of the article under [the Creative Commons Attribution – NonCommercial – NoDerivs 3.0 Unported License](#) 

**8. Giving the names of those who have contributed to this article.** The authors' names should be listed on the article in order of their contribution to the article. All authors take responsibility for their own contributions. Only those individuals who have made a substantive contribution should be listed as authors; those whose contributions are indirect or marginal (e.g., those who provided proofreading or translation of materials, the doctorate coordinators/heads of research centers, which have guided/allowed the realization of manuscript by the authors, people who have financed the research narrated in manuscript) should be named in an "Acknowledgments" section at the end of the article, immediately preceding the Bibliography. The corresponding author must ensure that all appropriate co-authors and no inappropriate co-authors are included on the article, and that all listed co-authors have seen and approved the final version of the article and agreed to its publication.

**9. Mention sources of financial support.** Sources of financial support of the research materialized in manuscript (grants, scholarships etc.) should be mentioned in the paper in a footnote attached to the title of the article.

**10. Prohibition to give the manuscript to other conferences and publications.** Manuscripts submitted for publication purposes may not be offer to other conferences or publications, than after receiving the response in the sense that the material can not be accepted for registration at conference or after 1 year from the date on which the conference took place, in case within that period the article has not been published in the Conference Journal, or in one of the partner conference publications.

**11. Transmission the registration form at conference and submission of scientific papers.** The registration form shall be sent by the authors only in electronic format under the conditions shown on the Conference website [www.alpaconference.ro](http://www.alpaconference.ro). For the scientific papers in co-authorship, each author will complete a registration form.

**12. Discovery of significant errors or inaccuracies in scientific papers submitted to Conference.** Where an author discovers a significant error or inaccuracy in an article of his/hers which was accepted for submission at Conference, he/she has an obligation to promptly notify the organizers and cooperate with them to correct the article or retract it as appropriate.

## **II. RIGHTS AND RESPONSIBILITIES OF REVIEWERS**

**1. Evaluation system.** The manuscripts received for submission at Conference will be revised using the „*double blind*” *peer review* system, respecting international standards of scientific journals. Thus, any article submitted for publication will be reviewed by specialists with a national and international reputation in legal sciences. Review will be done on an anonymous basis (author's name is not communicated to the reviewers; reviewers name is not communicated to the author). If necessary, the authors will receive recommendations and observations to improve the quality of their paper's content. It is possible to refuse publication of the article to the proposal made by reviewers.

**2. Status of reviewers.** Scientific reviewers of the Conference operate on a voluntary basis, part-time. Scientific reviewers will complete at beginning of the activity a form with their areas of competence. The President of the Organizing Committee will send the manuscript for evaluation to at least 2 reviewers with scientific competence in the subject of research, together with an **evaluation form**. The reviewers who have accepted manuscript assessment tasks must submit completed evaluation form later than **10 days** of receiving it. Reviewers are free to decline invitations to review particular manuscripts if their current employment workload and/or other commitments make it prohibitive for them to complete a review in a timely fashion and to do justice to the task in the available timeframe. The reviewers are obliged to refuse an invitation to evaluate a manuscript if the manuscript content does not match their area of expertise or in the event of a conflict of interest (e.g., one resulting from competitive, collaborative, or other relationships or connections with institutions, or companies associated with the manuscript).

**3. Confidentiality of information and ideas obtained through the peer review process.** Privileged information or ideas obtained by reviewers through the peer review process must be kept confidential and not used for personal advantage. Any manuscripts received for review must be treated as confidential documents, and must not be shown to or discussed with others except as authorized by the President of the Organizing Committee.

**4. Objectivity of the evaluation.** When conducting their reviews, reviewers are asked to do so as objectively as possible, refraining from engaging in personal criticism of the author(s). They are encouraged to express their views clearly, explaining and justifying all recommendations made. They

should always attempt to provide detailed and constructive feedback to assist the author(s) in improving their work.

**5. Content of evaluation.** Reviewers will complete the **Evaluation Form** sent of the President of the Organizing Committee. In the **Evaluation Form**, reviewers should include the appreciations regarding the framing of the subject in Conference theme, the topic relevance and degree of scientific novelty, knowledge of relevant literature in the field, consistency and quality of writing style, research methods used by the author(s), the logic of scientific arguments, the correct use of bibliographic sources. Reviewers should call to the President of the Organizing Committee attention any major resemblances between a manuscript under consideration and other published articles or papers of which they are aware, as well as any concerns they might have in relation to the ethical acceptability of the research reported in the manuscript. In conducting the evaluation, reviewers will take into account the provisions of the [Guidelines for authors](#) and [COPE Ethical Guidelines for Peer Reviewers](#) published by *Committee on Publication Ethics (COPE)*. Following the evaluation, reviewers can recommend: acceptance of the scientific paper for presentation at the Conference, acceptance of the scientific paper only if it complies with the observations made in the evaluation form, rejection of the scientific paper.

### **III. RIGHTS AND RESPONSIBILITIES OF THE SCIENTIFIC COMMITTEE**

**1. The final decision for acceptance of inclusion the scientific paper at Conference.** The President of the Organizing Committee has the ultimate responsibility to decide whether a manuscript will be accepted or not, and in doing so is guided by the evaluations carried out by scientific reviewers, by the provisions of this *Ethics and Malpractice Statement* and by the copyright law. The President of the Organizing Committee may consult with other members of the Scientific Committee, as well as with reviewers, in making publication decisions.

**2. Objectivity of the evaluation. Prohibition of discrimination on grounds related to the person of the author.** The President of the Organizing Committee and members of the Scientific Committee will evaluate manuscripts for their intellectual content without regard to the race, gender, religious beliefs, ethnic origin, citizenship, or political philosophy of the author(s).

**3. Confidentiality of the information and ideas contained in the manuscript.** The President of the Organizing Committee and members of the Scientific Committee will not disclose any information about a manuscript under consideration to anyone other than the author(s) and reviewers.

**4. Ensuring the integrity of the evaluation process.** The President of the Organizing Committee and members of the Scientific Committee will make every effort to ensure the integrity of the „*double blind*” peer review process by not revealing the identity of the author(s) of a manuscript to the reviewers of that manuscript, and vice versa.

**5. Evaluation harmful effects in ethics of scientific research.** When evaluating a manuscript submitted for acceptance to the conference, the President of the Organizing Committee and the Scientific Committee members will seek evidence that ethical harms have been minimized in the conduct of the reported research. The President of the Organizing Committee and the Scientific Committee members will question whether the benefits outweigh the harms in the particular study’s case.

**6. Request for information on compliance of scientific research ethics.** The Conference welcomes the submission of manuscripts from any country. The Scientific Committee recognizes that laws and regulations regarding research ethics and ethical approval vary worldwide. As such, the President of the Organizing Committee and the Scientific Committee members may need to seek clarification in this regard with the author(s) and to send notifications to institutions responsible for research ethics in the country of the author and / or international organizations active in this field.

#### **IV. RIGHTS AND RESPONSIBILITIES OF THE ORGANIZING COMMITTEE**

**1. Disclaimer for visa.** The organizers do not assume any obligation to engage in visa procedures. In order to obtain the visa, organizers can send, to request, on email an official invitation to participate at conference.

**2. Disclaimer for providing transportation and accommodation of participants.** Organizers are not responsible for incurring of transport charges and booking hotel rooms.

**3. Refusal to register a person at the conference.** The organizers may refuse motivated the registration of a person at Conference.

**4. Sending the Conference materials.** Payment of the courier fees for sending various materials and the Conference journals is the responsibility of those who request it.

**President of the Organizing Committee**  
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