

SCHEDULE III

CONFLICT OF INTEREST

Editors

Submission by Editor

A paper submitted by one of the Editors will be handled by another Editor or a member of the editorial board or a previous editor of the Journal who is not at the same institution. The other Editor will select referees and make all decisions on the paper. The decision process will be handled in such a way that the submitting Editor does not have access to information or correspondence relating to the submission.

Submission by author at same institution as an Editor

A paper submitted by an author who is at the same institution as one of the Editors will be handled by one of the other Editors who is not at that institution. The Editor who is at the same institution as the author will not be involved in selecting referees or making any decisions on the paper.

Submission by family member of Editor or by author whose relationship with Editor might create the perception of bias

If a paper is submitted by a family member of one of the Editors, or by an author whose relationship with one of the Editors might create the perception of bias (e.g. in terms of close friendship or conflict/rivalry), the Editor will declare a conflict of interest and the paper will be handled by one of the other Editors. The Editor who has declared a conflict of interest will not be involved in selecting referees or making any decisions on the paper.

General policy

If an Editor feels that there is likely to be a perception of a conflict of interest in relation to their handling of a submission, they will declare it to the other Editors, and the paper will be handled in the same way as described above.

Referees

Potential conflict of interest for referee

The invitation letter to referees will include the following wording: 'If you feel there is a potential conflict of interest in your refereeing this paper, please declare it. By accepting this invitation, it is

assumed there is no such conflict of interest.’ Standard policy will be not to use a referee if a conflict of interest has been declared, but the Editors may use their discretion.

Authors

Sources of funding

On acceptance, authors will be asked to provide a statement declaring sources of funding relating to their paper, and the statement will be printed on the title page or at the end of their paper.

Review Editor

Sending Review Editor’s own book out for review

In the case of the Review Editor’s own books, one of the Editors who is not at the same institution as the Review Editor will handle the process, including the initial decision as to whether the book should be reviewed, the choice of reviewer and the decision whether to accept the review for publication. The process will be handled in such a way that the Review Editor does not have access to information or correspondence relating to the review.

Book reviewers

Potential conflict of interest for book reviewer

The invitation letter to reviewers should include the following wording: ‘If you feel there is a potential conflict of interest in your reviewing this book, please declare it. By accepting this invitation, it is assumed there is no potential conflict of interest.’ Standard policy will be not to use a reviewer if a conflict of interest has been declared, but the Review Editor may use his/her discretion after consulting with the Editors.