

## **Publication Ethics and Malpractice Statement**

### **1. Editorial Board**

- Review of Historical Geography and Toponomastics (RHGT) has an editorial board whose members are recognized experts in the field. The full names and affiliations of the members are provided on the journal's Web site;
- RHGT provides contact information for the editorial office on the journal's Web site.

### **2. Authors and Authors responsibilities**

- RHGT does not require any fees or charges for manuscript processing and/or publishing materials in the journal;
- Authors are obliged to participate in peer review process;
- All authors have significantly contributed to the research;
- All authors are obliged to provide retractions or corrections of mistakes;
- All authors should have articles with list of references and indicate (if necessary) the financial support for the research;
- It is forbidden to publish same research in more than one journal.

### **3. Peer-review process**

- All of RHGT's content is subjected to peer-review;
- Peer-review is defined as obtaining advice on individual manuscripts from reviewers' expert in the field;
- Peer-review is clearly described on RHGT's Web site;
- Judgments of peer-review should be objective;
- Reviewers should have no conflict of interest.
- Reviewers should point out relevant published work which is not yet cited;
- Reviewed articles are treated confidentially.

### **4. Publication ethics**

- RHGT's editors shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred;
- RHGT and/or its editors does not encourage such misconduct, or knowingly allow such misconduct to take place;
- In the event that RHGT's publisher or editors are made aware of any allegation of research misconduct the publisher or editors shall deal with allegations appropriately;
- The journal should retract or correct articles when needed;
- RHGT's publisher and editors should always be willing to publish corrections, clarifications, retractions and apologies when needed.

### **5. Copyright and Access**

- Copyright and licensing information is clearly described on the journal's Web site, for details please read the Creative Commons license:  
<http://creativecommons.org/licenses/>;
- The journal and individual articles are freely available to readers. Associated subscriptions should be notified to the publisher (Editura Universitatii de Vest din Timisoara).

### **6. Archiving**

- RHGT has a plan to electronic backup and preservation of access to the journal content in the event RHGT is no longer published. The entire archive is backup and held by the editors of the journal.

Further principles of transparency and best practice are provided below:

#### **7. Ownership and management**

- Information about the ownership and/or management of a journal is indicated on the journal's Web site. RHGT is owned and managed by Department of Geography, West University of Timisoara, Romania;
- Publisher shall not use organizational names that would mislead potential authors and editors about the nature of the journal's owner.

#### **8. Web site**

- RHGT's Web site, including the text that it contains, demonstrate that care has been taken to ensure high ethical and professional standards.

#### **9. Publishing schedule**

- RHGT is an annual journal, publishing two issues in a volume every year. Each volume of a specific year is scheduled to appear in mid-February of the next year.

#### **10. Name of journal**

- Review of Historical Geography and Toponomastics (RHGT) is a unique name and is not one that is easily confused with another journal or that might mislead potential authors and readers about the journal's origin or association with other journals.