

## **The regulations on publication ethics of the "Dairy Bulletin"**

The Editorial Board of the "Dairy Bulletin" conducts its activities in accordance with Chapter 70 "Copyright" of the civil code. The Editorial Board adheres to international standards of publication ethics and endeavours to prevent their violation. The main provisions of the Journal publication ethics are prepared on the basis of international standards proposed by the Committee on the ethics of scientific publications (Committee on Publication Ethics, COPE).

### **1. Ethical guidelines for authors**

In order to ensure the integrity of scientific research, authors should adhere to international standards for the preparation of scientific publications. The Editorial Board reserves the right to reject the publication of the article if there are violation rules specified in this provision.

1.1. The author providing the manuscript for publication in the "Dairy Bulletin" ensures that the article is original, i.e. it is not published previously in any other periodicals in present or close content, at present it is not under consideration in the Editorial Offices of any other periodicals, all possible conflicts of interests related to copyright and publication of the article are resolved.

1.2. The author affirms that the publication does not violate any existing copyright, and guarantees the publisher the reimbursement of losses in case of such violations.

1.3. The author guarantees the reliability and thoroughness of the submitted materials, i.e. the fact that the study was conducted in accordance with ethical and legal standards, performed efficiently and accurately, using appropriate methods of analysis, the results are presented honestly and without fabrication, falsification or inappropriate data manipulation.

1.4. The author guarantees correctness of all information about himself, the absence of plagiarism and other forms of illegal borrowing in the manuscript, proper execution of all borrowings of the text, tables, diagrams, illustrations. It is not allowed use verbatim copying more than 10 percent of another author's work without acknowledgement, the source without quotation marks. It is not allowed publish the article, the originality of which is identified below 70% by the "anti-Plagiarism" or similar system.

1.5. The author guarantees that the work has no self-plagiarism. If parts of the manuscript were previously published in another article, the author is obliged to refer to the earlier work, indicate the significant difference from the previous one and, however, identify the outcomes of the research and findings presented in the

previous work. Literal copying of their own works and their paraphrasing is unacceptable, they can only be used as a basis for new findings.

1.6. In case of significant error or inaccuracy in his published work, the author must notify the Editor Board and make a joint decision on the recognition of the error or its correction.

1.7. In the manuscript the author is obliged to indicate the sources of funding for the work, as well as to tell about the conflicts of interests in advance.

1.8. For ease of dissemination and ensuring the proper policy to use the materials, the authors convey to the publisher the exclusive ownership right on the manuscript, unless otherwise specified.

## **2. Ethical guidelines for peer reviewers**

Peer review of scientific articles requires that everyone involved behaves responsibly and ethically. All the reviewers in the review process must adhere to generally accepted principles and standards.

2.1. The reviewer has to agree reviewing only those manuscripts, for evaluation of which he has knowledge and which he may review in an appropriate time.

2.2. Peer reviewers should be objective and constructive in their reviews, free of hostile or inflammatory statements.

2.3. The reviewer ensures the confidentiality of the review, i.e. the parts of the manuscript or the review will not be disclosed during or after reviewing to anyone else except those persons who are permitted by the Editorial Office.

2.4. The reviewer agrees not to use the information obtained in the course of the review, for their own benefit, benefit of other persons or organizations causing harm to others or discrediting others.

2.5. The reviewer is obliged to declare all possible conflicts of interests and to seek advice from the Editorial Office in case of doubt about the conflicts of interests in the current situation.

## **3. Ethical guidelines for editorial Board**

The Editorial Board of the "Dairy Bulletin" adheres to the editorial policies promoting the responsible conduct of researches.

3.1. The Editorial Board carries out its independent policy of selection and publication of scientific-practical research materials and ensures conformity of the published materials to the accepted international standards and ethical principles.

3.2. The Editorial Board guarantees the acceptance or rejection of a work for publication based on its importance, originality, clarity and relevance, reliability of the information it contains and its proximity to the Journal subjects, regardless of race, religion, ethnic origin, citizenship or political views of the author.

3.3. The Editorial Board can make changes in materials and give rebuttal (including articles striking) when necessary, and does not ignore cases of misconduct in research performing and publishing their results.

3.4. The Editorial Board accepts honest and objective decisions independent from commercial considerations, provides qualified and objective peer review of the manuscript and guarantees the confidentiality of the reviewing process.

3.5. The Editorial Board protects the reputation of the authors and seriously treats all cases of plagiarism and other misconduct at the publication. In cases of detected plagiarism, cheating and other misconduct in the publication of scientific materials the Editorial Board may impose the following sanctions on the authors: to reject to publish the manuscript, to strike the publication, to impose a ban on the publication in the Journal for a certain period.

The Editorial Board reserves the right not to respond to accusations of plagiarism, if the Prosecutor provides false personal information (for example, he is an alias) or acts in an unethical or threatening manner. The Editorial Board is not obliged to discuss cases of alleged plagiarism with persons who have no direct relation to it.

When considering the papers, the reviewers shall verify the materials on plagiarism with the help of the "anti-Plagiarism" or similar systems. If the reviews have information about the numerous borrowings the Editorial Board acts in accordance with the rules of COPE (Committee on Publication Ethics, <http://publicationethics.org/about>).

#### **4. The order of revocation (retraction) of articles from the journal**

When considering situations involving violations of publication ethics, the Editorial Board acts in accordance with the Guidance for articles revocation of the Committee on publication ethics COPE Retraction Guidelines and Rule of striking of articles off publications of the Alliance of Independent Regional Publishers, AIRP.

The article striking is carried out according to the official request of the Journal or the author. Anonymous-treatment and treatment of persons who has no direct bearing on the question, will not be considered. Reasons for article striking are: 1) detection of the plagiarism in the article, including borrowings of figures, graphs, tables, etc., if the fact of plagiarism became apparent after the article publication; the occurrence of claims in the part of the copyright on an article or parts of it from the third parties; 2) detection of the fact of article publication in another periodical before the date of its publication in the Journal; 3) published article has serious errors that cast doubt on its scientific value.

In this case, the Editorial Board initiates an inspection which may result in the article striking. The author is sent a letter with information about the reasons for the article striking.

The article is not removed from the Journal website. The Editorial Office publishes the notification on striking of the article on the relevant page of the issue content on the official Journal website.

Information about stroked articles is sent by the Editorial Board into the NEL (elibrary.ru), Cyberleninka, the Board of ethics of scientific publications (for the entry of information into a single database of retracted articles), Agris database.

The Editorial Board will consider all relevant requests concerned violations revealed in the published materials. The Editorial Board considers it to be the author's and the reviewer's responsibility to inform the editors about missed errors and violations revealed after publication as soon as possible.