

Quality and Ethical Publishing Guidelines

Obligations of Authors

Good Scientific Practice, Errors

We require every author publishing in M&K to comply with the rules to safeguard good scientific practice as stipulated by academic institutions.

If the author becomes aware of an error in the manuscript, either before or after publication, they must alert the editor without delay and cooperate with the editors to allow for a correction.

Book reviews consist of independent judgements by scientists on published scientific work; this critical examination is a decisive component of scientific discourse. Accordingly, there is no editorial decision process at M&K regarding the publication of reviews. This means that the authors of reviews have a special responsibility to adhere to the rules of good scientific practice, to give good reasons for criticism, to avoid sweeping judgements and statements that focus on belittling the person in question, and to be aware that a review can have considerable personal consequences for the further career of the authors discussed. This is especially true for young scientists who are just starting to present their work to the specialist public, for example, by publishing their dissertation.

Plagiarism

Authors must only submit original manuscripts and must use citations or quotations responsibly whenever materials or thoughts from other persons are used.

Authors wishing to publish in M&K are advised to consult the Author Guidelines regarding citations and quotations available [here](#) prior to submitting their manuscript.

Authorship

Only those who made a considerable contribution to the article submitted can be listed as authors.

Multiple or Concurrent Publications

All submitting parties are required to affirm that they are offering an original manuscript that has not been otherwise published or submitted for publication. Authors need to acknowledge that manuscripts that are submitted for publication in M&K should not be offered for publication elsewhere until the peer reviewing procedure has been completed.

Disclosure and Conflict of Interest

The authors are expected to disclose any source of financial support they received for the manuscript.

The authors shall also disclose all circumstances to the editors which might constitute a conflict of interest with regard to the scholarly view expressed in the manuscript. A

conflict of interest shall be deemed to exist whenever a third person may reasonably doubt the objectivity of the research in light of the circumstances.

Data Policy, Transparency

In an effort to promote scientific discourse and cumulative research as well as to assure quality, the editors attach particular importance when reviewing contributions to the fact that the greatest possible transparency is established with respect to the data used. When submitting the manuscript, the authors of empirical contributions make a commitment that they shall sufficiently document the way in which data has been gathered and/or the data sets made available by third parties (e.g. databases) have been accessed in order to create the requirements for secondary analyses and replications. At the same time, they declare that they are willing to make the data used available for further analyses, within the framework of respectively existing possibilities, for scientifically grounded inquiries.

Obligations of Reviewers

Each manuscript submitted by potential authors for M&K is evaluated based on a double-blind peer review process. Details of the peer review process for M&K can be found [here](#).

If a reviewer is in a conflict of interest regarding a manuscript, they will refrain from their role in the review process.

The review reports are required to contain detailed criticisms. The authors will receive written notification of the editor's decision. In the event of a decision in favour of revision, a new submission or rejection, the editors shall openly state the reasons for their decision.

The peer review procedure will usually be completed eight weeks following the receipt of the manuscript; if the appraisal requires more time, the author will be notified accordingly.

Obligations of Editors

Editorial Board, Editor-in-Chief, Advisors

The **Leibniz Institute for Media Research | Hans-Bredow-Institut** has issued and exercised editorial responsibility for M+K since 1953. The **editorial board of M&K** is comprised of renowned scholars working in the field of media and communication studies as well as informatics, all of them working in the **Leibniz-Institute for Media Research | Hans-Bredow-Institut**.

The **editor-in-chief of M&K** works on the development of the journal's thematic focus and is also responsible for coordinating the submissions and peer review process.

Renowned scientists act as **advisors for M&K**. They are members of the **German Communication Association (DGPUK)** and together have expertise on a wide range of specialist subjects within the field of media and communication studies.

Opinions and Replies

The editors of M&K provide the opportunity to state opinions on and reply to contributions that have been published in the different article categories. Opinions and replies that correspond to the customary content-related and formal standards in M&K and that are suitable for the promotion of scientific discussion shall be published in the next possible issue of the journal. The editors give the author of the contribution addressed by the opinion the opportunity to reply.

Violations of Good Scientific Practice

In cases in which the rules of good scientific practice are suspected to have been violated, the editor-in-chief will contact the reviewer and request an examination of whether the criticism can be substantiated or phrased in a more appropriate manner. If necessary, unlawful remarks will be deleted before the editor forwards the (anonymised) report. If a case of plagiarism should nevertheless be detected only after publication, Nomos will stop the title's distribution immediately until the case has been cleared.

Incoming book reviews are not subject to an editorial decision process, they are read by two editors and prepared for typesetting. Should the editors thereby gain the impression that the rules of good scientific practice are being violated, the editor-in-chief reports this impression back to the author and asks him or her to check whether the criticism can be justified and formulated more appropriately. The version submitted by the author is then published in the journal.

Role of Editors during Peer Review Process

At the start of the double-blind peer review process for submissions, the editor-in-chief decides who the reviewers of a submission will be; being informed of the identity of the author, only the editor-in-chief can assess whether the relationship between author and reviewer is too close. The editor-in-chief will also consider other factors for the selection of reviewers, such as the wish to distribute the work amongst as many people as possible and enabling as many community members as possible to take part in the selection process. The editor-in-chief communicates the editorial decision after peer review to the authors and reviewers.

Confidentiality and Conflicts of Interest

No information about a submitted manuscript will be disclosed to anyone other than the author(s), reviewers, potential reviewers, or members of the editorial board. If an editor is in a conflict of interest regarding a manuscript, they will refrain from their role in the review process and will ask another member of the editorial board to take over.

Obligations and Role of the Publisher

Publishing Ethics

Nomos Publishing attaches particular importance to the high quality of its journal portfolio and oversees the adherence to editorial quality standards for articles published in M&K. Our general publication policy can be found [here](#).

Publication Decision, Copyright

Nomos Publishing and the editors accept no responsibility for unsolicited manuscripts. All parts of M&K are published under a CC BY 4.0 International licence.

Fees

Authors wishing to publish in M&K are not required to pay article processing or submission charges.

Long-Term Archiving

To ensure long-term archiving of and access to M&K Nomos is cooperating with **Portico**.