

## **E. Ethics in the Publication Process**

16. Appraising manuscripts and reviewing books are serious scholarly responsibilities.

16.1 Those invited to make appraisals or to write reviews should disqualify themselves if they have a reasonable doubt about whether they can exercise the responsibility with scholarly detachment. Such doubt might be raised, for example, by an invitation to appraise the manuscript or review the book of a close personal friend or of a departmental colleague.

16.2 Insofar as possible, editors and book-review editors should themselves act in conformity with the above principles. Moreover, in connection with the appraisal of manuscripts, editors should take all reasonable precautions to avoid revealing the names of the author and the reader to each other.

17. When a piece of writing is jointly authored, it is presumed to be the intellectual product of the authors collectively, not individually, and this fact should govern its further use including its use by any of the original authors.

17.1 Passages of text and major themes and ideas used in subsequent work by any of the authors should be attributed to the original source following accepted standards for quotation and citation. Exceptions to this practice should occur only if a portion of the jointly authorized work has been clearly attributed in the original work to one of the authors.

18. Authors who submit manuscripts to more than one professional journal at the same time are obligated to inform each editor of the fact.

19. Political scientists seeking to reprint the previously published work of others have an ethical obligation to make sure that consent is obtained.

19.1 The copyright holder should consent to the inclusion of previously published work only if the author consents. The copyright holder should either obtain the consent of the author or require that this be done by the party seeking permission to reprint.

19.2 In cases where the copyright holder or the publisher of previously published work has not taken steps to obtain consent, the political scientist involved, as compiler and editor of the book, should secure the consent of the author of the material. Political scientists are encouraged to include in contracts with publishers a provision that the publisher must obtain the consent of the author or authors before allowing reprinting of the work.

19.3 The copyright holder and the author are each entitled to a flat fee or a share of royalties in connection with permissions to reprint, specific terms depending on

agreement with the party seeking permission. Either the copyright holder or the author may waive his or her right. Each may act on his or her own behalf, or by mutual consent one may act on behalf of both.

19.4 Permission must be renewed, and financial arrangements are subject to renegotiation, whenever a book goes into a new edition.

19.5 Any work reprinted may be changed only with the specific consent of the author. An author ordinarily is entitled to a complimentary copy of any publication in which his or her work is reprinted.

## 20. Responsibilities of Editors and Contributors to Edited Volumes

20.1 Prospective editors shall not use the names of any individuals as contributors to an edited volume unless and until they have received permission of the contributors for use of their names.

20.2 Once contracts are signed for an edited volume, and solicitations of manuscripts are made, editors have an obligation to include the solicited work in the publication if it conforms to the standards of scholarship previously established by the editors.

20.3 Along with any other guidelines established by the editors, contracts and instructions to contributors should include clear specification of (1) manuscript length for the individual contributor; and (2) number of days for authors to respond to editors' alterations or suggestions for revision to the manuscript.

20.4 Editors will normally have responsibility and authority for decisions on acceptability of manuscripts, and should clearly communicate this understanding, or any departure therefrom, to the contributors.

21. When a thesis or dissertation is published in whole or in part, the following rules apply:

21.1 Authors are not ordinarily under an ethical obligation to acknowledge its origins.

21.2 Authors are free to decide what acknowledgment, if any, to give to the professor under whose supervision they worked.

21.3 Any financial support for the dissertation should be acknowledged in a manner consistent with principles for all published research.