

ANNALES DE LA SOCIÉTÉ GÉOLOGIQUE DU NORD

Publication policy and ethics

Publication scope

The *Annales de la Société Géologique du Nord* is a journal devoted to all aspects of Earth Sciences (Geosciences), that is, sciences that deal with composition, structure, history and evolution of the Earth (concerning both terrestrial and marine environments) and planets ; this includes both teaching and research as well as applied topics in all areas concerned with soils and the subsurface. It thus publishes results of research both in fundamental and applied geosciences, particularly on northern France and surrounding regions such as Belgium, Picardy, and the Channel. However, results from other French regions and from other countries are welcome. Thematic issues may be published under the responsibility of one or several guest editors.

The *Annales* are based upon the principle of peer-reviewed process of evaluation.

The Société Géologique du Nord does not accept submissions for publication, of any discussion or development in political, economic, philosophical or religious matters.

General policy

Relations with authors of papers

The submission of a paper to the *Annales* implies that it is not being simultaneously submitted for publication elsewhere. The data included in the paper must be original ones, having not been published in another journal, another book or volume, or in the World Wide Web.

Acceptance or rejection of papers that are submitted for publication in the *Annales* falls within the competence of the Scientific and Publication Committee ('Conseil scientifique et éditorial' or CSE). This Scientific and Publication Committee is in charge of assisting the Society in its scientific policy, and support of the Editor-in-chief in his decisions concerning publication of submitted papers ('manuscripts'). It is composed of the members of the Executive Committee ('Bureau') of the Society (President, President elect, Secretary, Treasurer, Librarian, Editor-in-chief) and external Councillors chosen among French and foreign geoscientists. After advice of the Scientific and Publication Committee, each paper is independently evaluated by at least two external referees. If there is an important disagreement between both referees, a third referee will be requested. Beginning with volume 18 of the second series (2011), the list of referees of papers of each volume of the *Annales* is published.

If an author disagrees with the comments and corrections asked for by the referees, he (she) may express this disagreement in a letter to the Editor-in-chief. The final decision of acceptance or rejection of a paper falls within the responsibility of the Editor-in-chief. When an author disagrees with such a decision, he (she) may directly contact either the Editor-in-chief or members of the Scientific and Publication Committee.

Instructions to authors are published in each annual volume of the *Annales*. They are regularly updated. They are also published online on the SGN Web site.

Relations with referees (reviewers)

Instructions to referees are explained in the mail (e-mail) that is sent to them when they are requested for a review, and in the evaluation form that is sent together with the files of the paper to be evaluated (text and illustration files – figures, tables, plates, photographs). In the evaluation form, referees are asked to provide precise evaluations of the submitted paper as well as a general comment in order to explain the evaluation. Referees can choose to be identified or not by the author(s) of the submitted papers.

As long as the submitted papers have not been reviewed, corrected and accepted for publication, they must be considered as confidential and cannot be distributed to anybody outside the Scientific and Publication Committee.

Relations with readers

Readers of papers and articles that are in the *Annales* should understand that the opinions which are expressed by the authors of papers are their own responsibility, and do not necessarily reflect those of the Society. The origin of funding of research whose results are published in the *Annales* is indicated either by the heading and address of the authors (university, scientific or technical public institution, private institution ...) or in the acknowledgment section at the end of each paper (regular funding, project funding, public or private institution contracts, foundations ...).

Ethical guide

General context

The *Annales* will ensure that research material they publish conforms to internationally accepted ethical guidelines. Special attention will be given to such behaviours as plagiarism and self-plagiarism that consist in reproducing all or part of the content of a paper that has already been published by somebody else or by the author himself (herself). Such practices must be banished. Each borrowing or citation of one or several parts of published papers, either of the author himself (herself) or of other authors, must be clearly identified as such, and must be cited between inverted commas with a clear reference to the original article(s).

Publication of results of research activities produced by students (Master students and Ph. D. students in particular) must have been agreed by the students themselves in case where they are not co-authors of the submitted paper(s). Similarly, publication by a Master or Ph. D. student of results that have been conducted under the supervision of a senior scientist must have been authorized by the latter, in case that he or she is not co-author of the paper.

The confidentiality policy for industrial data that might be published in the *Annales de la SGN* is the responsibility of the authors, and not of the journal.

The Editor-in-chief will ensure that the referees, helped by the Scientific and Publication Committee members, take these aspects of scientific ethics into account.

Authors of papers, referees and editors may be helped by following the recommendations of the CNRS Ethical Committee (COMETS): <http://www.cnrs.fr/comets/>

Pursuing misconduct

One job of the Editor-in-chief is to reveal possible lapses to internationally accepted ethical guidelines. This may be made during each step of the editing process: submission of paper, evaluation by the referees, acceptance or rejection of the paper, or preprint. To reject a paper where such lapses have been observed is not sufficient. The author(s) must be directly questioned. In case of need, their employer must be made aware of the lapse. Preferably all procedures should be considered in order to find a consensus solution to the problem.

In the case that a published paper appears to not respect these principles, it will be deleted from the various means of distribution of the journal, either its printed or its online version.

Commercial considerations

Financial supports may eventually be given to the Société Géologique du Nord for its publications. They may come from either public institutions or from private structures such as associations, foundations, or enterprises of the commercial or industrial sector. In no case should these supports be allowed to influence the editorial process of the articles in the *Annales*, which are based upon a peer-reviewed procedure. In the case of distribution of separates, either as printed papers or as electronic files (pdf files), these must be strictly identical to their published version in the *Annales* – except if later, clearly identified corrections have been made after a query by either the author(s) or the Editor-in-chief.

The authors, referees, editors and the Editor-in-chief have to be able, at any stage of the editorial process, to declare a possible conflict of interest with any part of the submitted papers.

Other editions of the Société Géologique du Nord

The present guidelines are applicable to all the other SGN editions, i.e., *Memoirs*, *Publications*, edited or co-edited books, and any other mean of publication.

Ethics Committee

In the absence of a national academic structure dedicated to ethical aspects of scientific editing (universities, CNRS, Academy of Sciences, other), possible deviations that could be observed in the *Annales de la Société Géologique du Nord* will be treated internally. However, a co-operation with other academic societies in geosciences, in particular with the Société Géologique de France which is a SGN partner, could be followed in order to help the Scientific and Publication Committee members evaluate problematic conducts.

N.B.- The present guidelines for a publication policy and ethics has greatly benefited from the recommendations of the *Code of Conduct* of the *Committee on Publication Ethics* (COPE): <http://publicationethics.org>