

Publication Ethics and Malpractice Statement

Norwegian-American Studies

Editor: Anna M. Peterson

Editor

- The editor of *Norwegian-American Studies* is responsible for identifying and contacting peer reviewers, always keeping in mind potential conflicts of interest and making sure that submissions are evaluated in terms of scholarly content and contribution without regard to the identity and affiliation of the author.
- The editor of *Norwegian-American Studies* ensures the confidentiality of authors and reviewers.
- Based on *Norwegian-American Studies*'s internal and external review process, the editor decides whether to accept, reject, or encourage revision and resubmission of the manuscript.

Author

- Guidelines for authors appear on the Norwegian-American Historical Association website and will be sent on request.
- Authors are required to state whether the article has been submitted to or is under review with another publication and whether the article has previously been published in another language.
- Authorship should be limited to those who have made a significant contribution to the submission. Authors should ensure that all the listed authors have seen and agreed to the submitted version of the manuscript and to the inclusion of their names as co-authors.
- Authors are expected to respect the intellectual properties of others, through acknowledgement of sources, proper citation and attribution, quotation of direct texts taken from other sources, and recognition of research participants and research funders.
- Before a submission can be published, authors will be required to sign the University of Minnesota Press Contributor Agreement Form and a Permissions Agreement regarding illustration and artwork.
- Authors should communicate any errors discovered after publication directly to the editor and publisher.

Review Policies

Editor

- The editor will independently review and select submissions in a confidential process, and reserve the right to reject any submission that does not meet the journal's standard. Submissions will not be discussed or shared beyond those directly involved in the publication process, such as reviewers and editorial staff.
- Articles undergo an internal review by the editor and, when relevant, members of the Editorial Board. If submissions are deemed appropriate for the journal, they undergo double-blind peer review. *Norwegian-American Studies* sends authors reviewer comments and a decision about publication as expeditiously as possible.
- The editor will make every effort to ensure that the selection process and peer review of submissions is fair and unbiased, and that peer review is undertaken by qualified scholars in the appropriate field who are free of conflicts of interest.

- The editor's decision to accept or reject an article for publication in *Norwegian-American Studies* is based only on the submission's relevance to the remit of the journal and the significance of the submission as a work of original scholarship.

Reviewers

- Reviewers should have no potential conflict of interest.
- Potential reviewers are provided with the title and abstract of the submission, and if they agree to serve as reviewers and have no conflicts of interest, are sent *Norwegian-American Studies*'s review guidelines.
- In order to protect the anonymity of the double-blind peer review process, reviewers are requested to keep confidential all information regarding submissions to *Norwegian-American Studies*.

Authors

- For revised resubmissions, authors should address all comments and suggestions by reviewers and provide an account of the revisions undertaken.

Conflict of Interest Guidelines

Editor

Conflicts of Interest are considered to occur when the editor has private interests that interfere with their ability to make an unbiased final decision on any manuscript. In cases where it is deemed an editorial conflict of interest exists, including (but not limited to) financial interest or a personal relationship with the author, the editor of *Norwegian-American Studies* will disclose this to members of the Editorial Board and be recused from making a decision on the article.

Authors

Authors are expected to disclose any potential conflicts of interest. Conflicts of interests for authors occur when their private interests influence the objectivity of research. In order to avoid conflicts, authors should acknowledge the following upon submission of their manuscript:

- All sources of research funding
- Any financial or non-financial interests that may have impacted presentation of their research.

Reviewers

The following situations are considered conflicts of interest for reviewers and will be avoided:

- Co-authoring publications with at least one of the authors in the past 3 years, not including edited collections.
- Being colleagues within the same section / department or similar organization unit in the past 3 years.
- Supervising / having supervised the doctoral work of the author(s) or being supervised / having been supervised by the author(s)
- Having a personal relationship (e.g. family, close friend) with the author(s)
- Having a direct or indirect financial interest in the paper being reviewed.

It is not considered a Conflict of Interest if the reviewers have worked together with the authors in a collaborative project or if they have co-organized an event.

Allegations of Misconduct

- The editor will promptly investigate complaints related to pieces published in this journal.
- When there is an allegation of academic misconduct, we solicit a response from those accused, seek full documentation of the allegation, and consult with the editorial board to determine any appropriate steps.
- After consultation with the editorial board, the editor will work with the author(s) to ethically address the issue and come to the appropriate solution, whether that is revising the article, issuing an apology, and/or retracting the piece.

Plagiarism

- *Norwegian-American Studies* considers plagiarism to be the knowing presentation of another author's work as the manuscript submitter's own.
- *Norwegian-American Studies* considers text-recycling to be when an author re-uses sections of text from their other publications. References to previous works by the author to establish a foundation or framework for the current submission are not considered to be text-recycling.
- *Norwegian-American Studies* peer reviewers are instructed to inform the editor of suspected plagiarism. Upon review of the claims, if the editor finds evidence of large portions of text and / or data from another source presented as if they were by the author, they will contact the author to respond to the claims. If the author provides an unsatisfactory explanation, the submission will be rejected and the author's work will no longer be accepted for review by *Norwegian-American Studies*. If the author confirms the case to be an honest error, the manuscript will be rejected but the author's future work will be accepted for review by *Norwegian-American Studies*.
- The editor of *Norwegian-American Studies* understands a small degree of text-recycling may be unavoidable in publications concerning related topics and considers such cases of self-plagiarism based on the significance of the text that is repeated. *Norwegian-American Studies* will accept manuscripts that present similar data or research with a new argument but rejects all submissions that recycle the arguments in the authors' previous publications.

Retractions

The editor will consider retraction if:

- They have evidence that the article presents unreliable findings, includes unethical or fabricated research, plagiarizes other materials, or infringes upon copyright.
- The author(s) and / or reviewer(s) failed to disclose a major conflict of interest during the peer-review process that impacted the decision to publish by the editor

In all cases, the editor will promptly publish a retraction statement that clearly identifies the article and explains the reason for retraction.