

Publishing Agreement

This Publishing Agreement is made as of this December 18, 2018 between

Springer-Verlag GmbH, DE, Heidelberger Platz 3, 14197 Berlin, Germany
(hereinafter called "**Springer**")

and

Institute of Mathematics of the Czech Academy of Sciences, v.v.i.
Žitná 25
115 67 Praha 1
Czech Republic
(hereinafter called the "**Institute**").

WHEREAS, the Institute is the owner of the professional journals entitled

Applications of Mathematics
and
Czechoslovak Mathematical Journal

(hereinafter called "**Journals**")

WHEREAS, Springer is an experienced publisher of professional journals.

WHEREAS, the Institute desires that Springer continues to handle the international distribution and sale of the Journals (printed and electronic versions of complete issues and single article reprints) and undertake related activities with respect to the Journals, each as set forth in this Publishing Agreement.

This Agreement supersedes the Agreement concluded among the parties on December 6, 2013.

NOW, THEREFORE, in consideration of the terms and conditions of this Publishing Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Publication

Springer will continue to distribute the Journals commencing with **Applications of Mathematics** Volume 64, Issue 1, February 2019, and **Czechoslovak Mathematical Journal** Volume 69, Issue 1, March 2019, in accordance with its standard practices and procedures, and as set forth in this Publishing Agreement.

2. Title and Designation of the Journals

During the term of this Publishing Agreement, the Journals shall be designated as the official publication of the Institute, as follows:

- a. Each issue of the print edition of the Journals contains a prominent statement in the front matter and on the cover that the Journals are "Published by the Institute of Mathematics of the Czech Academy of Sciences" as well as the logo of the Institute of Mathematics of the CAS. The Journals' websites and the electronic editions of the Journals contain the same statement and a link to the Institute of Mathematics of the CAS, prominently placed.
- b. Springer will appropriately acknowledge that the Journals are published by the Institute in major Journal promotional materials.

3. Subscriptions

3.1. Institutional Subscriptions

"Institutional Subscriptions" shall mean subscriptions sold throughout the world to academic, medical, corporate, and other institutional libraries and other subscribers throughout the world. Institutional Subscriptions to the Journals shall include all regular issues of the Journals and any supplements. Springer in consultation with the Institute shall be responsible for setting the annual Institutional Subscription rate. The price shall correspond to the quality of the Journals as well as the current market situation, and at the same time, shall not encourage terminations of subscriptions.

For each subscription year, the Institute shall notify Springer of any intended supplements or changes in the number of pages, size of the Journals, number of issues or any other factors that might affect the selling price by the 15th of March of the previous year. Springer retains the ultimate right to set the price taking into account any recommendations of the Institute. Springer shall be free to negotiate prices with subscribers according to market conditions.

4. Ownership of Intellectual Property

- a. The Institute shall own the Journals and all trademarks, and other proprietary rights in the Journals and all other names or symbols supplied by the Institute to identify the Journals, except as provided in subsection 4(c).
- b. As between the parties, the Institute shall own the copyright in all articles and commentary provided by the Institute and contained in the Journals.
- c. Nothing in this Publishing Agreement shall be construed to give the Institute a claim to ownership of any intellectual property owned or provided by Springer or third parties and used in, or in connection with, the Journals.
- d. The Institute will assign digital object identifiers (DOI) to the articles of the Journals and register them.
- e. The Institute retains the right to archive the electronic version of each issue of the Journals and to provide free access to it through the Czech Digital Mathematics Library (www.dml.cz), the Institute's web site

(cmj.math.cas.cz, am.math.cas.cz) and the Institutional Repository of the Czech Academy of Sciences (www.lib.cas.cz/asep) two years after its publication.

5. Rights Granted

- a. The Institute grants Springer the exclusive right to distribute and sell the electronic versions of the Journals exclusively and worldwide in all forms and all media now known or later devised or perfected, throughout the world, for the term of this Publishing Agreement.

The Institute grants to Springer the exclusive right and license to distribute, archive and sell the Journals in print throughout the world, with the exception of the Czech Republic.

Springer can distribute and sell the printed Journals in the Czech Republic non-exclusively.

- b. Subject to the terms and conditions of this Publishing Agreement, the Institute hereby grants to Springer, for the term of this Publishing Agreement, the non-exclusive license to use the name of the Institute, the title of the Journals, and any trademarks, trade names or logotypes associated with them in connection with the exercise of any rights granted to Springer in this Publishing Agreement and reasonably exercised in the pursuit of its rights as the distributor of the Journals.
- c. The Institute reserves a non-exclusive right to reproduce from time to time, in print and electronic form, Institute news, commentary and other material, but not peer-reviewed articles, that previously may have been published in the Journals. The Institute will not use that material in a manner that might divert revenue from the Journals or otherwise impair Springer's ability to market the Journals as a part of its worldwide publishing program, nor will the Institute seek third-party funding for, or any third-party participation in, the distribution of that material without Springer's approval, which shall not to be unreasonably withheld.
- d. Digital Preservation Entities: Parties agree that Springer is entitled to entrust digital preservation entities such as Portico (www.portico.org) - or any other repository of similar nature or co-operating with other companies developing new forms of archiving later devised or perfected - to archive the content of the Journals published during the term of the Publishing Agreement.

6. Responsibilities of the Institute / Delivery of Content

- a. The Institute shall exercise sole control over the editorial development and editorial content of the Journals, subject to Springer's then-current guidelines to contributors and its editorial standards and practices, and shall be responsible for maintaining a consistently high quality for all published contributions.
- b. The Institute shall appoint the Editors-in-Chief who shall be responsible for all day-to-day aspects of editorial development and shall exercise control over the material to appear in the Journals. The Editors-in-Chief of the Journals shall be responsible for peer review of all articles submitted to their respective Journal; peer review shall be performed in accordance with Springer's guidelines to contributors and its editorial standards and practices, each as shall be in effect from time to time during the term of this Publishing Agreement, such as but not limited to the attached "Publisher's Code of Conduct for Editors of Academic Journals" as specified in **Annex A**.

- c. The Institute ensures that all necessary permissions, work-made-for-hire agreements, copyright transfer agreements, and any other documentation reasonably deemed by Springer to be necessary for publication of the Journals, is available and documented.
- d. The Institute shall select an Editorial Board for each Journal that shall provide both international representation and diverse expertise. The Editorial Boards shall assist the Editors-in-Chief as reasonably required to keep publication of the Journals on schedule, to maximize quality and to enhance the reputation and sales of the Journals.
- e. The Institute will send the Publisher PDF files of each article directly upon acceptance of the respective article, for Springer's " Online First" publication. At that point, the provided PDFs do not yet have the issue information in the header (no volume/issue, the pagination starts at page 1 for each article). Springer's production editors will proceed with the XML conversion and the articles will be published in the "Online First" section of the respective Journal.
- f. Springer can ask the Institute to provide the TeX source files of the manuscripts but only to create the metadata in a more convenient way.
- g. Once the issue building has been completed for an individual issue, the Institute will upload the final layouted PDF files, metadata and cover of the respective issue to Springer's server and inform Springer about the delivery.
- h. For each subscription year, Springer shall forward its orders for printed copies no later than the 15th of December of the previous year. Springer is free to send additional orders for current issues or back issues in case these are available.
- i) The Institute will deliver each printed issue of the Journals no later than five working days after completion by mail or other means to an address specified by Springer. The Institute will announce every delivery by e-mail to an e-mail address specified by Springer.

7. Responsibilities of Springer

Springer shall distribute and sell the Journals as outlined above (Paragraph 5)

- a. Springer shall provide an annual report to the Institute and if so requested to the Journals' Editors-in-Chief and Editorial Boards. The report will include summary information regarding Journal subscription revenue, advertising pages and revenue, editorial-page budgets and usage, and abstract and indexing performance.

8. Format, Frequency and Page Budget

- a. The Journals shall be published with a frequency as follows:

Applications of Mathematics: 1 volume per year, consisting of 6 regular issues of approximately 6 articles/ 115 editorial pages each, for a total annual editorial article/page budget of 36 articles / 690 pages not including front matter and other material necessary for publication of the Journal.

Czechoslovak Mathematical Journal: 1 volume per year, consisting of 4 regular issues of approximately 20 articles/ 300 editorial pages each, for a total annual editorial article/page budget of 80 articles/ 1.200 pages not including front matter and other material necessary for publication of the Journal.

Changes in the frequency of publication or the annual page budget must be agreed upon in writing by the Institute and Springer by March 15th of the Subscription Year prior to which the changes are to take effect. (s. 3.1.)

- b. The electronic edition of the Journals may be published via SpringerLink or any other electronic format or means of electronic distribution provided by or through Springer from time to time. Electronic files currently appear on SpringerLink in PDF format.

9. Electronic Access to Back Volumes

The rights on the Institute's back issues of the Journals (the "Backfiles") and to make them available electronically by or through any server remain with the Institute.

10. Complimentary Copies

- a. Springer shall provide online access to the Editors-in-Chief and to the Institute's main office to view the electronic edition of the Journals on the Publisher's Internet portal, currently known as SpringerLink.
- b. Furthermore, the Editors-in-Chief have the right to download and disseminate for their private use single articles of the Journals and to share them with research colleagues for their own professional, non-commercial use, provided the author(s) of these articles agree. The access and download referred to in this section are for individual and personal use only. Downloaded articles may not be shared with libraries or with other institutions that subscribe (or potentially could subscribe) to Journal at the full published rate.
- c. Springer will grant the Editors-in-Chief a discount of xx% off the list-price on purchases of Springer's books for personal use if ordered directly from Springer.

11. Marketing

During the term of this Agreement, Springer will appropriately acknowledge that the Journals are publications of the Institute in journal promotional materials and Springer's catalogues. Springer is obliged to promote the Journals with the aim to maximise sales and increase use of the Journals. Springer will inform the Institute about its publicity activities. In order to support these activities the Institute will provide Springer with back issues if needed.

12. Payments to the Institute

- a. Springer shall pay to the Institute an annual payment comprising a guaranteed base payment and an additional amount, that will depend on the number of articles published in each Journal and that the Institute can itself influence through the editorial policies of the Journals, for the duration of this Agreement.
- b. The annual guaranteed base payment will amount to EUR 65.000 for the duration of this Agreement. This payment covers the publication of a total of up to 30 articles for **Applications of Mathematics** and up to 70 budgeted articles for the **Czechoslovak Mathematical Journal** in the respective calendar year.
- c. The additional amount, that will consist of a fee per article published, initially to be set at EUR xxx,- per article will be paid annually, as follows:

For each additional article published in **Applications of Mathematics** in the respective calendar year, Springer shall pay to the Institute EUR xxx,- for a maximum of 10 additional articles. From the 11th article on, no payment will be made to the Institute.

For each additional article published in the **Czechoslovak Mathematical Journal** in the respective calendar year, Springer shall pay to the Institute EUR xxx,- for a maximum of 10 additional articles. From the 11th article on, no payment will be made to the Institute.

- d. Springer shall pay the guaranteed base payment to the Institute in one lump sum before April 15th of each calendar year.
- e. The additional amount, that will depend on the additional number of articles published in the Journals in one calendar year (as described above), shall be paid to the Institute no later than the 1st of February of the subsequent year.
- f. Springer shall make all payments to be made by it without any deduction of withholding or other taxes ("Taxes"), unless a tax deduction is required by law. The tax liability, if any, will be borne by the Institute. Springer will arrange for timely remittance of the Taxes in the minimum amount required by law and - upon request by the Institute - provide for proof hereof. In case a reduction/exemption of Taxes can be claimed (e.g. on the basis of a tax treaty), the Institute will provide Springer with sufficient proof hereof that enables Springer to take into consideration the reduction or exemption. Where necessary, Springer will co-operate with the Institute to arrange for such a reduction/exemption.
- g. Payments due to the Institute will be made only into the following bank account:
Account no.: 69623011/0710
SWIFT/BIC: CNBA CZ PP
IBAN CZ80 0710 0000 0000 6962 3011
Česká národní banka, Na Příkopě 1, Praha 1
Czech Republic
- h. The financial terms shall be re-discussed and revised after two years, i.e. as of 2020.

13. Termination of the Journals

- a. Should the Institute be unable to continue the publication of the Journals, the Institute shall inform Springer before any decision on the termination of the publication is made and offer Springer the option of taking over the publication of the Journals.
- b. If, despite of provisions of paragraph a) above, the Institute terminates the publication of the Journals, then the Institute shall try to publish all issues for any volume for which Springer has already made payments or shall refund Springer for any issues of the Journals that remain incomplete as a result of the termination of the publication. Springer shall make no further claim against the Institute.

14. Term and Termination

- a. This Publishing Agreement shall become effective on January 1st 2019 and remain in force through the conclusion of the Subscription Year 2020 (the "Term") and will be renewed automatically each year, unless written notice of termination is given at least twelve (12) months prior to expiration of the Agreement. For the avoidance of doubt, Subscription Years shall be deemed to end on the later of (i)

December 31 of that Subscription Year and (ii) the date on which the last issue of that year's volume shall have been published.

- b. All written notices under this Agreement shall be given by personal delivery, registered or certified mail; facsimile (confirmed by any of the foregoing methods); or overnight messenger service that regularly tracks its packages, to the named contact at the address set forth below. Notices shall be deemed effective upon actual receipt, provided that the sender shall retain confirmation of receipt.
- c. Either party may immediately terminate this Publishing Agreement if (i) a receiver is appointed for the other party or its property; (ii) the other party becomes insolvent or unable to pay its debts as they mature, or makes an assignment for the benefit of its creditors; (iii) the other party seeks relief or if proceedings are commenced against the other party or on its behalf under any bankruptcy, insolvency or debtor's relief law, and those proceedings have not been vacated or set aside within sixty (60) days from the date of their commencement; or (iv) if the other party is liquidated or dissolved, or is unable to perform fully under this Publishing Agreement.
- d. In the event that either party shall default in the performance of any material obligation under this Publishing Agreement, the other party shall have the right to issue written notice of the default. Upon failure of the defaulting party to cure the noticed default in all material respects within sixty [60] days following receipt of that notice, the party issuing that default notice shall have the right to terminate this Publishing Agreement by further written notice.
- e. Upon termination or expiration of this Agreement, Springer undertakes to comply with those financial and business obligations that results from this Agreement and become due in the year following the termination in a timely manner.
- f. On expiration or termination of this Agreement, and without further compensation to the Institute, Springer shall have the non-exclusive right to maintain a perpetual digital archive of those issues of the Journals that have previously been sold and distributed by Springer (the "**Back Files**") in order to provide continued online access to subscribers that shall have subscribed for access to the Journals as part of SpringerLink or any other database and that shall have received access to Journals via any such database at any time prior to that expiration or termination.
- g. In case of termination of the Agreement subject to paragraphs 14 a, 14c) or 14d) by any of the parties, Springer shall provide the Institute without unreasonable delay and no later than on 31st of December of the termination year with a list of addresses of anyone with an individual print and electronic subscription to the Journals.

15. Confidentiality

- a. For either party, its "Confidential Information" shall mean its secret or proprietary information maintained by that party as confidential. Tangible forms of Confidential Information must be clearly marked as "confidential" or "proprietary" at the time of disclosure. To be Confidential Information, any information that is disclosed orally or visually must be designated as "confidential" or "proprietary" at the time of disclosure or with written confirmation within thirty (30) days following disclosure. Following information and all respective documents containing them shall be regarded as Confidential Information irrespective of the requirement to mark them as "confidential" or "proprietary" at the time of disclosure:

Subscription List, unpublished articles, the pricing policies of Springer and other financial and business matters relating to and/or affecting the Journals, including unpublished Supplements.

- b. Neither party shall disclose or use other than for the purposes hereof any item of Confidential Information of the other gathered during the term of this Publishing Agreement unless: (i) the recipient shall have received the item of Confidential Information from sources lawfully permitted to disclose it, free from any confidentiality restrictions; (ii) the item of Confidential Information shall be available to the public by a person or entity not bound by any confidentiality restrictions and other than through the recipient; (iii) the item of Confidential Information shall have been known to the recipient prior to disclosure by the other party to this Publishing Agreement, its representatives or agents; (iv) the item of Confidential Information shall have been independently developed by the recipient without reference to, or reliance on, disclosure by the other party to this Publishing Agreement, its representatives or agents of the Confidential Information; or (v) the recipient shall be required to make such a disclosure by applicable law or at the direction of a court or governmental agency, but only after the discloser shall have had a reasonable opportunity to obtain a protective order, or similar relief.

16. Representations, Warranties and Indemnification

- a. The Institute represents and warrants that: (i) it has the right and authority to enter into this Publishing Agreement; (ii) the person executing this Publishing Agreement on its behalf has the right and authority to do so; and (iii) no material in the Journals (other than as provided by Springer) shall infringe any copyright, or patent or obligation of confidentiality or violate any property right or other right of any person or contain any matter that may be libelous or otherwise actionable, including, but not limited to, any action related to any injury resulting from the use of any practice or formula disclosed in the Journals.
- b. The Institute shall indemnify and hold Springer harmless from any loss, damage, expense (including reasonable, actual and documented attorneys' fees), recovery or judgment arising from any breach or alleged breach of any of the Institute's representations, warranties or covenants, subject to the limitations stated below.
- c. Springer represents and warrants that: (i) it has the right and authority to enter into this Publishing Agreement; (ii) that the persons executing this Publishing Agreement on its behalf have the right and authority to do so; and (iii) no advertisement provided by it for publication in the Journals will infringe any copyright or trademark or violate any property right or other right of any person or contain any matter that may be libelous.
- d. Springer shall indemnify and hold the Institute harmless from any loss, damage, expense (including reasonable, actual and documented attorneys' fees), recovery or judgment arising from any breach or alleged breach of any of Springer's representations, warranties or covenants set forth in subsection 16(c), subject to the limitations stated below.
- e. Each party shall promptly inform the other of any claim made against either which, if sustained, would constitute a breach of any warranty made by Springer or the Institute in this Publishing Agreement. The Institute shall defend any such claim made against the Institute with counsel of the Institute's selection. Springer shall reasonably cooperate with the Institute in such defence and may join in such defense with counsel of Springer's selection at Springer's expense. After consultation with Springer and due consideration of any objections Springer may have, the Institute may settle any such claim made against the Institute.

17. Governing Law and Jurisdiction

This Publishing Agreement shall be governed by, and shall be construed in accordance with, the laws of **the Federal Republic of Germany**. The courts of **Berlin, Germany** shall have the exclusive jurisdiction.

18. Force Majeure

Neither party will be liable for its delay or failure to perform to the extent caused by circumstances beyond its reasonable control, including, without limitation, fire, flood, strike, terrorism, civil, governmental or military authority or acts of God. Should a party's delay or nonperformance continue for a period of at least sixty (60) days, however, the other party may issue a notice of termination under subsection 14(c).

19. Relationship of Parties

Nothing contained in this Publishing Agreement shall be deemed or construed by the parties or by any third person to create a relationship other than that of independent contractor between Springer and the Institute. Neither party shall have the right or authority, or shall hold itself out to have the right or authority, to bind the other party, nor shall either party be responsible for the acts or omissions of the other.

20. Value-added tax

All amounts mentioned in this Publishing Agreement are exclusive of any VAT or similar taxes. If VAT or similar taxes are chargeable/due, Springer and Institute shall pay to the Institute and Springer, respectively, (in addition to and at the same time as paying the consideration) an amount equal to the amount of the VAT or similar taxes.

21. Notices and Addresses

All written notices under this Publishing Agreement shall be given by personal delivery, registered or certified mail; facsimile (confirmed by any of the foregoing methods); or overnight messenger service that regularly tracks its packages, to the named contact at the address set forth below. Notices shall be deemed effective upon actual receipt, provided that the sender shall retain confirmation of receipt. As express exceptions, however, (i) written notices from either party regarding the appointment of the Editors-in-Chief and Editorial Board members may be delivered by email to their respective contacts below or as otherwise designated in writing by the parties from time to time, and (ii) either party may change its named contact or address for notice by notifying the other party of its new address in writing, delivered by first-class mail or courier.

If to the Institute:

*Institute of Mathematics of the Czech Academy of Sciences
Žitná 25,115 67 Praha 1, Czech Republic
Attn: RNDr. Jiří Rákosník, CSc., director
Email: mathinst@math.cas.cz*

If to Springer:

Springer-Verlag GmbH, DE, Heidelberger Platz 3, 14197 Berlin, Germany

Attn: Dr. Heinz Weinheimer

Email: Heinz.weinheimer@springer.com

22. Miscellaneous

This Publishing Agreement shall be binding upon and inure to the benefit of the successors and assigns of the Institute and the successors and assigns of Springer. Springer may assign its rights and delegate its duties at its discretion. Because of the unique role of the Institute as the owner of the Journals, the Institute may not assign its rights or delegate its duties without the prior written consent of Springer. If one or more provisions of this Publishing Agreement are held to be unenforceable under applicable law, each such provision shall be excluded from this Publishing Agreement and the balance of the agreement shall be interpreted as if that provision were so excluded. This Publishing Agreement sets forth the entire agreement of the parties as to its subject matter and supersedes all previous or contemporaneous oral or written representations or agreements. It may not be modified or amended except by written agreement of the parties. Section 4, 14(e), 14(f), 14(g), 16, 17, 18, 20, 21 and 22 shall survive the expiration or prior termination of this Publishing Agreement.

IN WITNESS OF THE FOREGOING, the parties have caused this Publishing Agreement to be executed as of the Effective Date.

Institute of Mathematics of the CAS, v.v.i.

Springer-Verlag GmbH, DE

•2FD0T2FECBF74TC7
 Name: RNDr. Jiri Rakosnik, CSc.
**Director of the Institute of Mathematics of the
 Czech Academy of Sciences**

DocuSigned by:

19 December 2018

By:
 ^, Sr-r B.1772A7E2A3B454..
 Elena Griniari
Senior Editor

DocuSigned by:

By:
 Dr. Catnona Byrne
Editorial Director

19 December 2018
 Date:

Date: 19 December 2018

Journal Numbers : 10492/10587

GPU/PD/PS/ED/DS/Date: 4/40/185/

Legal Entity Number: 0290 Springer-Verlag GmbH, DE

Springer - Journal Owning Institute-06/2018

Annex A: Publisher's (Springer's) Code of Conduct for Editors of Academic Journals

COPE

1. The Journal is a member of the Committee on Publication Ethics (COPE). Editor(s) are expected to follow the COPE *Core Practices*.
2. The Publisher has responsibility to ensure that journals published by the Publisher adhere to editorial and publication ethics standards recommended by COPE, and the Publisher will support Editor(s) in their pursuit of adhering to such COPE standards. When dealing with publication and research ethics issues, Editor(s) are expected to follow COPE guidance and flowcharts or any guidance provided by the Publisher. The final course of action should be decided by the Editor(s). In difficult cases, or where there is no existing COPE guidance, the Editor(s) may seek advice from the Publisher, and some cases may need to be resolved in collaboration between Editor(s) and the Publisher. The *Core Practices* and general guidelines and flowcharts are available from the COPE website (<http://publicationethics.org>).
3. Editor(s) are expected to be aware of the editorial policies and information provided for authors by the Journal.
4. If there is more than one Editor(s) for the Journal, it is understood that the responsibility concerning Editorship of the Journal is shared between them.

Peer review

5. Editor(s) are expected to comply with the Journal's peer review policy (e.g. open, single-blind, double-blind).
6. Peer review is an essential component of the research publication. It aims to assess the validity of the reported research and suitability for journals' scope and aims. In order to maintain the integrity of the published record the Editor(s) are expected to ensure that all manuscripts reporting primary research, or secondary analysis of primary research, accepted for publication in the Journal are peer reviewed by reviewers who are competent in a relevant field and/or have expertise in a relevant methodology, as judged by their publication record, and are free of potential bias. Such bias includes, but is not limited to, any recent collaboration between the peer reviewers and the authors of the manuscript. The requirement for Editor(s) to ensure absence of conflicts of interest amongst peer reviewers expressly applies to peer reviewers suggested by the authors of the manuscript.
7. Editor(s) are expected to obtain a minimum of two peer reviewers for manuscripts reporting primary research or secondary analysis of primary research. It is recognized that in some exceptional circumstances, particularly in niche and emerging fields, it may not be possible to obtain two independent peer reviewers. In such cases, Editor(s) may wish to make a decision to publish based on one peer review report. When making a decision based on one report, Editor(s) are expected to only do so if the peer review report meets the standards set out in section 8 below.
8. Peer review reports should be in English and provide constructive critical evaluations of the authors' work, particularly in relation to the appropriateness of methods used, whether the results are accurate, and whether the conclusions are supported by the results. Editorial decisions should be based on peer reviewer comments that meet these criteria rather than on recommendations made by short, superficial peer reviewer reports which do not provide a scientific rationale for the recommendations.
9. Editor(s) are expected to independently verify the contact details of reviewers suggested by authors or other third parties. Institutional email addresses should be used to invite peer reviewers wherever possible. Each manuscript should be reviewed by at least one reviewer who was not suggested by the author.
10. Manuscripts that do not report primary research or secondary analysis of primary research, such as Editorials, Book Reviews, Commentaries or Opinion articles, may be accepted without two peer review reports. Such manuscripts should be assessed by the Editor(s) if the topic is in the area of expertise of

the Editor(s); if the topic is not in area of expertise of the Editor(s), such manuscripts should be assessed by at least one independent expert reviewer or Editorial Board Member.

Manuscript handling

11. Editor(s) are expected to provide a professional service to authors. Correspondence should be handled in a timely and professional manner. Arrangements should be in place to ensure editorial staff absences do not result in a reduced service to authors.
12. Editor(s) are expected to make full use of the online submission and peer-review system provided by the Publisher and, where necessary, maintain offline tracking systems, in order to preserve a full record of the peer review of each manuscript, where offline tracking is used, Editor(s) should upload offline records to the online submission and peer-review system as soon as possible.

Confidentiality

13. Editor(s) are expected to respect and uphold the confidential status of materials submitted to the Journal and should ensure that material remains confidential while under review.

Libelous and defamatory content

14. Editor(s) are expected to seek advice from the Publisher if they believe a manuscript contains potentially libelous or defamatory content.

Editorial policies and field-specific standards

Editor(s) are expected to ensure that manuscripts accepted for publication comply with the Journal's editorial policies and specific research requirements and ethics standards for the relevant field. For example, where manuscripts contain any data from human or animal subjects, or endangered plants, Editor(s) are expected to ensure that the manuscript complies with internationally agreed or comparable national ethics standards for such research. For example, international standards for human research are set out in the World Medical Association's [Declaration of Helsinki](#) and national guidelines which are intended to protect the safety and rights of research participants. Research on endangered animal and plant species should be carried out in compliance with standards set out in the [IUCN Policy Statement on Research Involving Species at Risk of Extinction](#) and the [Convention on International Trade in Endangered Species of Wild Fauna and Flora](#). Further information on these standards and those for animal research is available from the Publisher. In cases of uncertainty, Editor(s) should seek advice from the Publisher.

Conflicts of interest of Editor(s)

15. Editor(s) are expected to inform the Publisher of any interests that may influence, or may be perceived to influence, their decisions as Editor(s) of the Journal. Financial and non-financial interests (including, but not limited to personal relationships, professional interests or personal beliefs) should be disclosed. Please note that the declaration of these interests does not disqualify the Editor(s) from the role as Editor(s) of the Journal.
16. Although Editor(s) may publish in the journal for which they are Editor(s), they are expected to ensure that a (senior) member of the Editorial Board is assigned to assume responsibility for overseeing peer review and making decisions regarding acceptance or rejection of any manuscript submitted and/or co-authored by the Editor(s).
17. Where Editor(s) have a conflict of interest regarding a specific manuscript, a (senior) member of the Editorial Board should be assigned to assume responsibility for overseeing peer review and decisions making on that manuscript.

18. Editor(s) are expected to ensure that Editorial Board members are not involved with the peer review or decision-making process on any manuscript on which they are an author or on any manuscript where they may have a conflict of interest or potential conflict of interest.
19. Editor(s) submitting to the Journal any manuscript on which they are authors are expected to comply with the Journal's editorial policies for authors on disclosures of potential conflicts of interests.

Complaints, appeals and post-publication issues

20. Editor(s) are expected to have a written appeals and complaints procedure for the Journal and should seek advice from the Publisher where one does not exist. The Editor(s) should respond promptly to complaints (from non-anonymous and anonymous complainers alike) and, in collaboration with the Publisher, where applicable, follow guidance set out in the COPE flow charts on whistleblowers. All reasonable complaints should be handled within a timely manner. The Editor(s) should seek advice from the Publisher in difficult situations, particularly where an issue may necessitate the publication of a retraction or expression of concern. Unresolved cases may be referred to COPE for advice.
21. Complaints against the Editor(s) will be investigated by the Publisher in the first instance, but may be referred to an independent ombudsman or COPE for advice if appropriate.

Miscellaneous

22. Editor(s) should not act as representatives of the Publisher or make statements to the media, post comments or write editorials claiming to represent the Publisher without the Publisher's prior agreement.