



Ethical Code

Victorian Popular Fictions is a peer-reviewed academic journal whose policy is inspired by the COPE (Committee on Publication Ethics) Ethical Code.

Editors responsibilities

The Editors-in-Chief, the Associate Editors and the Editorial Board of *Victorian Popular Fictions* alone are finally responsible for the decision to publish the articles submitted.

Submitted articles will be sent to at least two reviewers. Final acceptance presumes the implementation of possible amendments, as required by the reviewers and under the supervision of the Editors.

The *Victorian Popular Fictions* Editors-in-Chief, Associate Editors and Editorial Board must evaluate each submitted paper in compliance with the Journal's policy, i.e. exclusively on the basis of its academic content, without discrimination of race, sex, gender, creed, ethnic origin, citizenship, or the academic and political positions of the Authors.

If the *Victorian Popular Fictions* Editors-in-Chief, Associate Editors and Editorial Board notice (or receive notifications of) mistakes or inaccuracies, conflict of interest or plagiarism in a published article, they will immediately warn the Author and will undertake the necessary actions to resolve the issue. If necessary, they will withdraw the article or publish a recantation.

Authors responsibilities

Stylesheet

Authors must follow the Style Guide to be downloaded from the *Victorian Popular Fictions* website.

Authorship

Everyone who has made significant contributions to the conception, design, execution, or interpretation involved in the study should be listed as Co-Authors. If there is a main author, the main author's name should go first and the nature of the work shared between the authors should be made clear in an initial footnote. Otherwise, authors should be listed alphabetically and it will be assumed that the division of labour was equal amongst all parties named.

The main Author (who may be the "corresponding author" – that is, the point of contact for the editors) should ensure that all co-authors have seen and approved the final version of the paper. Those who have made lesser contributions to the paper should be acknowledged (usually in an initial footnote) as a courtesy.

Conflicts of interest

All Authors should disclose any financial or other conflict of interest that might be construed to influence the results or interpretation of their research. This is unlikely to be the case in our field, but it is possible, which is why we mention it here. The *Victorian Popular Fictions* Editors will give serious and careful consideration to suggestions of cases in which, due to possible conflict of interest, an Author's work should not be reviewed by a specific scholar. Authors should indicate any financing agency or the project the article stems from.

Originality, acknowledgment, and plagiarism

Submitted articles or reviews should be entirely original. If the work and/or words of others have been used, they should be appropriately cited. Permissions for the reproduction of images, tables as well as words should be obtained from the source as appropriate. If there is any doubt about whether this will be necessary, please do not hesitate to contact the Editors.

Plagiarism occurs in many forms (e.g., submitting another's entire paper as one's own, copying or paraphrasing sentences from another paper without attribution, appropriating results of research conducted by others). All forms are completely unacceptable and we shall not hesitate to screen for plagiarism where we feel this is appropriate.

Redundant or concurrent publication

It is bad form to submit the same (or a very similar) manuscript to another journal concurrently. In general, authors should not submit previously-published articles or reviews for publication in another journal.

Quotations

Authors must see to it that all works consulted be properly quoted. If works or words of others are used, they have to be properly paraphrased or duly quoted. Citations between "double quotes" must reproduce the exact wording of the source; under their own responsibility, Authors should carefully refrain from disguising a restyling of the source's wording, as though it was the original formulation.

Significant errors in published works

If Authors discover (or are informed by others) of a significant error or inaccuracy in their article or review, they should notify the Editors as soon as possible and, where appropriate, cooperate to correct the published piece.

Contract

Before publishing their articles, Authors are requested to sign a Contract including the above-listed "Authors responsibilities".

Copyright Notice

Authors who publish with this journal agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution 4.0 International License (CC-BY). This allows readers to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

Dates of Acceptance and Publication

1. We aim to make these dates, which will be publicly available when your article goes online, as close together as possible. We know how authors regularly find they want to make last-minute changes and so we shall delay *final* “acceptance” as long as possible.
2. If, however, you need proof of “acceptance subject to minor emendments” before final acceptance, please contact the Editors.

Reviewers responsibilities

Goal

By means of the peer-review procedure, reviewers assist the *Victorian Popular Fictions* Editors-in-Chief, Associate Editors and Editorial Board in taking decisions on the articles submitted. They are expected to offer the Authors suggestions as to possible adjustments aimed at improving their contribution submission.

Timing and conflicts of interest

If a reviewer does not feel up to the task of doing a given review, or if she/he is unable to read the work within the agreed schedule, she/he should notify the *Victorian Popular Fictions* Editors. Reviewers must not accept articles for which there is a conflict of interest due to previous contributions or to a competition with a disclosed author (or with an author they believe to have identified).

Confidentiality

The content of the reviewed work must be considered confidential and must not be used without explicit authorisation by the author, who is to be contacted via the Editors-in-Chief. Any confidential information obtained during the peer review process should not be used for other purposes.

Collaborative attitude

Reviewers should see themselves not as adversaries but as advocates for the field. Any comment must be done in a collaborative way and from an objective point of view, and it should be clearly motivated.

Plagiarism

Reviewers should report any similarity or overlapping of the work under analysis with other works known to them.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Publication Costs

1. *VPFJ* is committed to Open Access. **Authors publishing in *VPFJ* therefore face no financial charges for the publication of their article or review.**
2. This does not mean that the *VPFJ* does not have to meet the costs of its website and other charges associated with online publishing. Our costs are currently covered by the Victorian Popular Fiction Association supplemented by the unpaid labour of our Editors-in-Chief, Associate Editors, Editorial Board, additional readers, and Authors.