

Scholarship and Practice of Undergraduate Research
Publication Ethics and Publication Malpractice Statement

Approved by the SPUR Editorial Board, November 25, 2019

Approved by the CUR Executive Board, June 24, 2020

This Publication Ethics and Publication Malpractice Statement for the academic journal *Scholarship and Practice of Undergraduate Research* (SPUR) articulates standards of ethical behavior for authors, editors, peer reviewers, and publisher in the journal enterprise of the Council on Undergraduate Research (CUR). It has been guided by the Core Practices of the Committee on Publication Ethics (COPE 2017).

SPUR is published by the Council on Undergraduate Research. The SPUR Editorial Board is composed of the editor in chief (EIC), issue editors (IEs), feature editors, and divisional editors (DEs). SPUR is prepared for publication by the EIC, IEs, DEs, and CUR's manager for editorial projects and communications (or other designated position within the CUR National Office).

Responsibilities of the Editor-in-Chief

After a search process has been conducted, the SPUR editor-in-chief is appointed typically for a three-year term by the CUR Executive Officer with the approval of the CUR Executive Board. The EIC works with CUR's manager for editorial projects and communications or other designated person within the CUR National Office. The EIC consults as needed with and reports to the CUR Executive Officer, President, and Executive Board.

The EIC has broad authority to work on behalf of CUR to solicit, schedule, and edit materials for SPUR that promote the mission of CUR and the advancement of undergraduate research. The EIC has final authority over judging whether articles and other works are acceptable for publication. The policies of the SPUR Editorial Board; legal requirements currently in force pertaining to libel, copyright infringement, and plagiarism; and consultation with other editors or reviewers may guide the EIC in reaching this decision. The EIC shall evaluate manuscripts without regard to race, age, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political views of the authors and must not disclose information about a manuscript submission to anyone other than the corresponding author, reviewers, reviewer candidates, other advisers, and the publisher, as appropriate. In the case of a conflict of interest (defined as a personal or professional situation that could affect the impartial evaluation of material submitted to the journal such as sources of financial support, personal or professional relationships, relationships with organizations, or deeply held personal convictions), the EIC shall disclose this conflict of interest to the publisher and designate another editor who will oversee the review process of the manuscript and render a decision as to its acceptability for publication.

The EIC has responsibility to work with the appropriate IE to develop the articles related to the theme of each issue. The EIC handles all aspects of articles that are submitted for publication in SPUR that are unrelated to an issue theme. The EIC also handles matters involving editorial policies, peer review disputes, research integrity concerns, complaints, appeals, and post-publication corrections related to SPUR content.

Articles are reviewed by at least two individuals beyond the EIC in a single-confidential review process prior to acceptance for publication, although the EIC has the discretion to modify the

review process for time-sensitive submissions or other unusual circumstances. The EIC forwards the reviews to the author and provides a decision about whether submission of a revised version is appropriate. Depending on the extent of revisions required, the revised version may be sent out for review. The EIC assigns non-themed manuscripts to a divisional editor or feature editor who then assigns at least two peer reviewers. The EIC will assign a themed article to an issue or divisional editor, who will then assign it to at least two peer reviewers.

The EIC may contribute an introduction or similar editorial piece to the journal but may not author or coauthor manuscripts submitted to the journal.

Responsibilities of Issue Editors, Divisional Editors, and Feature Editors

SPUR IEs, DEs, and feature editors provide guidance to and work with the EIC to develop materials related to the content of each issue. IEs are appointed by the EIC with notification to the CUR Executive Officer and final approval of the CUR Executive Board. DEs are appointed by the chair of each CUR division, and term lengths vary according to the practices and interests of each division. Feature editors are appointed by the EIC.

These editors oversee the peer review process of manuscripts and provide an evaluation before manuscripts are sent to the EIC for decision. These editors shall evaluate manuscripts without regard to race, age, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political views of the authors and shall not disclose information about a manuscript submission to anyone other than the corresponding author, EIC, reviewers, reviewer candidates, other advisers, and the publisher, as appropriate. In the case of a conflict of interest (defined as a personal or professional situation that could affect the impartial evaluation of material submitted to the journal such as sources of financial support, personal or professional relationships, relationships with organizations, or deeply held personal convictions), these editors shall disclose this conflict of interest to the EIC or the publisher and request that the EIC designate another editor who will oversee the review process for the manuscript. IEs, DEs, and feature editors may serve as a coauthor on a manuscript but may not serve as corresponding author, as the corresponding author receives information related to the peer-review process. In such cases, the IEs, DEs, and feature editors will have no involvement in the peer-review process.

Responsibilities of Peer Reviewers

Peer reviewers provide essential guidance to the EIC, IEs, DEs, and feature editors in rendering editorial decisions as well as assist authors in improving their manuscript through their comments. Reviewers shall notify the EIC, IE, DE, or feature editor as appropriate if they believe they are unsuitable to review a manuscript or cannot complete the review in a timely fashion. In the case of a conflict of interest (defined as a personal or professional situation that could affect the impartial evaluation of material submitted to the journal such as sources of financial support, personal or professional relationships, relationships with organizations, or deeply held personal convictions), the reviewer shall disclose this conflict of interest to the EIC, IE, DE, or feature editor as appropriate, and the EIC, IE, DE, or feature editor shall replace the reviewer with another reviewer. Reviewers shall not share or discuss the manuscript under review with outside parties except as authorized by the EIC and shall not use information or ideas gleaned from peer review for personal gain. Reviewers shall conduct their reviews in an objective manner without regard to race, age, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political views of the author; articulate their perspective clearly; and indicate appropriate published works not cited by the authors. Reviewers also should indicate to

the EIC, IE, DE, or feature editor, as appropriate, when a manuscript may contain similarities to other published work.

Responsibilities of Authors

Regarding authorship, see the document “Authorship Policy, *Scholarship and Practice of Undergraduate Research (SPUR)*” (Mabrouk 2020).

All submitted work should be original and should not have been published anywhere else in part or in whole unless the work represents a significant development of a previously published study. The authors are responsible for ensuring that their work has been submitted for exclusive consideration of publication in SPUR—that is, the manuscript should not be submitted to any other journal at the same time that it is submitted to SPUR. The following do not constitute prior publication:

- Abstract for a conference presentation
- Blog post
- Poster
- Thesis or dissertation

Authors should present an accurate account of the work conducted, discuss its significance in an objective manner, and provide adequate detail and references so that others will be able to reproduce the work. Supporting data should be presented accurately in the manuscript. Where appropriate, raw data or a link to the raw data should be provided with the article submitted for review. Where appropriate, authors are encouraged to deposit data in an appropriate repository or storage location to facilitate sharing and future use by others.

Authors should ensure that their use of the work of others has been appropriately cited and quoted and that a list of references is provided in the manuscript. Plagiarism is defined by the HHS Office of Research Integrity (1994)] as “both the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another’s work”; it can encompass copying text, images, and data without proper attribution; manipulating digital images; and reusing text from prior publications. Plagiarism is considered a violation of academic integrity and is unacceptable. Providing statements that are fraudulent or known to be inaccurate also is considered unethical behavior and is unacceptable.

If any part of a manuscript deals with the same research that has been published in another venue, the author should explain how the present manuscript differs in approach and/or results. Manuscripts submitted concurrently to multiple publication venues will not be considered.

Authors should disclose any conflict of interest (defined as a personal or professional situation that could affect the perception of the results presented in the manuscript). For authors, this means disclosing all sources of financial support (such as research grants, pending or actual patents, travel grants, or honoraria) used to support the study within a five-year timeframe; personal or professional relationships (such as faculty-student, parent-child, spouse, current or recent collaborator, co-principal investigator, or coauthor); relationships with organizations such as CUR, including members of the SPUR editorial board; or deeply held personal convictions (ideological, religious, political, and so forth).

For particular types of research such as human subjects research or research using animal models, authors must submit evidence of institutional review board approval and/or animal care committee, or explain why such approval does not apply to their work. If the research has been supported by funding, the funding sources should be clearly stated in the Acknowledgments section of the manuscript.

Authors shall assign to CUR, effective upon acceptance of the manuscript by CUR, all rights, title, and interest in and to any and all copyrights in the manuscript (see CUR 2016). Authors shall have a non-exclusive, royalty-free, perpetual license to reproduce, prepare derivative works, make and distribute copies, perform (when applicable), and display the manuscript but only for the personal noncommercial use of authors. Authors also shall have the right to deposit the published version of the manuscript in the institutional repository (defined as an online archive that collects, preserves, and disseminates digital copies of the research output of an educational institution) of the author's institution in order to fulfill institutional requirements.

If an author discovers a substantial error or inaccuracy in the work published in SPUR, the author should promptly notify the EIC or publisher and follow the EIC's specifications for retracting or correcting the work.

Responsibilities of the Publisher

As part of its mission of promoting high-quality undergraduate student-faculty collaborative research and scholarship, CUR is committed to editorial independence and to the publication of scholarly material in SPUR that can increase understanding of undergraduate student-faculty engagement in research, scholarship, and creative work in all disciplines and at all types of higher education institutions in the United States and other countries. As CUR also is dedicated to inclusivity and diversity in all of its activities, it encourages the submission of manuscripts to SPUR reflecting participation of individuals and groups that have been traditionally underrepresented in undergraduate research. Consistent with CUR's *Code of Ethics for Undergraduate Research* (2017), CUR is committed to integrity, accuracy, and transparency in its journal publishing enterprise. Concerns regarding the conduct of the SPUR editorial staff may be addressed to the CUR Executive Officer or the CUR President.

CUR's manager for editorial projects and communications or other designated position within the CUR National Office (under the direction of the CUR Executive Officer) has the responsibility to arrange for the production/publishing/printing of SPUR content, for contracting for those services, and for determining the print run size and providing the mailing list to the printer. To promote accessibility, CUR makes a portion of SPUR content freely available on its website, maintains an online repository of SPUR content, grants licenses to third parties that permit the reproduction of SPUR content, and pursues inclusion of SPUR in appropriate indexes and databases.

References

Committee on Publication Ethics (COPE). 2017. "Core Practices." Hampshire, UK: COPE. <https://publicationethics.org/core-practices>

Council on Undergraduate Research (CUR). 2016. "Copyright Assignment."
<https://www.cur.org/download.aspx?id=4394>

Council on Undergraduate Research (CUR). 2017. *Code of Ethics for Undergraduate Research*. Washington, DC: CUR. https://www.cur.org/assets/1/7/Code_of_Ethics.pdf

Mabrouk, Patricia Ann [on behalf of the SPUR Editorial Board]. 2020. "Authorship Policy, *Scholarship and Practice of Undergraduate Research* (SPUR)." Washington, DC: Council on Undergraduate Research. <https://www.cur.org/download.aspx?id=4435>

Office of Research Integrity, US Department of Health & Human Services (ORI). 1994. "ORI Policy on Plagiarism." *ORI Newsletter* 3(1). <https://ori.hhs.gov/ori-policy-plagiarism>