

## Institute of the Lithuanian Language Research Journals Publishing Policy

### Articles Publication and Authorship

1. The Institute of the Lithuanian Language research journals (*Acta Linguistica Lithuanica*, *Bendrinė kalba*, *Terminologija*) (hereinafter, ILL journals) shall be prepared and published in accordance with the requirements of academic ethics.
2. ILL journals do not publish articles published in other publications.
3. Plagiarism is considered a gross misconduct; all the sources used in the submission shall be appropriately credited.
4. All ILL journals are published with no article processing charge (APC). Authors of articles in printed journals are entitled to receive one copy of the relevant issue free of charge.
5. Individual articles are published Open Access under the Creative Commons License: CC BY-NC 4.0. The License permits unrestricted use, distribution, and reproduction in any medium, provided the original author and source are credited. Authors retain copyright in their articles, but grant the Institute of the Lithuanian Language the right of the first publication. As a collective work, ILL journals belong to the Institute of the Lithuanian Language.

### Authors's Responsibilities

1. The submitted articles must meet the requirements for scientific publications and be prepared in accordance with the instructions for authors established by each ILL journal (*Acta Linguistica Lithuanica*, *Bendrinė kalba*, *Terminologija*).
2. Authors must confirm that a publication submitted to a journal has not yet been published and has not been submitted to other journals.
3. The authors shall quote correctly and credit the contribution of other researchers who have influenced the work.
4. Authors need to address issues of co-authorship and ensure that all those who have made a significant contribution to the design, conduct and interpretation of the submitted research are appropriately credited.
5. Authors must ensure that all information provided in their articles is reliable and accurate.
6. Authors must take into account the errors and reasoned comments indicated by the reviewers of the article.

### Reviewing Order and Reviewers' Responsibilities

1. Research papers submitted to ILL journals are reviewed by at least two anonymous reviewers (members of the editorial board and/or external experts). If the opinions of the reviewers differ, a third reviewer is appointed and, after receiving their conclusions, the editorial board decides on the suitability of the article for publication.
2. Reviewers are appointed confidentially. ILL journals use double-blind peer review (neither the authors nor the reviewers know the identity of each other) to avoid bias.
3. Reviewers must notify the journal editor or secretary in advance of any potential conflict of interest with respect to the articles they are appointed to review.
4. Reviewers must notify the editor if they suspect plagiarism or if the article received for review partially overlaps with or is very similar to an already published article.
5. Reviewers must review articles honestly and objectively, refraining from making personal comments or offensive remarks.

6. Reviewers must ensure the confidentiality of the articles being reviewed and are prohibited from publicly discussing, distributing peer-reviewed articles, or retaining copies in any form.

### **Editorial Board's Responsibilities**

1. The final publication or rejection of the submitted article is decided by the Editorial Board. Its decision to reject the article may be appealed to the ILL Academic Ethics Commission.
2. If an article of a member or editor of the Editorial Board has been submitted to the journal, its publication or rejection shall be decided by the Editorial Board after the author of that article has resigned, taking into account the suggestions of the reviewers.
3. The Editorial Board shall identify potential conflicts of interest between the author of the submitted article and the reviewers related to the submitted articles and to ensure that they do not affect the printing of the article.
4. The Editorial Board must ensure an appropriate level and procedure of review and make objective decisions.
5. If it is noticed that any incorrect information has been provided in the article, the Editorial Board must arrange for the correction of the error and/or apology to be published.