PUBLICATION ETHICS AND MALPRACTICE STATEMENT

Our ethic and malpractice statements are based on COPE’s Code of Conduct and this journal follows COPE’s guidelines including Code of Conduct and Best Practice Guidelines for Journal Editors and Code of Conduct for Journal Publishers.

The publication of an article in a peer-reviewed journal Functiones et Approximatio, Commentarii Mathematici (FACM) is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the society.

The Faculty of Mathematics and Computer Science of Adam Mickiewicz University as publisher of the journal takes its duties of guardianship over all stages of publishing extremely seriously and we recognize our ethical and other responsibilities.

We are committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions. In addition, FACM and Editorial Board will assist in communications with other journals and/or publishers where this is useful and necessary.

Duties of Editors

1. Publication Decisions: Based on the review report, the editor can accept, reject, or request modifications to the manuscript. The editor may confer with other editors or reviewers in making this decision.

2. Review of Manuscripts: Editor must ensure that each manuscript is initially evaluated by the editor for originality. After passing this test, the manuscript is forwarded to at least one
reviewer for single-blind peer review, each of whom will make a recommendation to accept, reject, or modify the manuscript. The review period will be up to 90 days.

3. **Fair Play:** The editor must ensure that each manuscript received by the journal is reviewed for its intellectual content without regard to sex, gender, race, religion, citizenship, etc. of the authors.

4. **Confidentiality:** The editor must ensure that information regarding manuscripts submitted by the authors is kept confidential.

5. **Disclosure and Conflicts of Interest:** The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### Duties of Authors

1. **Reporting Standards:** Authors should present an accurate account of their original research as well as an objective discussion of its significance. Manuscripts will follow the submission guidelines of the journal.

2. **Originality:** Authors must ensure that they have written entirely original work.

3. **Multiple, Redundant, or Concurrent Publications:** Authors should not submit the same manuscript to more than one journal concurrently. It is also expected that the author will not publish redundant manuscripts or manuscripts describing the same research in more than one journal.

4. **Acknowledgement of Sources:** Authors should acknowledge all sources of data used in the research and cite publications that have been influential in the research work.

5. **Authorship of the Paper:** Authorship should be limited to those who have made a significant contribution to conception, design, execution or interpretation of the reported study. Others who have made significant contribution must be listed as co-authors. Authors also ensure that all the authors have seen and agreed to the submitted version of the manuscript and their inclusion of names as co-authors.

6. **Data Access and Retention:** Authors should provide raw data related to their manuscript for editorial review and must retain such data.

7. **Fundamental Errors in Published Works:** If at any point of time, the author(s) discovers a significant error or inaccuracy in submitted manuscript, then the error or inaccuracy must be reported to the editor.
Duties of Reviewers

1. **Contribution to Editorial Decisions**: peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

2. **Confidentiality**: Information regarding manuscripts submitted by authors should be kept confidential and be treated as privileged information.

3. **Standards of Objectivity**: Review of submitted manuscripts must be done objectively and the reviewers should express their views clearly with supporting arguments.

4. **Promptness**: In the event that a reviewer feels it is not possible for him/her to complete review of manuscript within stipulated time then this information must be communicated to the editor, so that the manuscript could be sent to another reviewer.

5. **Disclosure and conflict of interest**: Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer’s own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.