

The National Library of Latvia Research Papers Publication Ethics and Publication Malpractice Statement

The editor-in-chief, authors and reviewers of the *Research Papers* (Zinātniskie raksti) are required to comply with the standards of publishing ethics. The editorial board's responsibility is to prevent violations of publishing ethics.

Responsibilities of the editor-in-chief and editorial board

The editor-in-chief shall nominate reviewers and ensure anonymous and unbiased review of papers submitted for publication. The editor-in-chief is responsible for ensuring the confidentiality of paper reviews. Decisions on publishing papers are taken by the editorial board on the basis of the reviewers' conclusion.

Procedures for Reviewing *Research Papers* and Responsibilities of Reviewers

Each paper shall be evaluated by two anonymous reviewers who have the right to suggest that the author rewrite the paper or reject its publication. Reviewers shall respect the confidentiality of the paper-reviewing process and retain objectivity in evaluating the content of papers. Reviewers must verify that the author has included references to all sources and literature used in the paper. If a reviewer is uncertain about their competence in reviewing a paper or a conflict of interest exists between the author and reviewer, the reviewer is obliged to report this to the editor-in-chief. In such cases, the editor-in-chief shall nominate another reviewer.

Responsibilities of authors

Authors are responsible for the submitted paper being a completely original study and having not been submitted to or published in another publication. If the paper has several authors, they must be specified. Authors shall comply with the layout requirements for papers available on the National Library of Latvia website. Authors are obliged to provide references for all sources used in their paper.