

# **Publication Ethics Regulations and Guidelines of the *Journal of Groundwater Hydrology***

## **Introduction**

The *Journal of Groundwater Hydrology* (“*Chikasui Gakkaishi*” in Japanese) is published by the Japanese Association of Groundwater Hydrology (“the JAGH”), a learned society founded in 1959 comprising scientists, engineers and those who are interested in groundwater related issues (approximately 650 members as of 2023). The founding concept of the JAGH, which remains its purpose today, is to contribute to the following: 1) Advancement of the groundwater research, management, protection, development and education. 2) Providing a common meeting place for scientists, engineers, and those who are interested in groundwater related issues. 3) Collection or organization and dissemination of information on groundwater science and technology. The JAGH is legally designated as a public interest corporation. Publication of the *Journal of Groundwater Hydrology* is one of the ways the JAGH fulfills its objective of contributing to the development of groundwater science and technology. The *Journal of Groundwater Hydrology* is a scientific journal covering various fields of groundwater hydrology. Most papers concern studies in Japan, but this is not a strict limitation. Most papers, but not all, are written in the Japanese language (with an English language abstract) but papers in English are also acceptable.

To enable the *Journal of Groundwater Hydrology* to continue to be published as a high-level journal, it is essential that authors, the members of the Editorial Board, and referees all act in conformity with high ethical standards. Our ethics regulations ensure that all papers appearing in the Journal are the original work of the authors and of high scientific value, and that all articles satisfy universal ethical standards and do not violate the rights of other persons (authors and others).

## **Publication Ethics Regulations of the *Journal of Groundwater Hydrology***

### **1. Author ethics**

- (1) Papers must be original and must significantly contribute to progress in groundwater hydrology and/or related fields.
- (2) All authors must have contributed to the research, and all living authors shall jointly be responsible for the contents of the paper.
- (3) Manuscripts reporting the results of the same research must not be submitted to any other journal while they are under consideration by the *Journal of Groundwater Hydrology*.
- (4) Authors must cite all relevant past research conducted by themselves or others, and must provide

sufficient information to verify and evaluate the contents of the submitted manuscript.

- (5) When citing works by others, authors must state the source, verify that it is accessible to readers, and observe the rights of the authors of the cited works.
- (6) Critical comments on other work and critical citations are permitted, provided that the academic basis for the criticism is stated. However, libelous or defamatory material, and/or personal criticism, is unacceptable.
- (7) Submitted manuscripts must not contain fabrication, falsification, or undocumented image manipulation.
- (8) Permission must be obtained to cite unpublished results, data, or ideas of other persons, and proper copyright procedures must be followed.
- (9) Authors may not violate the rights of third persons who acted as research subjects, must maintain the dignity of the subjects, and must not infringe on the life, health or privacy of the subjects.
- (10) Authors are reminded that they are fully responsible if the contents of their paper violate the copyrights of others or cause an ethical problem.

## 2. Referee ethics

- (1) Referees must immediately decline review requests if they have a personal vested interest or conflict of interest with respect to the author(s) and/or contents.
- (2) Referees must review manuscripts objectively, while remembering that their review will not only affect the judgment of whether to accept or reject the submission but may also have a major impact on the further progress of studies by the author. Referees must finish their reviews by the deadline. Subjective and illogical arguments must not be made in the review.
- (3) Reviews must be expressed logically. The personal and intellectual independence of the author must be respected, and no statements may impair the dignity of the author.
- (4) Referees shall not disclose that they are serving as a referee and must respect the confidentiality of manuscripts, except that communication with the author or with a member of the Editorial Board of the *Journal of Groundwater Hydrology* is permitted.

- (5) Referees may not use part any of the contents of manuscripts until the paper has been published.
- (6) Upon detecting the possibility of duplicate submission, plagiarism, fabrication and/or or falsification of data, referees must report the fact to the Editorial Board without delay.

### 3. Ethics of the Editorial Board

- (1) The Editorial Board shall properly manage the Board and maintain the scientific objectivity of all academic articles appearing in the *Journal of Groundwater Hydrology*, working together with authors and referees.
- (2) The Editorial Board must select the most appropriate referee(s) by considering their specialization. Referees must be selected fairly in order to carefully avoid persons who may have a vested interest in the manuscript.
- (3) Members of the Editorial Board shall not disclose information related to refereeing to a third person, except another member of the Board.
- (4) Upon receiving an objection from the author of a rejected submission, the Editorial Board shall investigate the validity of the objection without delay and communicate the results to the author in the name of the Editorial Board. If the objection is appropriate, the Editorial Board must take measures for restoring the rights of the author without delay.
- (5) Upon being informed by a referee of the possibility of duplicate submission, plagiarism, libel or defamation, fabrication or falsification of data, or the possibility of infringement of any part of these rules, the Editorial Board shall take appropriate measures without delay.
- (6) Upon finding duplicate submission, plagiarism, libelous or defamatory content, or fabrication or falsification of data in a published paper, the Editorial Board shall take measures to retract the paper without delay.

#### **General Guidelines on Publication Ethics and Basic Facts on our Journal**

We review generally accepted principles of publication ethics as implemented by our journal, to which we expect all persons (authors, referees, and members of the Editorial Board) to strictly adhere. In preparing this material we drew on the Guidelines for publication ethics of the Cambridge University Press. We also review some basic facts about our journal.

Research integrity: Authors and all others are expected to fully adhere to high-level standards for honesty, integrity, and transparency in research. They are expected to fully adhere to standards for retaining records, data, and specimens so they can respond in case questions are raised about their papers.

Editorial process: The Chief Editor of the Editorial Board (called “the editor” below), with the advice of the Editorial Board and referees, has the sole authority and responsibility to make fair and honest decisions regarding submitted manuscripts, without any outside influence.

Peer review: Referees are expected to conduct honest, fair, and timely reviews, and to maintain confidentiality.

Authorship: All persons who should be listed as authors must be listed, and no persons who do not deserve authorship should be listed. See the Committee on Publication Ethics (COPE) guidelines for more details. All authors must have made significant contributions to the work; all living authors must have participated in the writing of the paper, must have read and approved the final manuscript, and must be responsible for all aspects of the contents. Deceased persons may be listed as authors, but the date of death must be clearly specified.

Responsibilities of the corresponding author: The corresponding author is expected (1) to confirm that all authors meet the criteria for authorship and that no persons meeting the authorship criteria have been omitted; (2) to confirm that all living authors have read and approved the manuscript before submission; (3) to obtain conflict of interest information for all authors and send it to the editorial office; (4) to inform all living authors regarding reviews and other editorial correspondence; and (5) to respond appropriately if any questions are raised after the paper has been published.

Plagiarism: Plagiarism is strictly forbidden. All text from other works, including previous works written by the author(s), must be clearly identified and cited, and quotation marks must be used as required.

Citation practices: All relevant work must be cited. Irrelevant works must not be cited (e.g., for the purpose of improperly inflating citation statistics).

Duplicate publication: Duplicate publication in the *Journal of Groundwater Hydrology* is strictly prohibited, except in cases where the editor has given permission in advance, the permission of the prior publisher has been obtained, and the republication is clearly stated in the manuscript. Republication of a paper from the *Journal of Groundwater Hydrology* in another journal is strictly

prohibited, except in cases where the editor of the *Journal of Groundwater Hydrology* and of the second journal have given permission in advance, and the republication is clearly stated in the manuscript. If unauthorized duplicate publication is called to our attention after publication we will ask the author to retract the paper and will notify the other journal(s).

Duplicate submission: Manuscripts that are identical or nearly identical to manuscripts that have been submitted to the *Journal of Groundwater Hydrology* may not be submitted to any other journal while they are under consideration by the *Journal of Groundwater Hydrology*. If such cases are called to our attention we will ask the author to withdraw the manuscript and will notify the other journal(s).

Research involving humans: The privacy of human subjects must be respected. Please consult the editor in advance of submission of a manuscript in the event of specific questions.

Conflict of interest: All potential conflicts of interest (e.g., funding sources) must be clearly disclosed to the editorial office.

Libel, defamation, and personal criticism: Libelous or defamatory material cannot be published in our journal. Objective criticism of other work is appropriate, but personal criticism is not.

Retractions, corrections, and expressions of concern: We generally follow the COPE guidelines in such matters. In the event questions are raised about particular papers, we will work with the author's institution to appropriately investigate and resolve such matters.

Fabrication, falsification, and image manipulation: Falsification and fabrication are strictly prohibited. In the event image manipulation is conducted, the details of the manipulation and reasons therefor must be clearly explained in the manuscript.

Research misconduct: We will work with the author's institution to resolve misconduct allegations related to papers in our journal. If misconduct is found to have occurred, papers will be retracted.

Publication: Our journal is published in a printed edition, and papers are also published on the J-STAGE site in electronic form. Authors are required to assign copyright to the Society. Permission for reuse is available as specified on our home page.

Data and supporting evidence: Data and supporting evidence must be stored appropriately and must be made available to other researchers following generally accepted practices. Authors are encouraged to make data available through institutional repositories.

Fees: No fees are required to submit or publish a manuscript. Fees are required in some cases (e.g., for overlength manuscripts and manuscripts with color pages). See our web site for details.

Members of the Editorial Board: Listed on our web site.

[http://www.jagh.jp/global/g/publ/journal\\_e.html](http://www.jagh.jp/global/g/publ/journal_e.html)

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Questions: Please contact the editorial office ([chikasui@nifty.com](mailto:chikasui@nifty.com)).