

# ***Journal of New Zealand Grasslands***

## **Policies and Processes**

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#### **1. Misconduct**

The *Journal of New Zealand Grasslands* takes seriously all allegations of potential breach of ethics or misconduct. It may be necessary for the Editor to contact and share manuscripts with third parties, for example, author(s)' institution(s) and ethics committee(s) in cases of suspected misconduct relating either to research or publication. The Journal may also seek advice from the **Committee on Publication Ethics (COPE)** <http://www.publicationethics.org> and discuss anonymised cases in the COPE Forum.

In cases of proven research misconduct involving published articles, or where the scientific integrity of the article is significantly undermined, articles may be retracted or removed.

#### ***Corrections and retractions***

Minor corrections (such as spelling mistakes and incorrect citations) can be made to the online pdf version of an article up to six weeks after the Association's conference in November. More substantial corrections to, or retractions of, published articles must be made by publishing a correction or retraction note without altering the original article in any way other than to add a prominent link to the note on the original online pdf. In this way, the original article remains in the public domain and the subsequent correction or retraction will be widely indexed.

#### ***Removal of published papers***

The preservation of scientific research is a cornerstone of science and as such we will use our best efforts to ensure that material published by the *Journal of New Zealand Grasslands* is preserved and remains available for access. However, the New Zealand Grassland Association reserves the right to remove published material from its site in the exceptional event that material is considered to be fabricated, plagiarised, defamatory or infringes any intellectual property right, or is otherwise unlawful. The publication will remain indexed in such cases but the following statement will appear in place of the content: "*This article is no longer available due to legal issues with the content*".

#### **2. Complaints Process**

Anyone with a concern or complaint should contact the Editor at [jnzgeditor@outlook.com](mailto:jnzgeditor@outlook.com) and provide details of their complaint.

A complaint must relate to something that is within the responsibility of the *Journal of New Zealand Grasslands* and involve a failure of process. A disagreement about an editorial decision is not grounds for complaint if reasons for the decision have been provided. Issues relating to published content can be addressed by submitting a Letter to the Editor.

Complaints are resolved through a process of response and escalation:

- Wherever possible, complaints will be dealt with by the Editor.
- If the complainant is dissatisfied with the initial response received then they can request that the complaint to be escalated to the Editorial Board, whose decision is final.
- If a complainant remains unhappy after what the Editorial Board considers a definitive reply then the complainant may complain to the Committee on Publication Ethics, which publishes a code of practice for editors of scientific, technical, and medical journals <http://www.publicationethics.org>. It will consider complaints against editors but only once a journal's own complaints procedures have been exhausted.

### **3. Conflicts of interest**

A competing interest exists when the authors' or reviewers' interpretation of data or presentation of information may be influenced by their personal or financial relationship with other people or organisations. Authors and reviewers should disclose not only any financial competing interests but also any non-financial competing interests that may cause them embarrassment if they were to become public after the publication of the manuscript.

#### ***Financial competing interests***

Financial competing interests include (but are not limited to):

- Receiving reimbursements, fees, funding, or salary from an organisation that may in any way gain or lose financially from the publication of the manuscript, either now or in the future
- Holding stocks or shares in an organisation that may in any way gain or lose financially from the publication of the manuscript, either now or in the future
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#### ***Non-financial competing interests***

Non-financial competing interests include (but are not limited to) political, personal, religious, ideological, academic, and intellectual competing interests. Please contact the Editor at [jnzgeditor@outlook.com](mailto:jnzgeditor@outlook.com) if you think you may have a competing interest.

#### ***Commercial organisations***

Authors from chemical companies, or other commercial organisations that sponsor trials, should declare these as competing interests on submission.

All authors must declare that they have no competing interests as part of the on-line submission process. Authors who do have any competing interests are asked to contact the Editor.

Reviewers are required to declare any competing interests as part of the peer-review process and will be excluded if a competing interest exists.

The New Zealand Grassland Association engages the services of an independent editor who does not publish in this subject area in order to ensure unbiased oversight of the submission, review and publication processes.