

EDITORIAL ETHICS POLICY

SANUM. Scientific-Health Journal

GENERAL PRINCIPLES OF ETHICS AND SCIENTIFIC INTEGRITY

SANUM is committed to the highest standards of scientific integrity, transparency, and editorial best practices. The journal follows the guidelines of the **Committee on Publication Ethics (COPE)**, the **International Committee of Medical Journal Editors (ICMJE)**, the **Directory of Open Access Journals (DOAJ)**, and the **San Francisco Declaration on Research Assessment (DORA)**.

Editorial misconduct includes plagiarism, duplication or redundant publication, data fabrication or falsification, inappropriate authorship (ghost or gift), intentional omission of sources, and any practice that compromises the integrity of the scientific process.

The journal reserves the right to immediately reject any manuscript in which such practices are detected and, if discovered after publication, to initiate a procedure of **retraction** or **expression of concern**, notifying the relevant institutions.

AUTHORSHIP AND CONTRIBUTION (CRediT)

Authorship must be based on the ICMJE criteria, requiring substantial participation in the conception, design, execution, analysis, drafting, or critical review of the work, as well as approval of the final submitted version.

All authors must detail their participation using the international **CRediT (Contributor Roles Taxonomy)**. Cases of ghost, gift, or fictitious authorship will not be accepted.

TRANSPARENCY STATEMENT

The corresponding author must ensure that the manuscript reflects honest, rigorous, and transparent work, including the description of results, limitations, and discrepancies, and that it has been reviewed and approved by all signatories.

Recommended model text:

“The lead author certifies that the submitted manuscript is honest, adequate, and transparent; that no relevant aspects of the study have been omitted; and that all co-authors have substantially contributed to the design, analysis, interpretation, critical review, and final approval of the article.”

CONFLICTS OF INTEREST

All authors must explicitly declare the existence or absence of conflicts of interest related to the work (economic, institutional, professional, moral, or research-related).

In the absence of conflicts, the following statement must appear: *“No conflicts of interest.”*

Editors and reviewers must also declare any potential conflicts before participating in the evaluation of a manuscript.

FUNDING SOURCES

All manuscripts must clearly indicate the funding sources that supported the study (organization, institution, funding agency, project number, or contract).

If no external funding was received, the following statement must be included: *“No funding sources.”*

USE OF ARTIFICIAL INTELLIGENCE

In compliance with **ICMJE (2023)** recommendations, authors must explicitly declare any use of **generative artificial intelligence (AI)** in the preparation of the manuscript.

- AI cannot be listed as an author.

- Its use must be described in the Methods section or Acknowledgments, specifying the tool and its specific role.
- Sensitive, clinical, or confidential patient data must never be entered into such tools.

INFORMED CONSENT AND CONFIDENTIALITY

SANUM requires strict compliance with ethical standards for research involving human subjects and the use of clinical data. All manuscripts that include experiments, surveys, interviews, observational studies, or clinical trials in humans must explicitly declare:

- That **written informed consent** was obtained from all participants, in a language they could understand, with clear information on study objectives, potential risks, and future use of data.
- That the study protocol was reviewed and approved by a recognized **Research Ethics Committee**, specifying the committee's name, institutional affiliation, and approval number.
- That the principles of the **Declaration of Helsinki** (latest revision) and all relevant national and international regulations were observed.

For retrospective studies based on clinical records, authors must certify that the data were handled with full guarantees of **anonymity and confidentiality**, in compliance with applicable data protection laws (**GDPR and national data protection acts**).

Clinical images may only be published if they do not contain personal identifiers or if specific consent for publication has been obtained. Under no circumstances will images be accepted that compromise a patient's dignity, privacy, or anonymity.

When research involves **vulnerable populations** (minors, persons with disabilities, dependent elderly, patients with mental disorders), consent must be provided by legal representatives and, whenever possible, also by the participants themselves.

For **animal research**, authors must state compliance with national and international animal welfare standards and provide details of approval by an accredited animal ethics committee.

Failure to comply with these requirements will result in immediate rejection of the manuscript.

PRIOR AND DUPLICATE PUBLICATION

Authors must declare whether the work has previously been presented at scientific meetings (congresses, symposia, workshops), indicating title, date, venue, and format (poster, oral communication, lecture).

Duplicate or redundant publication in other journals is not permitted. Preprints may be accepted provided their existence is declared at submission.

ACKNOWLEDGMENTS

Acknowledgments should recognize institutions, organizations, or individuals who contributed significantly to the study but do not meet the criteria for authorship.

All individuals mentioned must have approved their inclusion in this section.

SUPPLEMENTARY MATERIAL

Supplementary material may be included when necessary to enhance understanding of the study (surveys, protocols, datasets, value tables, additional images).

It must be published in a separate section, properly numbered and titled, and referenced in the manuscript where appropriate.

PREVENTION OF PLAGIARISM AND MALPRACTICE

SANUM enforces a **zero-tolerance policy** on plagiarism and scientific misconduct. All submitted manuscripts undergo an ethical review process that includes plagiarism detection software.

The following are unacceptable and grounds for immediate rejection:

- **Plagiarism (total or partial):** copying text, tables, images, or ideas without proper attribution.
- **Self-plagiarism:** reusing previously published text, data, or graphics without appropriate reference.
- **Redundant or duplicate publication:** submitting the same work, with minimal changes, to more than one journal.
- **Fragmentation (“salami slicing”):** unjustified division of a study into multiple publications.
- **Data manipulation or fabrication:** falsification, fabrication, or alteration of data for publication purposes.
- **Citation manipulation:** inclusion of irrelevant or unverified references to artificially boost bibliometrics.
- **Inappropriate authorship:** gift or ghost authorship, or unjustified exclusion of legitimate contributors.

If misconduct is suspected:

- **Before publication:** the manuscript will be automatically rejected.
- **After publication:** the journal may issue a **correction, retraction, or expression of concern**, depending on the severity.
- Relevant institutions and funding bodies will be notified where appropriate.

SANUM follows **COPE guidelines** for resolving ethical concerns, ensuring a fair, transparent, and documented process.

Authors are responsible for guaranteeing the **originality** of their manuscripts and must always cite sources appropriately, in accordance with the **Vancouver style** and international scientific citation standards.

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RETRACTIONS, CORRECTIONS, AND EXPRESSIONS OF CONCERN

SANUM is firmly committed to transparency and the correction of the scientific record. The journal adopts clear procedures in cases of errors or misconduct in published articles.

Corrections (Errata):

- Issued when minor errors are detected that do not affect the validity of results or conclusions.
- Published corrections will be linked to the original article and clearly identified.

Substantial corrections:

- Applied when errors significantly impact interpretation of results but do not invalidate the entire article.
- Authors must submit a corrected version, validated by the editorial board.

Retractions:

- Issued when plagiarism, data manipulation, falsification, duplicate publication, ethical violations, or other scientific fraud is confirmed.
- Retractions will be published in a subsequent issue, permanently linked to the affected article, and visible in all indexing platforms and repositories.
- The original article will remain accessible but clearly marked as “**Retracted**”, to ensure transparency of the academic record.

Expressions of concern:

- Published provisionally when there are serious indications of misconduct but institutional investigations are ongoing or inconclusive.
- Their purpose is to alert the scientific community while the case is under review.

In all these processes, SANUM follows **COPE flowcharts and recommendations**, ensuring an **objective, impartial, and documented** procedure.

The editorial board reserves the right to inform academic institutions, funding bodies, and other journals in cases of serious ethical breaches.

AUTHORSHIP DECLARATION AND COPYRIGHT TRANSFER

All manuscripts submitted to SANUM must be accompanied by the **Authorship Declaration and Copyright Transfer Agreement**, signed by all authors.

This document specifies:

- The individual contribution of each author according to the **CRedit taxonomy**.
- Acceptance of the journal’s ethical norms and best practices.

- Transfer of publishing rights under the **Creative Commons CC BY-NC-ND 4.0** license.
- Declaration of conflicts of interest and funding sources.