

# About ToMS: Ethics, Conflict of Interest, License and Guides for Authors

The Journal is published in English as an open access journal, and as a classic paper journal (limited edition).

ToMS aims at presenting the best maritime research primarily, but not exclusively, from Southeast Europe, particularly the Mediterranean area. Papers will be double-blind reviewed by 3 reviewers. With the intention of providing an international perspective at least one of the reviewers will be from abroad. ToMS also promotes scientific collaboration with students and has a section entitled Students' ToMS. These articles also undergo strict peer reviews. Furthermore, the Journal publishes short reviews on significant papers, books and workshops in the fields of maritime science.

Our interest lies in general fields of maritime science (transport, engineering, maritime law, maritime economy) and the psychosocial and legal aspects of long-term work aboard.

## 1. PUBLICATION ETHICS

### Ethical Policies of ToMS

Plagiarism is arguably the most complicated ethical issue. Our policies define plagiarism as “taking material from another’s work and submitting it as one’s own.” ToMS *holds authors — not the Publisher or its editors and reviewers — responsible* for ensuring that all the ideas and findings included in a manuscript are attributed to the proper source. We also refer to our role as steward of what constitutes ethical conduct. Ethical misconduct is the reason for our commitment to continue to strive to educate all the parties in the publishing process how to handle this matter. As a member of Crossref, ToMS has a powerful weapon – iThenticate system, which is not perfect.

“Even if there were reliable and sensitive plagiarism detection software, many issues would remain to be addressed.

For example, how much copying is legitimate? Clearly, the reuse of large amounts of others’ text constitutes plagiarism. But what should one think about copying short passages from the author’s own earlier work, such as commonly occurs in the Methods section? In the Nature article it is suggested that some journals set a quantitative limit whereby the amount of text that can be reused is limited to about 30 percent. This may be utilitarian, but it seems curious and arbitrary that 25 percent of copied text might be deemed acceptable whereas 30 percent might not. Indeed, two authors who copied the same number of words could find themselves on opposite sides of that border if one author simply was more verbose and thus diluted their plagiarized content below the threshold! No, this is not a simple issue at all.” [cited from: <http://newsletter.aspb.org/ethics.cfm>]

### Expectations for publishing in ToMS

Faculty of Maritime Studies expects authors submitting to and publishing in its journals to adhere to ethical standards to ensure that the work they submit to or publish in the journal is free of scientific misconduct. Authors must:

- Take credit only for work that they have produced.
- Properly cite the work of others as well as their own related work.
- Submit only original work to the journal.
- Determine whether the disclosure of content requires the prior consent of other parties and, if so, obtain that consent prior to submission.
- Maintain access to original research results; primary data should remain in the laboratory and should be preserved for a minimum of five years or for as long as there may be reasonable need to refer to them. All authors of articles submitted for

publication assume full responsibility, within the limits of their professional competence, for the accuracy of their paper. Instances of possible scientific misconduct related to papers submitted to or published in the ToMS will be addressed by following the procedure outlined below.

## 2. CONFLICT OF INTEREST

The authors, reviewers and other participant are obligated to clearly state possible conflict of interest. Editor-in-chief, senior editor and/or executive editors board decide on actions based on conflict of interest (COI).

### Editors' Duty

Disclosure and Conflicts of Interest: The editor cannot use unpublished materials, disclosed in submitted manuscript for his/her own research, without prior written consent of the author(s).

If author(s) of submitted paper is a member of editorial board or editor-in-chief, the submission, review and decision process is carried by the highest ranking editor who is not the author.

### Reviewers' Duty

All reviewers should have no conflict of interest with respect to the research, the authors and/or the funding bodies.

## 3. MALPRACTICE

### Procedure for addressing allegations of scientific misconduct or other ethical violations

Scientific misconduct in publishing includes but is not limited to:

- Fraud: fabricating a report of research or suppressing or altering data;
- Duplicate publication;
- Plagiarism and
- Self-plagiarism.

### Procedure for handling allegations of misconduct

- All allegations of scientific misconduct or ethical violation will be referred to the editor for research integrity or to the editor-in-chief. All allegations should be made in writing.
- Editor for research integrity will report the case in the meeting of the Editorial board and recommend the actions in 30 days.
- Except redraw of the paper, punishment could be inclusion in the black list of the journal and prohibition of further publishing in ToMS.

### Submission declaration

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

## 4. OPEN ACCESS LICENSE

Articles are freely available to both subscribers and the wider public with permitted reuse.

All articles published Open Access will be immediately and permanently free for everyone to read and download. Permitted reuse is defined by Creative Commons Attribution (CC BY) license, which: lets others distribute and copy the article, to create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation), to include in a collective work (such as an anthology), to text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation.

For further details see the Creative Commons website.

## 5. PUBLICATION ETHICS AND MALPRACTICE STATEMENT

Unethical behavior is unacceptable and Transactions on Maritime Science does not tolerate plagiarism in any form. Authors who submit articles affirm that manuscript contents are original. Furthermore, authors' submission also implies that the manuscript has not been published previously in any language, either fully or partly, and is not currently submitted for publication elsewhere. Editors, authors, and reviewers, within the Transactions on Maritime Science are to be fully committed to good publication practice and accept the responsibility for fulfilling the following duties and responsibilities, as set by the COPE Code of Conduct for Journal Editors (<http://publicationethics.org/resources/guidelines>).

### 5.1. Duties of the Authors

**Reporting Standards:** Authors should accurately present their original research, as well as objectively discuss its significance. Manuscripts are to be edited in accordance to the submission guidelines of the proceedings.

**Originality:** Authors must ensure that their work is entirely original.

**Multiple, Redundant, or Concurrent Publications:** Authors should not concurrently submit the same manuscript for publishing to other journals, or conference proceedings. It is also expected that the author(s) will not publish redundant manuscripts, or manuscripts describing the same research in several publishing venues, after the initial manuscript has been accepted for publication.

**Acknowledgement of Sources:** Author(s) should acknowledge all sources of data used in the research and cite publications that have influenced their research.

**Authorship of the Paper:** Authorship should be limited only to those who have made a significant contribution to conceiving, designing, executing and/or interpreting the submitted study. All those who have significantly contributed to the study should be listed as co-authors. The corresponding author should also ensure that all the authors and co-authors have seen and approved the final submitted version of the manuscript and their inclusion as co-authors.

**Data Access and Retention:** Authors should retain raw data related to their submitted paper, and must provide it for editorial review, upon request of the editor.

**Disclosure of Financial Support:** All sources of financial support, if any, should be disclosed.

**Fundamental errors in published works:** When an author discovers a significant error or inaccuracy in his/her submitted manuscript, the author must immediately notify the editor.

## 5.2. Duties of Reviewers

**Confidentiality:** Manuscript reviewers, the editor and the editorial staff must not disclose any information regarding submitted manuscripts. All submitted manuscripts are to be treated as privileged information.

**Acknowledgement of Sources:** Reviewers of manuscripts must ensure that authors have acknowledged all sources of data used in the research. Any similarity or overlap between the considered manuscripts, or with any other published paper, which is in personal knowledge of reviewer, must be immediately brought to the editor's notice.

**Standards of Objectivity:** Review of submitted manuscripts will be conducted objectively. The reviewers shall express their views clearly, with supporting arguments.

**Promptness:** If a reviewer believes it is not possible for him/her to review the research reported in a manuscript within the designated guidelines, or within stipulated time, he/she should notify the editor, so that the accurate and timely review can be ensured...

**Conflict of Interest:** All reviewers should have no conflict of interest with respect to the research, the authors and/or the

funding bodies.

## 5.3. Duties of the Editor

**Publication Decisions:** Based on the editorial board's review, the editor can accept or reject the manuscript or can send it for modifications.

**Review of Manuscripts:** The editor ensures that each manuscript is initially evaluated by the editor, who may make use of appropriate means, to examine the originality of the contents of the manuscript. After the manuscript passes this test, it is forwarded to two reviewers for double-blind peer review, and each of whom will make a recommendation to publish the manuscript in its present form or to modify or to reject it. The review period will be no more than 30 days.

**Fair Review:** The editor ensures that each manuscript received is evaluated on its intellectual content without regard to authors' sex, gender, race, religion, citizenship, etc.

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

**Disclosure and Conflicts of Interest:** The editor cannot use unpublished materials, disclosed in submitted manuscript for his/her own research, without prior written consent of the author(s).

## 6. GUIDELINES FOR AUTHORS

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ToMS aims at presenting the best maritime research primarily, but not exclusively, from Southeast Europe, particularly the Mediterranean area. Papers will be double-blind reviewed by 3 reviewers. With the intention of providing an international perspective at least one of the reviewers will be from abroad. ToMS also promotes scientific collaboration with students and has a section entitled Students' ToMS. These articles also undergo strict peer reviews. Furthermore, the Journal publishes short reviews on significant papers, books and workshops in the fields of maritime science.

Our interest lies in general fields of maritime science (transport, engineering, maritime law, maritime economy) and the psychosocial and legal aspects of long-term work aboard.

### 6.1. Before you Begin

#### 6.1.1. Ethics in publishing

For information on Ethics in publishing and Ethical guidelines for journal publication see Publication Ethics

### 6.1.2. Conflict of interest

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work.

### 6.1.3. Submission declaration

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis or as an electronic preprint), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder.

### 6.1.4. Changes to authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts:

Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include:

- a. the reason the name should be added or removed, or the author names rearranged and
  - b. written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement.
- In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded to the Journal Editors and to the corresponding author, who must follow the procedure as described above.

Note that:

- publication of the accepted manuscript in an online issue is suspended until authorship has been agreed.

After the accepted manuscript is published in an online issue:

Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

### 6.1.5. Copyright

Upon acceptance of an article, authors will be asked to

complete an 'Exclusive License Agreement'. Permitted reuse of open access articles is determined by the Journal Open Source License (CC-BY).

### 6.1.6. Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

### 6.1.7. Open access

Articles are freely available to both subscribers and the wider public with permitted reuse. All articles published Open Access will be immediately and permanently free for everyone to read and download. Permitted reuse is defined by following Creative Commons user license:

Creative Commons Attribution (CC BY): lets others distribute and copy the article, to create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation), to include in a collective work (such as an anthology), to text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation. For further details see the Creative Commons website.

## 6.2. Guidelines for Authors: Manuscript Preparation and Submission

### 6.2.1. Organization of the manuscript

#### First (title) page

The first page should carry:

- a. the paper title;
- b. full names (first name, middle – name initials, if applicable), and last names of all authors;
- c. names of the department(s) and institution(s) to which the work should be attributed. If authors belong to several different institutions, superscript digits should be used to relate the authors' names to respective institutions. Identical number(s) in superscripts should follow the authors names and precede the institution names;
- d. the name, mailing address and e-mail of the corresponding authors;
- e. source(s) of research support in the form of financial support, grants, equipment or all of these.

#### Last page

The last page should carry:

- a. ethical approval, if required;
- b. authors' declarations on their contributions to the work described in the manuscript, their potential competing interests, and any other disclosures. Authors should disclose any commercial affiliations as well as consultancies, stock or equity interests, which could be considered a conflict of interest. The details of such disclosures will be kept confidential but ToMS urges the authors to make general statements in the Acknowledgement section of the manuscript.
- c. a list of abbreviations used in the paper (if necessary);

#### **Other pages**

Each manuscript should follow this sequence:

- title page;
- abstract;
- text (Introduction, Methods, Results, Conclusions/Discussion);
- acknowledgments;
- references;
- tables (each table complete with title and footnotes on a separate page);
- figures and figure legends, and the last page.

### **6.2.2. Text organization and style**

#### **6.2.2.1. Abstract**

The second page should contain the Abstract. ToMS requires that the authors prepare a structured abstract of not more than 250 words. The abstract should include (at least) four sections: Aims, Methods, Results, and Conclusion, not necessarily separated.

*Aim.* State explicitly and specifically the purpose of the study.

*Methods.* Concisely and systematically list the basic procedures, selection of study participants or laboratory/experimental/simulation setup, methods of observation (if applicable) and analysis.

*Results.* List your primary results without any introduction. Only essential statistical significances should be added in brackets. Draw no conclusions as yet: they belong in to the next section.

*Conclusion.* List your conclusions in a short, clear and simple manner. State only those conclusions that stem directly from the results shown in the paper. Rather than summarizing the data, conclude from them.

#### **6.2.2.2. Main text**

Do not use any styles or automatic formatting. All superscripts or subscripts, symbols and math relations should be written in MathType or Equation editor.

#### **Introduction**

The author should briefly introduce the problem, particularly emphasizing the level of knowledge about the problem at the beginning of the investigation. Continue logically, and end with a short description of the aim of the study, the hypothesis and specific protocol objectives. Finish the section stating in one sentence the main result of the study.

#### **Results**

Key rules for writing the Results section are:

- a. the text should be understandable without referring to the respective tables and figures, and vice versa;
- b. however, the text should not simply repeat the data contained in the tables and figures; and
- c. the text and data in tables and figures should be related to the statements in the text by means of reference marks.

Thus, it is best to describe the main findings in the text, and refer the reader to the tables and figures, implying that details are shown there. The formulations such as "It is shown in Table 1 that the outcome of Group A was better than that of Group B" should be replaced by "The outcome of Group A was better than that of Group B (Table 1)."

The need for brevity should not clash with the requirement that all results should be clearly presented.

#### **Discussion/Conclusions**

The discussion section should include interpretation of study findings in the context of other studies reported in the literature. This section has three main functions:

- a. assessment of the results for their validity with respect to the hypothesis, relevance of methods, and significance of differences observed;
- b. comparison with the other findings presented in the relevant literature; and
- c. assessment of the outcome's significance for further research.

Do not recapitulate your results, discuss them!

#### **6.2.2.3. Tables**

Information on significance and other statistical data should preferably be given in the tables and figures. Tables should not contain only statistical test results. Statistical significances should be shown along with the data in the text, as well as in tables and figures.

Tables should bear Arabic numerals. Each table should be put on a separate page. Each table should be self-explanatory, with an adequate title (clearly suggesting the contents), and logical presentation of data. The title should preferably include

the main results shown in the table. Use tables in order to present the exact values of the data that cannot be summarized in a few sentences in the text.

Avoid repetitive words in the columns: these should be abbreviated, and their explanations given in the footnotes. Present data either in a table or a figure.

Each column heading for numerical data given should include the unit of measurement applied to all the data under the heading. Choose suitable SI units.

Place explanatory matter in footnotes, not in the heading.

Explain in footnotes all nonstandard abbreviations that are used in each table.

#### 6.2.2.4. Figures

Figures should be numbered in sequence with Arabic numerals. Legends to figures should be listed on a separate page, in consecutive order. Minimum resolution for all types of graphics is 300 dpi and 600 dpi is recommended. The legend of a figure should contain the following information:

- a. the word "Figure", followed by its respective number;
- b. figure title containing major finding (e.g. Manuscripts which follow Guidelines for Authors had higher acceptance rate, and not Relationship with manuscripts style and their acceptance rate).

Use simple symbols, like closed and open circles, triangles and squares. Different types of connecting lines can be used. The meanings of symbols and lines should be defined in the legend.

Each axis should be labeled with a description of the variable it represents.

Only the first letter of the first word should be capitalized. The labeling should be parallel with the respective axis. All units should be expressed in SI units and parenthesized. Make liberal use of scale markings.

Graphs, charts, titles, and legends in accepted manuscripts will be edited according to ToMS style and standards prior to publication.

Preferred format for graphs or charts is xls. Graphs and charts saved as image (raster) files such as JPG, TIF, or GIF and imported or copied/pasted into Word or Power Point are not acceptable.

The resolution for photographic images should be at least 300 dpi, and minimum image width should be 6 cm. Please submit files in RGB format. For published manuscripts, image files will be posted online in their original RGB format, maintaining the full color of your original files. Note that we will still need to convert all RGB files to CMYK for printing on paper and color shifts may occur in conversion. You will not receive a CMYK proof. You can view an approximation of print results by converting to CMYK in Adobe® Photoshop® or Adobe® Illustrator®.

#### 6.2.2.5. Authorship statement

All contributing authors must fill out and sign these statements and submit them to the Editorial Office. Accepted manuscripts will not be published until signed statements from all authors have been received.

#### 6.2.2.6. Acknowledgments

Technical help, critical reviews of the manuscript and financial or other sponsorship may be acknowledged. Do not acknowledge paid services, e.g. professional translations into English.

#### 6.2.2.7. References

References cited in the manuscript are listed in a separate section immediately following the text. The authors should verify all references. Usage of DOIs is encouraged.

Examples of citation in text:

It is well known fact (Strang and Nquyen, 1997; Antoniou, 2006) that FT is not an appropriate tool for analyzing nonstationary signals since it loses information about time domain.

First group of authors (Vetterli and Gall, 1989) proposed Multiresolution Signal Analysis (MRA) technique or pyramidal algorithm. Second group (Crochiere et al., 1975; Crochiere and Sambur, 1977) proposed subband coding algorithm. Legal acts are cited as in example: The Constitution of the Republic of Croatia (Constitution of the Republic of Croatia, 2010) is the main legal source for this subject matter, as well as any other subject matter relating to the Croatian legal system. References from the Web are cited in the text as (Author(s) last name, year of origin if known (year of accessed in other cases). If the author is unknown, such as in case of company web page, instead of author's name, title of the web page is used.

Examples for reference section:

##### Journals

Petrinović, R., Wolff, V. S., Mandić, N. and Plančić, B., (2013), International Convention on the Removal of Wrecks, 2007. – a New Contribution to the Safety of Navigation and Marine Environment Protection, *Transaction on Maritime Science*, 2(1), pp. 49-55., <http://dx.doi.org/10.7225/toms.v02.n01.007>

Pennec, E. and Mallat, S., (2005), Sparse Geometric Image Representations with Bandelets, *IEEE Transactions on Image Processing*, 14(4), pp. 423 – 438., <http://dx.doi.org/10.1109/TIP.2005.843753>

##### Web links

Donoho, D., Duncan, M. R., Huo, X. and Levi, O., (1999), Wavelab, available at: [http://www.stat.stanford.edu/\\_wavelab/](http://www.stat.stanford.edu/_wavelab/), [accessed 12 August 2011.].

Unknown, Wavelab, available at: [http://www.stat.stanford.edu/\\_wavelab/](http://www.stat.stanford.edu/_wavelab/), [accessed 12 August 2011.].

ToMS home page, available at: <http://www.toms.com.hr>, [accessed 12 July 2012.].



## Books

Mallat, S., (2009), *A Wavelet Tour of Signal Processing*, 3<sup>rd</sup> Edition, New York: Academic Press.

## Conference proceedings

Łutowicz, M. and Lus, T., (2013), Effect of Loss of Cylinder Pressure Indicating Channel Patency on Parameters Values Obtained from Indicating Graph, Proc. 5<sup>th</sup> International Maritime Science Conference, Solin, Croatia, April 22 – 23, pp. 382-389., available at: [http://www.pfst.hr/imsc/archive/2013/IMSC2013\\_proceedings.pdf](http://www.pfst.hr/imsc/archive/2013/IMSC2013_proceedings.pdf)

Kingsbury, N.G. and Magarey, J.F.A., (1997), Wavelet Transforms in Image Processing. Proc. First European Conference on Signal Analysis and Prediction, Prague, Czech Republic, June 24 – 27, Birkhauser, pp. 23 – 24., available at: <http://www.sigproc.eng.cam.ac.uk/~ngk/publications/ngk97b.zip>, [accessed 12 August 2011].

## Regulations, standards or legal acts:

Constitution of the Republic of Croatia, (2010), Narodne novine, 2010(76), pp. (if known).

### 6.2.2.8. Supplementary materials

Supplementary materials are optional. Authors can submit different types of materials which will be available on-line.

### 6.2.2.9. Language

Authors may use standard British or American spelling, but they must be consistent. The Editors retain the customary right to style and, if necessary, shorten texts accepted for publication.

This does not mean that we prefer short articles – actually, we do not limit their size - but rather a resection of the obviously redundant material.

The past tense is recommended in the Results Section.

Avoid using Latin terms; if necessary, they should be added in parentheses after the English terms. Real names rather than “levels” or “values” should refer to parameters with concrete units (e.g. concentration).

### 6.2.2.10. Abbreviations

Only standard abbreviations and symbols may be used without definition and may be used in the title or the page-heading title.

Non-standard abbreviations should not be used in the title or page-heading title. They must be explained in the text in the following way: the term should be written in full when it appears in the text for the first time, followed by the abbreviation in parentheses; from then on, only abbreviation is used in the text. This applies separately to the Abstract and the rest of the text.

### 6.2.3. Submission of manuscripts

Paper submission via Open journal system.  
Manuscripts can also be submitted to:

#### Editorial office

Transactions on Maritime Science,  
Faculty of Maritime Studies,  
Ruđera Boškovića 37,  
21000 Split, Croatia  
[www.toms.com.hr](http://www.toms.com.hr) | [office@toms.com.hr](mailto:office@toms.com.hr)