

## **Code of Ethics of LLL (Lifelong Lifewide Learning)**

The Editorial Board of LLL - Lifelong Lifewide Learning applies a rigorous peer-review process and adopts strict ethical standards to ensure the acceptance of high-quality scientific work in the field of academic publications. The editorial committee expects all parties involved in the publication process to commit to adhering to the ethical principles inspired by the Code of Conduct for Publications prepared by the Committee on Publication Ethics (COPE) and directed at editors, reviewers, and authors as outlined below. Any work that does not conform to these standards will be rejected or, if discovered later, removed. If the editorial board becomes aware of allegations of research misconduct related to an article already published in the journal, COPE guidelines will be followed to address the allegations.

Those proposing a contribution to LLL - Lifelong Lifewide Learning (author, authors) must assume the following responsibilities:

**Originality and Plagiarism:** Authors must ensure that they have written entirely original works and, if they have used the work and/or words of others, that these have been appropriately cited or quoted. Plagiarism includes copying text, ideas, images, or data from another source, even from their own publications (self-plagiarism), without giving credit to the original source.

**Acknowledgment of Sources:** Proper acknowledgment of the work of others must always be given. Authors should cite publications that have influenced the work they are presenting.

**Multiple, Redundant, or Concurrent Publication:** Generally, authors should not publish manuscripts describing the same research in more than one journal or primary publication. If such practices are identified, the contribution will be rejected or removed.

**Data and Methods:** The data and methods used in the research must be presented in sufficient detail in the article so that other researchers can replicate the work. Authors must have raw data readily available for presentation to referees and editors if requested.

**Authorship of the Article:** Authorship should be limited to those who have made a significant contribution to the conception, design, execution, and interpretation of the study. All those who have made significant contributions should be listed as co-authors. If others have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author's responsibility is to ensure that all co-authors have seen and approved the final version of the article and have agreed to its submission for publication.

**Disclosure and Conflicts of Interest:** All authors must declare any financial or other conflicts of interest that could be perceived as influencing the results or interpretation of their work. All sources of financial support for the project must be disclosed.



**Fundamental Errors in Published Works:** If an author discovers a significant error or inaccuracy in their published work, they have the obligation to promptly notify the journal editor or editor-in-chief and cooperate with them to retract or correct the article.

**Citation Policy:** Authors must ensure that when what they write is derived from other sources (including their own published writings), the source is explicitly and clearly cited, and if necessary, permission has been obtained. Authors should not excessively self-cite their own work. Authors should not copy references from other publications without reading the cited work. Authors should not preferentially cite their own publications or those of friends, colleagues, or their own institutions or institutions with which they have privileged relationships. In line with COPE guidelines, we expect that "original words taken directly from publications by other researchers should appear in quotation marks with appropriate citations." This condition also applies to the author's work. COPE has produced a discussion document on citation manipulation with recommendations for best practices.

**Reviewers of LLL - Lifelong Lifewide Learning accept the following responsibilities:**

- **Contribution to Editorial Decisions:** Peer review assists the editorial board in making editorial decisions and, through the editorial board, may also help improve the article.
- **Promptness:** Selected referees who do not feel qualified to review the research proposed or who know that timely review will be impossible should notify the editor and excuse themselves from the review process.
- **Confidentiality:** Manuscripts received anonymously for review must be treated as confidential documents. They should not be shown to or discussed with others except as authorized by the editor.
- **Standards of Objectivity:** Reviews should be conducted objectively. Personal criticism of the authors is inappropriate. Referees should express their views clearly with supporting arguments.
- **Acknowledgment of Sources:** Reviewers should identify relevant published work that has not been cited by the authors. The reviewer should also bring to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published work they are personally aware of.
- **Disclosure and Conflict of Interest:** Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

**Editors of LLL - Lifelong Lifewide Learning assume the following responsibilities:**

- **Fair Play:** An editor evaluates manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
- **Confidentiality:** The editor, co-editors, and editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.



- **Disclosure and Conflicts of Interest:** Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

**Authorship:** To receive authorship of a manuscript, the following criteria must be observed:

- Significant contribution to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work.
- Drafting the work or critically revising it for important intellectual content.
- Final approval of the version to be published.
- Agreement to be accountable for all aspects of the work, ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Those who have contributed to the work in some capacity but do not meet the above criteria for authorship should be acknowledged in the acknowledgments.

**Editors and Editorial Staff as Authors:** Editorial staff, directors, and editors are not involved in the evaluation process for their own academic submissions. The works of editors/editors will be assigned to at least two independent external reviewers. Decisions will be made by other editorial board members who do not have conflicts of interest with the author.

**Conflict of Interest:** All authors must declare any relationships or interests that could influence or improperly affect their work. Examples of potential conflicts of interest include, but are not limited to, financial interests (such as affiliations with companies, employment, consultancies, stock ownership, honoraria, grants, or other funding) and non-financial interests (personal or professional relationships, affiliations).

Authors can declare potential conflicts of interest through the online submission system during the submission process. The corresponding author should include a concise statement in a separate "Conflicts of Interest" section placed immediately before the reference list in the manuscript. If there are no conflicts, authors should state it as follows: "Conflicts of Interest: The authors declare no conflicts of interest."

**Studies Involving Human Subjects:** Any research involving human subjects must be conducted in accordance with the Declaration of Helsinki of the World Medical Association. Studies involving human participants must be conducted in accordance with relevant institutional and national guidelines, with prior approval from an appropriate institutional ethics committee where applicable, and with the written informed consent of all human subjects involved in the study, including for the publication of results. Confirmation of this approval is required when submitting a manuscript to LLL - Lifelong Lifewide Learning by including an ethics statement (also to be included in the manuscript for publication), as follows: "Studies involving human participants were reviewed and approved by [full name and affiliation of the ethics committee]. Patients/participants provided their written informed consent to participate in this study."



LLL - Lifelong Lifewide Learning requires that consent for participation be informed and written unless otherwise indicated by an ethics committee or required by local legislation. If the study is exempt from ethical approval or consent procedures, authors should clearly indicate the reasons in the statement. LLL - Lifelong Lifewide Learning may request a letter from the authors, obtained from an ethics committee, in cases where the committee has waived full review and approval.

To protect the anonymity of subjects, identifying information should not be included in the manuscript unless such information is absolutely necessary for scientific purposes and explicit approval has been granted by the subjects.