

Publication ethics policy for the Loss Prevention Bulletin (LPB)

Introduction

LPB's aim is to improve safety, especially process safety, by sharing good information in a form which is reasonably easy to understand and use. It is a place where people can share their experiences so that others can learn. To ensure that LPB is regarded as a trusted and respected source of process safety material, the following ethical standards are expected from all parties involved in its publication, in particular the publisher, editorial board, peer reviewers and authors.

Publisher (ICChemE) responsibilities

- ICChemE is ultimately responsible for ensuring that good practice is followed in the process of publishing LPB and will support the editorial board, reviewers and authors in performing their ethical duties under these guidelines.
- ICChemE will ensure that the potential for advertising or other commercial revenue has no impact or influence on editorial decisions.
- ICChemE will ensure that current English legal requirements regarding issues such as libel, copyright infringement, and plagiarism are considered.
- ICChemE has overall responsibility for the final decision on whether to publish a paper. The Editorial Board acts in an advisory capacity.
- The ICChemE is responsible for appointing.
 - the professional Editor of the LPB
 - the volunteer Chair of the Editorial Board of the LPB

Editorial Board responsibilities

- The Editorial Board is composed of the Editor, the Chair and the Editorial Board members. Editorial Board members help to set strategy, propose future content, help to source material, but also act as authors and reviewers.
- Any member of the Editorial Board who does not feel qualified to review a paper may decline to participate in the review process.
- Any member of the Editorial Board may propose that additional peer reviewers with specialist knowledge are consulted from time to time. All reviewers must comply with this ethics statement.
- If the reviewers cannot reach a consensus on whether to recommend a paper for publication, the Chair of the Editorial Board will review the differing viewpoints and make the final recommendation.
- The Editorial Board is responsible for checking on an ongoing basis that the ethics policy is being complied with.

Peer Reviewer responsibilities

- The purpose of the peer review is to assist the editor in making editorial decisions about the paper, and feedback from the review may also assist the author in improving the paper.
- The peer review process will be carried out in a fair, unbiased and timely manner.

- Reviews will be based solely on the process safety and associated content of the paper without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship or political philosophy of the authors.
- Reviewers should treat authors and their work as they would like to be treated themselves and to observe good reviewing etiquette.
- Reviewers must treat as confidential all material submitted to LPB and all correspondence with authors and reviewers.
- Reviewers should alert the editorial panel to any potential ethical issues in the paper, for example if the reviewer is aware of any substantial overlap with other published material.

Author responsibilities

- Submitted papers must be written in an accurate and objective way, with any underlying data also represented accurately. Fraudulent, biased or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.
- The authors should ensure that they have written original papers, and if they have used the work and/or words of others, that this has been appropriately cited or quoted and permission has been obtained where necessary.
- Authors should properly acknowledge the work of others and should cite publications that have influenced their paper.
- The main author should ensure that all appropriate co-authors (i.e. anyone who has made a substantial contribution to the paper) are included on the paper and no inappropriate ones are listed. All co-authors should have seen and approved the final version of the paper and have agreed to its submission for publication.
- If a significant error or inaccuracy is found in the paper following publication, the author should cooperate with the editorial board to retract or correct the paper when requested.

Acknowledgement

- LPB acknowledges its gratitude to Elsevier, from whose general Ethics Publication statement (<https://www.elsevier.com/publishingethics>) elements of this statement has been derived.