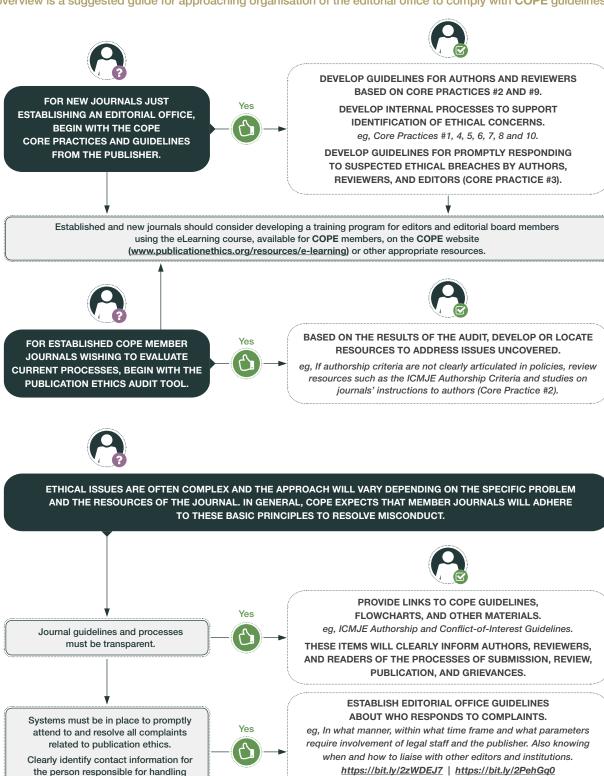
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Suggested Guide for Approaching Organisation of the Editorial Office to Comply with COPE's Core Practices

COPE has many resources to assist publishers and editors in making decisions about ethical issues in publication, including guidelines, flowcharts, discussion documents, sample letters, eLearning modules, and an audit tool. This overview is a suggested guide for approaching organisation of the editorial office to comply with **COPE** guidelines.



Yes

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allegations of misconduct.

Editorial staff must be committed to correcting the literature when needed

and following through on requests from

institutional investigations.



ASSURE THAT RESOURCES SUCH AS COPE RETRACTION GUIDELINES, FLOWCHARTS, AND ACCESS TO LEGAL ADVICE IF NEEDED ARE AVAILABLE TO THOSE TASKED WITH RESOLVING ETHICS ISSUES.

SOME JOURNALS HAVE AN ETHICS COMMITTEE,
OTHERS RELY ON A SOLE EDITOR TO HANDLE THESE ISSUES.