Publication Ethics and Malpractice
May 2020

• International title: Balneo Research Journal / Index name: BALNEO

Aims and scope: Balneo Research Journal publishes high-quality, peer-reviewed original papers, systematic reviews, meta-analyses, short communications and letters to the editor in the field of Physical and Rehabilitation Medicine and Balneology, Healthy Ageing, Medical Research, Experimental Balneology. Balneo Research Journal provides a platform to disseminate scientific knowledge to researchers, physicians and other authors interested in publishing scientific articles in the field of Physical and Rehabilitation Medicine and Balneology. Balneo Research Journal is a multidisciplinary scientific journal with a transparent peer-review process. Readers have open access to all the papers through the journal web page.

• ISSN: 2069-7597 / eISSN: 2069-7619
• Frequency: 4 issues per year
• The language of publication: English
• License: [Creative Commons BY-NC-ND]

• Publisher: Romanian Association of Balneology / Asociația Română de Balneologie

- Journals contact information for the editorial office:

Asociatia Romana de Balneologie / Romanian Association of Balneology

• Aleea Dobrina, Nr. 7, Bloc D10, Scara A, ap. 4, Sector 2, București
• Mobile: 004/0723.138.339
• office@bioclima.ro

Publisher or Society responsibilities

• Romanian Association of Balneology shall ensure that good practice is maintained to the standards outlined in this document.

Publication ethics

• Romanian Association of Balneology will take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred.
• The Society and the editors will discourage such misconduct, or knowingly allow such misconduct to take place.
• The Balneo Research Journal will retract or correct articles when needed.
• Romanian Association of Balneology will publish corrections, clarifications, retractions and apologies when needed.

1. Editorial Board
Editorial Board members are recognized experts in the field:

**Editor-in-Chief:** Munteanu Constantin, Ph.D. President, Romanian Association of Balneology

**Deputy Editor-in-Chief:** Dogaru Gabriela, PhD., „Iuliu Hatieganu” University of Medicine and Pharmacy, Cluj-Napoca, Vicepresident – Romanian Association of Balneology

**Production Editor:** Filimon Camil – MakeDesign Company Manager

**Reviews Editor:** Hoteteu Mihail, Ph.D., General Secretary Romanian Association of Balneology;

**Advisory Editor:** Kardeş Sinan, Department of Medical Ecology and Hydro-climatology, Istanbul Faculty of Medicine, Istanbul University, Turkey

**Editorial Council**

**President:** Müfit Zeki KARAGÜLLE, Prof., MD, PhD, President of International Society of Medical Hydrology and Climatology, Department of Medical Ecology and Hydroclimatology, Istanbul Medical Faculty of Istanbul University, Turkey;

- Bacanu Bogdan, Prof., PhD, Universitatea Transilvania din Brasov, Romania
- Botos Andreea, PhD, Bucharest Academy of Economic Studies;
- Bulboacă Adriana Elena, PhD., „Iuliu Hatieganu” University of Medicine and Pharmacy, Cluj-Napoca
- Buzoianu Anca Dana, Prof. PhD. „Iuliu Hatieganu” University of Medicine and Pharmacy, Cluj-Napoca
- Corciova Calin, Ph.D., University of Medicine and Pharmacy "Gr. T. Popa" – Iasi, Romania
- Costantino Maria, M.D., PhD., President of F.I.R.S.Thermae Association, Professor, School of Medical Hydrology, University of the Studies of Parma, collaboration with Faculty of Medicine and Surgery, University of Salerno, Italy
- Dobrzynski Dariusz, PhD., Associate Professor Department of Groundwater Geochemistry, Faculty of Geology, University of Warsaw, Poland
- Fioravanti Antonella, PhD, Professor Rheumatology Unit of the Department of Clinical and Immunology Medicine. University of Siena, Italy
- Iwase Satoshi, M.D., Ph.D., Professor, Department of Physiology, Aichi Medical University, Aichi, Japan
- Karagülle Mine, Prof., MD, PhD, Department of Medical Ecology and Hydroclimatology, Istanbul Medical Faculty of Istanbul University, Turkey;
- Kumar Manoj, M.Sc., M.Phil., PhD. Department of Zoology, Ranchi University, Ranchi, India
- Lazar Liviu, Prof., Ph.D., University of Oradea, Faculty of Medicine and Pharmacy, Oradea, Romania
- Matei Elena, PhD., Director of Research Center for Regional Analyses in Tourism, Environment and Sustainable Development, Faculty of Geography, University of Bucharest, Romania
- Micu Mihaela, M.D., Ph.D., „Iuliu Hatieganu” University of Medicine and Pharmacy, Cluj-Napoca
- Mera Ovidiu, Ph.D., CSIII, Research Department, Turda Salina Durgau SA, Cluj, Romania
- Nistoreanu Puiu, Prof. PhD., Bucharest Academy of Economic Studies;
- Onose Gelu, Prof. PhD., University of Medicine and Pharmacy "Carol Davila" – Bucharest, Romania;
- Ojoga Florina, PhD., University of Medicine and Pharmacy "Carol Davila" – Bucharest, Romania;
- Pârgaru Ion, Prof., Ph.D, Politehnica University, Bucharest
- Pop Dana, Prof. Ph.D - „Iuliu Hatieganu” University of Medicine and Pharmacy, Cluj-Napoca
Editors' responsibilities

- To act in a balanced, objective and fair way while carrying out their expected duties, without discrimination on grounds of gender, sexual orientation, religious or political beliefs, ethnic or geographical origin of the authors.
- To handle submissions so that articles are considered and accepted solely on their academic merit and without commercial influence.
- To adopt and follow reasonable procedures in the event of complaints of an ethical or conflict nature, in accordance with the policies and procedures adopted;
- To give authors a reasonable opportunity to respond to any complaints. All complaints should be investigated no matter when the original publication was approved. Documentation associated with any such complaints should be retained.

Authors

- Authors can use the online submission link: [Submit], or the offline submission by email: articleonbrj@bioclima.ro
- Balneo Research Journal was recognized by the Romanian College of Physicians for 10 CME credits, based on yearly subscription - Recognition Letter for 2020
- Journal Field: Medicine - Therapeutics. Pharmacology
- Journal Discipline: Rehabilitation, Physical Medicine and Balneology
- Article Publication Charges: 100 Euro per admitted for publication article - it covers all publishing costs (indexing, editing, printing, evaluation)
- Editorial Team can invite between 3 and 5 authors per issue for publishing in Balneo Research Journal free of charge.
- The authors of the abstracts of the Romanian Congress of Physical Medicine and Rehabilitation and Balneology can publish their article in extenso, free of charge, after the permission received from the Peer Review process, as described below.
- For submitting articles for Balneo Research Journal, authors must use the following template: Balneo Template
- The Peer Review process is an open-process, in the first step, and single-blind process in the second step.
- For the first step, authors indicate a peer-reviewer and ask for evaluation: Peer review article evaluation form
- Peer reviewers can choose an article for review from the pre-published articles page: Peer review process.
The articles with at least one peer-review report are finally peer-reviewed by a second peer-reviewer established by the editorial team for a final decision. The editor has the final decision to publish an article. Authors must provide the Published Conflict-of-Interest Statement: Link. Authors must provide the Published Statement of Informed Consent: Link. Authors must provide the Published Statement of Human and Animal Rights: Link. Authors must provide the Assignment of copyright and authorship responsibilities: Link.

Authors are obliged to participate in peer review process. All authors have significantly contributed to the research. All authors are obliged to provide retractions or corrections of mistakes. All authors must provide list of references, financial support. It is forbidden to publish same research in more than one journal.

Authors' responsibilities:
- To maintain accurate records of data associated with their submitted manuscript, and to supply or provide access to these data, on reasonable request. Where appropriate and where allowed by employer, funding body and others who might have an interest, to deposit data in a suitable repository or storage location, for sharing and further use by others.
- To confirm/assert that the manuscript as submitted is not under consideration or accepted for publication elsewhere. Where portions of the content overlap with published or submitted content, to acknowledge and cite those sources. Additionally, to provide the editor with a copy of any submitted manuscript that might contain overlapping or closely related content.
- To confirm that all the work in the submitted manuscript is original and to acknowledge and cite content reproduced from other sources. To obtain permission to reproduce any content from other sources.
- Authors should ensure that any studies involving human or animal subjects conform to national, local and institutional laws and requirements (e.g. WMA Declaration of Helsinki, NIH Policy on Use of Laboratory Animals, EU Directive on Use of Animals) and confirm that approval has been sought and obtained where appropriate. Authors should obtain express permission from human subjects and respect their privacy.
- To declare any potential conflicts of interest (e.g. where the author has a competing interest (real or apparent) that could be considered or viewed as exerting an undue influence on his or her duties at any stage during the publication process).
- To notify promptly the journal editor or publisher if a significant error in their publication is identified. To cooperate with the editor and publisher to publish an erratum, addendum, corrigendum notice, or to retract the paper, where this is deemed necessary.

Peer-review process
- All the journal’s content should be subjected to peer-review.
- Peer-review is defined as obtaining advice on individual manuscripts from reviewers’ expert in the field.
- Peer-review Board: http://bioclima.ro/JPR.pdf
- Peer-review protocol: http://bioclima.ro/JPRV.pdf
- Reviewers should have no conflict of interest.
- Reviewers should point out relevant published work which is not yet cited.
- Reviewed articles should be treated confidentially.
The Peer Review process is an open-process in the first step and single-blind process in the second step. For the first step, authors indicate a peer-reviewer and ask for evaluation: Peer-review article evaluation form. Authors can recommend their article for a peer-reviewer for fasten the evaluation process. An article is accepted in the second phase of evaluation by an editor only after the receiving one completed peer-review article evaluation form by a peer-reviewer at his choice or at the author's recommendation. Prospective peer-reviewers will send their Peer-review article evaluation form by email: peer@bioclima.ro. The name of peer-reviewers will appear on the first page of the reviewed article. The articles with at least one peer-review report are finally peer-reviewed by a second peer-reviewer established by the editorial team from the Peer-reviewers Board of Balneo Research Journal for a final decision. Peer-review article evaluation form for the second stage: Review 2 form. Peer-reviewers Board of Balneo Research Journal - pdf link. The editor has the final decision to publish an article. The name of the editor will appear on the first page of the reviewed article. Peer reviewers can choose an article for review in the pre-published articles on the peer-review process page: Peer review process. The articles with a least one peer-review report are finally peer-reviewed by an editorial team member for a final decision. The articles with at least one peer-review report are finally peer-reviewed by an editorial team member for a final decision.

Reviewers' responsibilities

- To contribute to the decision-making process, and to assist in improving the quality of the published paper by reviewing the manuscript objectively, in a timely manner.
- To maintain the confidentiality of any information supplied by the editor or author. To not retain or copy the manuscript.
- To alert the editor to any published or submitted content that is substantially similar to that under review.
- To be aware of any potential conflicts of interest (financial, institutional, collaborative or other relationships between the reviewer and author) and to alert the editor to these, if necessary withdrawing their services for that manuscript.

Copyright and Access

- License: [CC BY-NC-ND]

All the articles are available to readers in an open-access way.

Archiving

All published articles in Balneo Research Journal are archived and published online: http://bioclima.ro/Content.htm
Procedures for dealing with unethical behaviour

Identification of unethical behaviour

- Misconduct and unethical behaviour may be identified and brought to the attention of the editor and publisher at any time, by anyone.
- Misconduct and unethical behaviour may include, but need not be limited to, examples as outlined above.
- Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached.

Investigation

- An initial decision should be taken by the editor, who should consult with or seek advice from the publisher, if appropriate.
- Evidence should be gathered, while avoiding spreading any allegations beyond those who need to know.

Minor breaches

- Minor misconduct might be dealt with without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations.

Serious breaches

- Serious misconduct might require that the employers of the accused be notified. The editor, in consultation with the publisher or Society as appropriate, should make the decision whether or not to involve the employers, either by examining the available evidence themselves or by further consultation with a limited number of experts.

Outcomes (in increasing order of severity; may be applied separately or in conjunction)

- Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.
- A more strongly worded letter to the author or reviewer covering the misconduct and as a warning to future behaviour.
- Publication of a formal notice detailing the misconduct.
- Publication of an editorial detailing the misconduct.
- A formal letter to the head of the author's or reviewer's department or funding agency.
- Formal retraction or withdrawal of a publication from the journal, in conjunction with informing the head of the author or reviewer's department, Abstracting & Indexing services and the readership of the publication.
- Imposition of a formal embargo on contributions from an individual for a defined period.
- Reporting the case and outcome to a professional organisation or higher authority for further investigation and action.