

## **About (the Sample Journal)**

### **Library Sample Journal**

The Library Sample Journal is an important publication with an august history. The Journal was founded in 2019 to provide opportunities for students and academics to learn about the publishing and editing practice. Through its broad and inclusive approach to editorial board creation, community development, and focus on ethical practice, this open access publication provides venues for new academics and subjects to enter the publishing landscape.

### **Mission**

The Library Sample Journal promotes innovative, ethical, and diverse scholarship by providing students and faculty at Columbia University with the opportunity to learn editorial and publishing practice and a means to share research on subjects that are exciting and meaningful to them.

### **Aim and Scope**

The Library Sample Journal aims to increase subject diversity and opportunities for historically elided groups to participate in academic publishing. The Editors welcome papers on topics relevant to the journal's subject, which you should elaborate on here. Papers can be short or long (6–9,000 words is recommended, but there is flexibility in both directions at the discretion of the Editors), illustrated or not (a maximum of 12 illustrations), and polemical, topical, theoretical, archival, tightly focussed or wide ranging in approach. They may be cross-disciplinary and cross-cultural, or not, depending on what kind of content you want to see in your journal. Current debates and topical issues are welcome. Articles are not remunerated and illustrations are the responsibility of individual contributors.

### **Open Access Policy**

The Columbia Sample Journal is an open access journal. Our published content is free to access without charge to the user or their institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal without asking prior permission from the publisher or the author. Authors retain their copyright and agree to license their articles with a Creative Commons "Attribution" License (CC-BY) unless otherwise noted on the article landing page. You can read more about Creative Commons licenses at [creativecommons.org](https://creativecommons.org).

CSJ charges no author fees upon submission or acceptance.

## Peer Review Policy

The Sample Journal uses a system of peer review in order to receive independent assessments of submitted articles. Not only does review assure the accuracy and quality of scholarship, it can provide opportunities for development and the extension of an author's research through constructive critique and recommendations from their peers.

Sample Journal editors conduct a anonymized review article abstracts and select articles that will enter a formal, double-anonymous peer review process. Each article is subject to two reviews by anonymous peers mediated by the Journal's editors. The Sample Journal's peer review process is an opportunity for referees to participate in our mission to produce high quality scholarship and create a supportive environment where emerging scholars can experience the review and editing process. Reviewers for Sample Journal are expected to provide personal and professional opinions based on their expertise and to deliver thoughtful and constructive feedback based on their consideration of the articles under review.

Please consider the following when conducting your review:

- When approached please agree to review only if you have the necessary experience and knowledge to assess the manuscript and can be unbiased in your assessment.
- Be specific in your critique, and provide supporting evidence with appropriate references to substantiate general statements, to help editors in their evaluation.
- Be constructive in your review, providing feedback that will help the authors to improve their manuscript.
- Be congenial and clear. Confidential comments to the editor should not be a place to denigrate the author, simply because they will not see them.
- Remember it is the author's paper, which should not be rewritten in your own preferred style if it is basically sound and clear; suggestions for changes that improve clarity are, however, important.
- In addition, be aware of language issues that are due to the author writing in a language that is not their first or most proficient language, and phrase your feedback appropriately and with due respect.
- Comment on the quality and rigour of the work; If the article is not clear because of missing analyses, the explain what additional discussion would clarify the argument.

Confidentiality: Respect the confidentiality of the peer review process. Do not involve anyone else in the review of a manuscript (including early career researchers you are mentoring), without obtaining permission from the journal. The names of any individuals who have helped with the review should be included so that they are associated with the manuscript in the journal's records and can also receive recognition for their efforts.

Bias and competing interests: It is important to remain unbiased in regard to the nationality, religious or political beliefs, gender or other characteristics of the authors, origins of a

manuscript or by commercial considerations. If you discover a competing interest that might prevent you from providing a fair and unbiased review, notify the journal and seek advice. Similarly, notify the journal as soon as possible if you find you do not have the necessary expertise to assess the manuscript.

Suspicion of ethics violations: If you come across any suspected breaches in publication ethics please let the journal know. In the case of any other ethical concerns, contact the editor directly and do not attempt to investigate on your own.

## **Diversity Policy**

The Sample Journal is committed to increasing the diversity of voices that is represented in the scholarly record and encourages diversity and inclusiveness in the field of sampling. Diversity refers to differences in race, ethnicity, sexual orientation, gender identity, age, country of origin, religious or spiritual beliefs, ability, and social and economic class.

## **Code of Ethics**

The Columbia Sample Journal expects its members to uphold the highest standards of personal and professional behavior in the conduct of their work and the advancement of behavior analysis. CSJ authors should adhere to the ethical professional standards as defined by:

- The American Society of Sample People: [samplepeoplesociety.org](http://samplepeoplesociety.org)
- The International Association of Samplers: [ias.org](http://ias.org)

It is essential that all who participate in producing the journal, who conduct themselves as authors, reviewers and editors, strictly adhere to the highest level of professional ethical standards. By submitting a manuscript to this journal, each author explicitly confirms that the manuscript meets the highest ethical standards from the author and coauthors including proper statistical investigations and thorough ethical reviews by the data owning organisations. To support and promote integrity in research publication, the editorial board fully endorse the position statements for editors and authors that were developed 2nd World Conference on Research Integrity in Singapore in 2010:

Position Statement 1: International Standards for Editors

Position Statement 2: International Standards for Authors

Both position statements were published under a Creative Commons licence. Source: COPE (Committee on Publication Ethics),

<http://publicationethics.org/resources/international-standards-for-editors-and-authors>

**Conflict of interest**

All conflicts of interest should be declared by the author, editor, or reviewer.

**Conflicts of interest include:**

- A financial or personal interest in the outcomes of the research;
- Undisclosed financial support for the research by an interested third party;
- A financial or personal interest in the suppression of the research;

A note to highlight the background to financial support for the research from third parties or any other possible conflict of interest must be added to the paper prior to review.

If a conflict of interest is suspected by a reviewer or reader, this concern should be reported to the editor or to the Editors in chief at [SampleJournal@columbia.edu](mailto:SampleJournal@columbia.edu). A concern regarding an editor should be raised to Editors in chief or to the Digital Publishing Librarian ([publishing@librarian.columbia.edu](mailto:publishing@librarian.columbia.edu)). Sample Journal will follow [COPE action guidelines](#) in cases of a suspected conflict of interest.

The Sample Journal reserves the right to withdraw and rescind their acceptance of author materials if ethical misconduct is discovered prior to publication.