



»DİYALOG. Interkulturelle Zeitschrift für Germanistik«

Ethical principles and publication policy

All researchers who wish to publish a contribution in the journal DİYALOG. Interkulturelle Zeitschrift für Germanistik should carefully read the notes on "Ethical Principles and Publication Policy" beforehand:

The journal DİYALOG is an organ of the GERDER German Studies Association. The journal is aimed at readers who are interested in intercultural and contrastive topics and/ or work in the fields of multilingualism and multiculturalism. Although the Turkish spelling of the word DİYALOG seems to be related to the German word "Dialog", different languages, cultures and literatures can be dealt with in the journal in connection with the German language, culture and literature. The articles in the journal can also be dedicated to topics of multiculturalism / interculturalism and multilingualism or deal with topics in the field of German teacher training, literary studies, linguistics and translation studies. Articles submitted will be evaluated according to the "double-blind review" procedure and published electronically free of charge. DİYALOG is an international peer-reviewed journal published twice a year as an e-journal.

The journal does not charge a processing fee or subscription fee for access to articles at any stage of the publication process.

The following are the ethical obligations, terms of reference and responsibilities of the authors, the journal editor, the reviewers and the publisher. These ethical principles and policies have been prepared in accordance with the '**Guidelines of the Committee on Publication Ethics**' (COPE (<https://publicationethics.org/>)). In addition, you will find detailed information below on what is perceived as plagiarism and scientifically unethical behaviour on the part of the journal DİYALOG.

Author(s)

- Submitted articles dedicated to areas such as German teacher training, literary studies, linguistics and translation studies should be original contributions.

- All sources used in the articles (authors, online sites, personal interviews, etc.) should be cited accurately and appropriately. It should be stated that the articles submitted to DİYALOG have not been sent to other journals. In addition, the "COPYRIGHT AGREEMENT" form (http://gerder.org.tr/DIYALOG_Dergi/telif/telif_hakki_formu.pdf) should be completed.

- Individuals who did not contribute to the creation of the article should not be listed as authors.

- Conflicts of interest regarding the submitted article should be declared and justified in this regard.

- Authors may be asked during the review process to submit raw data on their work to the editorial office. In this case, authors are expected to comply with this request and provide their raw data to the editorial office. Authors are obliged to keep data on a published article for 5 years.
- If authors discover an error in their work, they should immediately inform the editor and the editorial board before the article is published or cooperate with them in the revision or retraction process.

The reviewers

All contributions submitted to the journal DİYALOG undergo a double-blind peer-review process. The double-blind peer-review process means keeping the authors confidential from the reviewers and the reviewers confidential from the authors to ensure a neutral, objective and independent review process. The contributions are forwarded to the reviewers for evaluation via the journal's administration system. The reviewers must complete a form that evaluates the article they have reviewed on the topics of German as a foreign language, literary studies, linguistics and translation studies and includes their decisions on whether or not the article in question can be published and the reasons for these decisions.

The ethical responsibilities and roles of the reviewers of the journal DİYALOG are as follows:

- Reviewers should only review papers that relate to their field of expertise.
- Reviewers are expected to accept for review papers that do not have a conflict of interest. If the reviewers notice a conflict of interest, they must inform the editor and refuse to review the respective contribution.
- The reviewers should evaluate the entries neutrally and objectively.
- The reviewers must fill in the evaluation form for the paper they have evaluated. They are expected not to mention their names on the form in order not to interfere with the double-blind peer-review process.
- The reviewers must indicate on this form their decision as to whether or not the paper they have reviewed can be published and the reasons for their decision.
- The style used by the reviewers in their proposals should be respectful and scientific. Reviewers should avoid offensive, disrespectful and subjective personal comments. If reviewers are found to have made such unscientific comments, they may be contacted by the editorial team to review and correct their comments.
- Reviewers must complete their reviews within the time given to them and must adhere to the ethical responsibilities set forth herein.

Editorial Board

The Editorial Board should adhere to the ethical responsibilities contained in the "COPE Code of Conduct and Best Practice Guidelines for Journal Editors" (https://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf) and

"COPE Code of Conduct and Best Practice Guidelines for Journal Editors" published by the Committee on Publication Ethics/COPE and listed below.

The Editorial Board is responsible for all articles published in the Journal. The ethical duties and responsibilities of the Editorial Board are as follows:

General responsibilities

- The Editorial Board shall strive to improve the quality of the Journal and contribute to its development.
- The Editorial Board shall act in a balanced, objective and neutral manner while performing its duties without discrimination on the basis of gender, religious or political beliefs, ethnic or geographical origin of the authors.
- It is obliged to evaluate the works submitted to the journal according to their content and not to grant any privilege to any author.
- He is obliged to take the necessary measures to avoid possible conflicts of interest and to evaluate any existing statements.
- He is obliged to treat sponsored work or work on specific topics in the same way as other studies.
- In the event of a complaint about ethical violations, policies and procedures of the journal will be followed and the necessary procedures will be applied. Authors have the right to respond to the complaint. It should not be avoided to impose the necessary sanctions regardless of the owner of the study.
- If the incoming study does not meet the purpose and scope of the journal, it is expected to be rejected.

Relationship with the readers

- The editorial board should ensure that sections that do not require peer review (letters to the editor, invited articles, conference announcements, etc.) are clearly indicated in the journal.
- The editorial board should strive to ensure that the articles published are consistent with the knowledge and skills of the journal readers.

Relationship with the evaluators

- The editorial board should ask the reviewers to rate the articles according to their knowledge and expertise. In this way, articles should be evaluated appropriately by experts.
- The editorial board is obliged to ask the reviewers to declare that there are no conflicts of interest in relation to the article before evaluating it.
- The editorial board should provide all necessary information on the reviewers' evaluation process and the reviewers' expectations.
- The editorial board must ensure that the double-blind review process is carried out and that the reviewers are not disclosed to the authors and the authors are not disclosed to the reviewers.

- The editorial board should evaluate the reviewers on the basis of their timing and performance.
- The editorial board should create a database of reviewers and update the database according to the performance of the reviewers.
- The Editorial Board should reject the reviewers who make rude and unqualified comments or do not respect the time schedule.
- The editorial board should continuously renew and expand the list of reviewers according to their field of expertise.

Relationship with the authors

- The editorial board should constantly update the guidelines and the sample template in relation to the expectations of the authors.
- The editorial board should evaluate the articles sent to the journal in terms of the journal's guidelines, the significance and originality of the study. If the editorial board decides to reject the article in the initial submission process, it must inform the authors clearly and objectively. If it is decided in this process that the article should be checked for grammar, punctuation and/or spelling rules (margins, appropriate references, etc.), the authors should be informed and given time to make the necessary corrections.
- Articles should include the date of submission and publication.
- If the authors request information about the status of their articles, the authors should be given information about the article without violating the double-blind evaluation procedure.

Relations with the editorial team

- The editor-in-chief should communicate the guidelines to the editorial board members and explain what is expected of them.
- The editor-in-chief should inform the editorial board members about the latest guidelines.
- The editor-in-chief should evaluate the members of the editorial board and should elect the members who will actively participate in the development of the journal.
- The editor-in-chief should inform the editorial board members about their roles and responsibilities:
 - Participation in the development of the journal.
 - If asked to do so, they should be able to write reviews on their areas of expertise
 - Reviewing and improving policies
 - Fulfil the necessary responsibilities in editing the journal.

Plagiarism and unethical behaviour

- Plagiarism (imitation) is an ethical violation, whether it is intentional or not.
- The similarity of an article without proving the reference of the sources and submitting it for publication in this form, apart from being unethical, is at the same time an offence and is unacceptable.

- If the editorial board detects plagiarism, manipulation of citations and data fraud in an article, it should use the COPE rules.

All articles sent to the journal DİYALOG should be scanned using the software programme IThenticate (<http://www.ithenticate.com/>) or Turnitin (<https://www.turnitin.com/>). The similarity rate is **20%** and any articles above this rate should not be accepted for publication. Articles exceeding this rate will be reviewed in detail and will be returned to the author for revision or correction if necessary; if plagiarism or unethical behaviour is found, the article will be rejected.

Some unethical behaviours are listed below:

- Indication of persons who did not contribute to the study as authors.
- Indicate persons who did not actively contribute to the study as authors.
- If the article originates from the author's master's or doctoral thesis or from a project, this should be indicated.
- Break up a paper into several articles and publish them.
- Failure to declare a conflict of interest in relation to the submitted article.
- Deciphering the double-blind evaluation procedure.

Notifying the publisher of non-compliance with ethical principles

Should an ethical principle be violated in the conduct or evaluation of the editors, reviewers, authors of the journal DİYALOG before or after the publication of an article, this incident should be reported by email to diyaloggerder@gmail.com

Contact: www.gerder.org

Sources consulted during the preparation and adoption of the above "Ethical Principles and Disclosure Policy":

- ICMJE (International Committee Of Medical Journal Editors)
- Creative Commons
- COPE (Committee on Publication Ethics)
- YÖK (Institution of Higher Education) Guidelines on Scientific Research and Publication Ethics