

Editorial Policy of the Law, Business and Sustainability Herald

This editorial Policy contains the basic principles and standards of the publication's activities concerning the acceptance, review and publication of materials, ethical aspects and quality criteria. By submitting articles, authors automatically agree with the standards set out in this Policy.

I. Mission and aims of the Journal.

The Law, Business and Sustainability Herald is a peer-reviewed, open-access academic journal.

The mission. LBSHerald exists to enable scientists worldwide to present the results of their research on sustainable development and related issues. We believe that sustainable development is an idea that can unite the world. We hope that our joint efforts will contribute to the spread of this idea and the achievement of sustainable development goals.

Aims and Scope. LBSHerald declares support for an interdisciplinary approach. This approach is practical for studying the problems of sustainable development. We accept original articles on sustainable development in the following areas:

Law; Business, Management and Accounting;
Economics, Econometrics and Finance;
Management, Monitoring, Policy and Law;
Renewable Energy, Sustainability and the Environment;
Development;
Sociology and Political Science.

Article selection criteria. LBSHerald accepts previously unpublished and not submitted for publication in any other publications articles that meet the Journal's objectives and the requirements established by this Policy. Articles may involve explanatory theory, empirical studies or policy studies.

Publication schedule. LBSHerald is published four times a year, on February 25, May 25, August 25 and November 25.

Type of publication: electronic.

Country of Publication: Czech Republic.

Publisher: Oktan Print, 5. května 1323/9, Praha 4, 140 00.

The Publisher provides general control of the Journal quality considering publishing standards.

II. Open access policy, licensing and copyright.

LBSHerald shares the idea of free knowledge exchange. LBSHerald has consistently followed an open access policy (see our Open Access Politics). All journal content is licensed under the Creative Commons BY 4.0 International License. By submitting an article to LBSHerald, the author automatically agrees to transfer the non-exclusive publishing rights to publish the articles. The author gives the Journal the right to publish and place the article on the Journal's website in open access. The author retains all copyrights without restriction. The author does not receive royalties.

Each article is available as a separate full-text publication unit in PDF format with a unique URL on the LBSHerald website.

III. Ownership and management. Editorial board.

The founder of LBSHerald is Lviv University of Business and Law (Ukraine). The founder does not have the authority to manage the Journal but may submit proposals for possible directions of development to the editorial board.

The editorial board of the Journal was formed voluntarily by scientists who expressed support for sustainable development ideas. The editorial board includes a member in the editorial board by a decision taken by a majority vote.

Members participate in the work of the editorial board based on strict adherence to ethical policies. The editorial board excludes a member in case of violation of ethical requirements without the possibility of re-inclusion. If there is substantiated evidence of an ethical violation, the editorial board shall expel a member of the editorial board by a decision taken by a majority vote.

The Editorial Board Chairman manages the Journal. The Editorial Board Chairman is appointed and replaced by the editorial board by a decision taken by a majority vote.

The administrative work performs Editor-in-Chief, appointed by the decision of the Editorial Board Chairman. The Editor-in-Chief of the Journal operates strictly within the ethical Policy of the Journal.

IV. Editorial process and quality control system.

1. The Editorial Board operates to ensure the proper conduct of the editorial process and quality control.

2. To ensure excellent quality, all articles, without exception, proceed through the same stages of the editorial process and quality control.

3. The editorial process includes the following stages:

- receiving an article;
- quality control of the article;
- publication or rejection of the article.

4. 1. The quality control system covers the following stages:

- the editorial office receives the article;
- the editor carries out the initial check of the article for compliance with the general and technical requirements of the publication, the presence of plagiarism (using Grammarly's plagiarism checker);

- in the absence of remarks, the editor directs the article to the reviewer following the principle of double-blind review;

- depending on the results of the review, the editor decides to a) publish the article; b) sending the article to the author for revision according to the editor's remarks; c) rejection of the article;

- the editor informs the author about the decision with remarks on the article (if any presents);

- if the author re-submits the article after correcting the reviewer's remarks, the editor checks the completeness and quality of corrections (or, if necessary, re-submits the article to the reviewer) and decides to publish or reject the article.

The rejection of the article is final. In case of irrefutable evidence of an ethical violation by the editor or reviewer, the author may appeal to the Editorial Board Chairman.

4.2. Double-blind peer-reviewing is peer-reviewing when the reviewer does not know the author's data (name and affiliation and other data that may influence the reviewer's decision) and the author has no information about the reviewer's identity.

To ensure the efficiency and integrity of the review procedure, participants take the following steps:

1). The editor checks the article for compliance with the Author Guidelines (the editor does not evaluate the quality of the article at this stage);

2). The editor sends invitations to individuals he or she believes would be appropriate reviewers;

3). Potential reviewers consider the invitation against their expertise, conflicts of interest and availability. They then accept or decline. If possible, when declining, they might also suggest alternative reviewers.

4). The reviewer rereads the article several times.

4).1. As a result of the first reading, the reviewer forms an initial idea of the article. If there are major remarks, the reviewer may recommend rejecting the article at this stage.

4).2. In the absence of major remarks during the further processing of the article, the reviewer forms a detailed point-by-point review.

In his Conclusion, the reviewer provides answers to the following questions:

Is the research topic entirely original?

Do the results of the study contribute to the development of the theory of sustainable development?

Are the results of the study significant?

Is the article presented correctly? Is the article written properly?

Are the results sufficiently substantiated?

Are the formulated conclusions interesting enough for readers?

Are there any advantages in favour of publishing the article?

Is the English language appropriate and understandable?

4).3. The reviewer sends the finished review to the editor with a recommendation to a) accept the article; b) make corrections to the article; c) reject the article.

4).4. If the reviewer proposes to amend the article, such a requirement should be as detailed and unambiguous as possible. The reviewer usually marks each remark as more or less significant.

4).5. The editor receives the review and reports its results to the author. If there are remarks, the editor transmits their content to the author in full and without changes.

4).6. The author, if necessary, makes changes to the article, as required by the review. After making changes, the author sends the article to the editor.

4).7. The editor checks the completeness of the corrections made by the author. If the editor has doubts or cannot establish the completeness of the remarks, the editor re-submits the article to the reviewer.

4).8. If the editor (or reviewer) finds that the author has corrected all comments, the editor decides to publish the article.

5. Articles must meet the following requirements.

Ethical requirements:

1. The article is original, does not contain unquoted borrowings and does not infringe the rights of third parties.

2. The article reveals the contribution of all individual authors to the creation of publications.

3. The article does not contain any signs of "ghost-writing", which means hiding the name of the authors who have made a significant contribution to the writing of the article.

4. The article does not contain any signs of "guest authorship", which means listing a person who has not made a significant contribution to the article's writing.

5. The manuscript must contain complete information on funding sources if such a source is not the author's funds ("financial disclosure").

General requirements:

1. The article must be in English. The language of the article should be clear.

2. The title and content of the article should relate to sustainable development, in particular its goals (United Nations (2015) Resolution adopted by the General Assembly on September 25 2015, Transforming our world: the 2030 Agenda for Sustainable Development (A / RES / 70/1 Archived November 28, 2020, at the Wayback Machine).

3. The article should be of interest to an international scientific audience. The editorial board supports the researches based on data from different countries.

4. The structure of the article should contain such elements as Title, Abstract, Keywords, Main Text (should correspond to the IMRAD model and contain such elements as introduction, methods, results, discussion), Conclusions, Acknowledgment (if necessary), Funding (if necessary), References, Supplementary Data (if necessary).

5. The Introduction section should include a rationale for the relationship between the study and the sustainable development goals, an overview of the sources, and a theoretical study.

The author should present a review of scientific sources (at least 15 articles indexed by WebOfScience and/or Scopus) on the topic over the past 5-10 years in the introduction. The theoretical part should include references to at least ten such sources and contain the formulation of the hypothesis.

In total, the number of processed sources cannot be less than 25 units. To search, we recommend using the services <https://www.sciencedirect.com/> and <https://publons.com/publon/> or alternative.

The Editorial Board recognise the uniqueness of each topic. Also, the author's compliance with this requirement is necessary for integrating the article into the system of scientific knowledge.

6. The Methods section should contain a complete description of the methods used in the study. The Journal accepts research performed using conventional qualitative and quantitative methods. The author should specify the methodology enough to allow for repetition of the study. For correct application of methods, we advise to get acquainted with the following sources:

Given, Lisa M. (2008). *The SAGE Encyclopedia of Qualitative Research Methods*. Los Angeles: SAGE Publications. ISBN 978-1-4129-4163-1.

SAGE Research Methods Online. Available at: <https://methods.sagepub.com/>.

7. The Results section may only contain information about what was found in this particular study. In this part, the author must provide sufficient information on the confirmation or refutation of the hypotheses formulated in the theoretical part.

8. In the Discussion part, the author should note the novelty, possibilities of practical application and the presence of research limitations.

9. In the part of the Conclusion, the author should briefly summarise the study results.

10. After the part of the Conclusion, the author should give the part of Funding and indicate the source of research funding (if not own funds). After that, if necessary, the author can include part of the Acknowledgment. At the end of the article, the author may, if necessary, include Supplementary Data. An appendix can contain supplementary material that is not an essential part of the text itself but helps reveal the research question's content better.

Technical requirements

1. The article must be executed following the template. The volume of the article should be from 7 to 12 pages without taking into account the list of sources.

2. The title of the article corresponds to its content and contains no more than 12 words.

3. The article indicates the names, surnames of all authors, their affiliation (place of work, country), contact details of the corresponding author.

4. The article contains a structured Abstract and keywords. The Abstract should be clear, informative and original, consistent with describing the results in the article. Abstract must contain information about the purpose; methodology/approach; results; originality/scientific novelty; practical value/implications. When preparing an Abstract, we advise paying attention to the recommendations of Emerald Publishing (<https://www.emeraldgrouppublishing.com/how-to/authoring-editing-reviewing/write-article-abstract?PHPSESSID=hdac5rtkb73ae013ofk4g8nrv1&part=2>).

The length of the Abstract should be from 150 to 250 words. The number of keywords should be from 4 to 6, none of which duplicates in the article's title.

5. The article should be presented following the template. In presenting the article, the author adheres to the following technical conditions:

- .docx file extension;
- the file with paper text has to be named with a surname of the first author without diacritic marks (an example: smith.docx);
- A4 paper size, book orientation;
- font type Times New Roman, size 12 pt;
- line spacing 1;
- first-line indent 1;
- text alignment is justified (except for individual elements according to the template);
- formulas are made in the standard Microsoft Word formula editor (drawing formulas is not allowed);
- all Figures, Schemes and Tables should be inserted into the main text close to their first citation and must be numbered;
- all Figures, Schemes and Tables should have a title;
- all table columns should have an explanatory heading;
- every acronym, abbreviations, and jargon must be defined unless they are well-known;

6. Every citation must have a reference, and every reference must be cited. Quotes of 10 or more words must include the page number(s) from the original source (if the source has numbered pages). References and references in the text should be in the style of APA - American Psychological Association (7th ed.).

Examples:

Journal Article References

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

Parenthetical citation: (Grady et al., 2019).

Narrative citation: Grady et al. (2019).

Whole authored book

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

Parenthetical citations: (Jackson, 2019; Sapolsky, 2017; Svendsen & Løber, 2020).

Narrative citations: Jackson (2019), Sapolsky (2017), and Svendsen and Løber (2020).

Webpage on a website with a government agency group author

National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>

Parenthetical citation: (National Institute of Mental Health, 2018).

Narrative citation: National Institute of Mental Health (2018)

Authors can find detailed examples of APA-style design (7th ed.) at <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

V. Ethical standards

The Law, Business and Sustainability Herald seeks to fulfil its mission and, for this purpose, introduces ethical standards. Adherence to these ethical standards is mandatory for participants in the editorial process. LBSHerald takes a neutral position concerning the author's position on the Journal's pages as part of its mission.

LBSHerald follows the Committee of Publication Ethics (COPE) recommendations, particularly the Guidelines on Good Publication Practice (<https://publicationethics.org/files/u7141/1999pdf13.pdf>). LBSHerald's editorial Policy takes these recommendations into account.

In developing the ethical standards, we have taken into account the Publishing Ethics Resource Kit (PERK) (<https://www.elsevier.com/editors/perk>).

LBSHerald's ethical standards include two sections. The first section contains ethical requirements for participants in the editorial process. The second section contains the procedure for identifying and reacting to participants' unethical behaviour in the editorial process.

1. Ethical requirements.

1.1. Responsibilities of the Editorial Board:

1.1.1. The editorial board carries out the general management of the magazine, controls the quality of its content and compliance with the Journal's mission.

1.1.2. The Editorial Board appoints the Editorial Board Chairman, taking into account the personal and professional qualities of the applicant and monitors the Chairman's compliance with ethical standards.

1.1.3. The Editorial Board does not interfere in the editorial process but may point out the identified shortcomings to the Editorial Board Chairman.

1.1.4. Members of the editorial board do not have any advantages and do not use their official position when submitting an article authored by them for publication in a journal. Members of the editorial board do not attempt to identify the reviewer or inform the reviewer of their authorship.

1.1.5. Members of the editorial board do not influence the editor's decision to reject or accept any article for publication.

1.2. Responsibilities of the Editorial Board Chairman.

1.2.1. Editorial Board Chairman controls the quality of the issue before its publication.

1.2.2. Editorial Board Chairman appoints an Editor-in-Chief, taking into account the personal and professional qualities of the applicant and monitors his compliance with ethical standards.

1.2.3. The Editorial Board Chairman does not interfere in the editorial process except as provided in the second part of these standards. The Editorial Board Chairman does not try to influence the participants of the editorial process and refrains from actions that could compromise the quality control system.

1.2.4. The Editorial Board Chairman considers all complaints received in connection with a possible violation of ethical standards and makes an informed and reasoned decision, regardless of the subject of the complaint. Complaints documentation is kept for at least two years.

1.2.4. Editorial Board Chairman may intervene in the editorial process in the case of:

- detection of unethical behaviour of the Editor-in-Chief;
- detection of low quality of the article (articles) included in the current issue;
- detection of cases of fraud by participants in the editorial process.

In this case, the Editorial Board Chairman may remove the Editor-in-Chief and perform his duties until a new Editor-in-Chief is appointed.

1.3. Editor-in-Chief Responsibilities.

1.3.1. The Editor-in-Chief diligently performs the duties provided by the Editorial Policy.

1.3.2. In the performance of his or her duties, the Editor-in-Chief treats all authors neutrally, regardless of their race, gender, language, religion, political or other beliefs, national or social origin, property or another status. Personal acquaintance with the Editor-in-Chief does not affect any decisions regarding the editorial process.

1.3.3. The author's attempt to influence the Editor-in-Chief's decision in any way results in the final refusal to publish the article and makes further cooperation impossible.

1.3.4. When selecting articles, the Editor-in-Chief pays attention only based on their academic merit, without commercial influence.

1.4. Responsibilities of reviewers.

1.4.1. Reviewers work to ensure a decent academic level of the article, diligently and promptly.

1.4.2. Reviewers are confidential when working with the manuscript, do not distribute it, and not comment publicly.

1.4.3. Reviewers refrain from using the manuscript or part thereof for purposes other than the review.

1.4.4. Reviewers refrain from providing comments that are not directly related to the manuscript and its quality.

1.4.5. Reviewers do not claim or receive any remuneration for their work. Their reward is service to science.

1.4.6. Reviewers promptly notify the Editor-in-Chief of the inability to participate in the editorial process due to a conflict of interest or other reasons.

1.5. Responsibilities of authors.

1.5.1. The authors provide the most accurate and complete data regarding their manuscript, authorship and institutional affiliation.

1.5.2. The authors guarantee that the submitted manuscript (or part thereof) is not considered and is not published in any other publication.

1.5.3. The authors guarantee that the submitted manuscript is original and contains all references to material from other sources.

1.5.4. The authors guarantee that any research is performed following the law. Authors must obtain direct permission from study participants and maintain their confidentiality.

1.5.5. The authors report any conflict of interest that could affect the objectivity of the study.

1.5.6. The authors inform the Editor-in-Chief if the article accepted for publication contains a significant error, contributing to the correction or refutation of such an error.

1.5.7. The authors do not attempt to identify the reviewer or influence the decision of the Editor-in-Chief.

1.6. Publisher Responsibilities.

1.6.1. The Publisher exercises general control over the compliance of the quality of the publication with the publishing standards and does not interfere in the editorial process. In case of any problems, the Publisher shall notify the Editorial Board Chairman.

2. Reaction to unethical behaviour.

2.1. Identification of unethical behaviour.

2.1.1. Unethical behaviour can be identified by anyone involved in the editorial process, as well as magazine readers and others.

2.1.2. In case of recognising unethical behaviour, the person must immediately notify the Editorial Board Chairman. Informing the Editorial Board Chairman, such a person provides complete, accurate and sufficient information.

2.1.3. Unethical conduct may include plagiarism, fraud, falsification and other cases set out in these standards but not limited to.

2.2. Consideration of a complaint of unethical behaviour.

2.2.1. The Editorial Board Chairman makes an initial decision based on the complaint results. If the Editorial Board Chairman finds the complaint significant, reviewing the complaint begins with the involvement of the Editorial Board.

2.2.2. Before the hearing, the Editorial Board Chairman collects complete information on the violation following the principles of confidentiality and does not disseminate such information to third parties.

2.2.3. In case of minor violations, the violator is allowed to provide explanations without involvement in consideration of the Editorial Board.

2.2.4. In case of detection of significant violations, the Editorial Board participates in consideration of the complaint.

2.3. The results of the complaint.

2.3.1. Based on the complaint review, the Editorial Board Chairman makes one of the following decisions.

2.3.1.1. Informs the participant of the editorial process about where and under what circumstances the violation of ethical standards occurred.

2.3.1.2. Sends a strict letter to the violator. This letter should contain a description of the identified violations and a call for lawful behaviour in the future.

2.3.1.3. Publishes an official notice on the Journal's website describing the violation.

2.3.1.4. Publishes an editorial report describing the violation.

2.3.1.5. Sends an official letter to the funding organisation or employer of the author or reviewer.

2.3.1.6. Carries out an official retraction of the publication from the magazine in combination with informing the employer of the author or reviewer, data storage and indexing agencies and organisations, as well as readers.

2.3.1.7. Sends materials for further consideration to a higher authority.

VI. Sources of income. Publication fee.

The only source of income for the Journal is APC.

We use contributions to cover the expenditures related to preparation for publication, distribution of information, maintenance of the website and membership in international organisations.

Following the Journal's mission, a flexible model of APC has been chosen, which helps to stimulate young scientists from developing countries. We understand that such scientists do not have sufficient funding and opportunities for scientific cooperation. So, APC is calculated based on the number of authors of the article. We also propose a discount when increasing the number of authors to stimulate sustainable development researchers to build the networks. The only reason for providing such a model is to ensure a proportional distribution of costs. In case of revealing the facts of "guest authorship", the article is rejected regardless of the number of authors.

APC at this stage is:

1 author - 20 EUR;

2 authors - 35 EUR;

3 authors - 50 EUR;

4 authors - 65 EUR;

5 authors - 80 EUR.

We ask authors to make payment only after the editor decides to publish the article. In case of the article retraction, the payment is not refundable.

If the article is highly relevant and of high quality, and the author has some financial difficulties, we can offer an additional discount. The Editorial Board Chairman decides to discount the APC.

The APC may vary depending on the dynamics of the change in journal costs. The APC change may only apply to articles submitted to the issue following the current one.

VII. Advertising and direct marketing.

The Journal reserves the right to place on the website promotional materials related to the activities of the Journal's partners or the maintenance of sustainable development goals. Revenue from advertising will be used exclusively to cover costs and develop the Journal. Advertising funding does not give the advertiser any preferences or rights to interfere in the editorial process. Advertising on the pages of the Journal is prohibited.

The Journal can carry out direct marketing activities. Such measures provide information about the Journal and its mission in all ways not prohibited by law. When conducting direct marketing activities, the Journal refrains from obsessions, respects privacy and adheres to ethical policies.

VIII. Archiving.

This journal uses the LOCKSS system for distributed archival storage of published content in numerous libraries and information centres. The libraries participating in the LOCKSS project guarantee long-term storage of comprehensive journal archives and automatic recovery of damaged information. Read more ... <http://lockss.org/>