European Association of Science Editors

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EASE

Golden rules for scholarly journal editors

1. Be aware of your **target audience**.

2. Make **instructions to authors simple and understandable**, and review them regularly.

3. Ensure a **fair peer review** process (usually with 2-3 reviews, or more if necessary).

4. Pay due attention to **ethical issues**: data fabrication or manipulation, plagiarism, authorship, conflict of interest, copyright, legislation, etc.

5. **Respect others**: inform authors about progress and delays as soon as possible; do not overburden reviewers and authors.

6. Do your best to ensure that publications are **complete, concise, and clear,** with appropriate methods and correct citations.

7. Make sure that abstracts **properly summarize** essential information (usually: background, objectives, methods, results, and conclusions) and contain **major keywords**.

8. Ensure safe **long-term storage** of publications and documentation of the editorial process.

9. **Develop** your journal.

10. Perfection is impossible to reach, so **common sense** is necessary.

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- *EASE Guidelines for Authors and Translators of Scientific Articles*, annual updates free online in >20 languages
- *EASE Statement on Inappropriate Use of Impact Factors*
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