JOM Publication Ethics and Publication Malpractice Statement
Last Updated: 2 May 2019; draft pending approval by the NWA Board of Directors

The National Weather Association’s (NWA) Journal of Operational Meteorology (JOM) is a peer-reviewed, electronic journal that publishes novel results and/or analyses within the field of operational meteorology at a variety of spatiotemporal scales. The JOM’s scientific integrity relies upon an objective and comprehensive peer review process that fosters trust and candor between Editors, peer reviewers, and authors. All parties in the peer review process are expected to follow the NWA Code of Ethics and all guidelines contained in this statement. Parties who do not respect these guidelines may have their editorial, reviewer, or authorship privileges revoked by the NWA Board of Directors per recommendation from the JOM Editorial Board and/or NWA Publications Committee. The content of our statement is largely based upon recommendations from the Committee on Publication Ethics (COPE) and additional links provided.

1. Ethical obligations of Editors

   a. Publication decisions

      Editors are expected to follow the COPE Code of Conduct and Best Practice Guidelines for Journal Editors, with new Editors reading the COPE Short Guide to Ethical Editing for New Editors when transitioning onto the JOM Editorial Board. Editors must facilitate objective reviews, evaluating manuscripts without regard to the authors’ race, gender, ethnicity, sexual orientation, citizenship, religious beliefs, or political affiliation. Publication decisions are based upon the novelty and scientific integrity of the results and/or analyses provided in the submitted manuscript and subsequent iterations. In addition to following the ethical obligations given in this section, Editors are responsible for maintaining the integrity of the peer review process by doing their best to ensure ethical participation among peer reviewers and authors as well.

   b. Confidentiality

      Editors preserve the confidentiality of the peer review process by not sharing any information about a submitted manuscript with anyone outside of the JOM Editorial Board, authors, reviewers, potential reviewers, technical editors and the publisher, as appropriate. In particular, peer review confidentiality must be protected unless the reviewer explicitly waives anonymity. Information may also be shared with NWA members responsible for JOM oversight including the NWA Chief Executive Officer and the NWA Board of Directors. However, Editors must use their discretion in sharing information about a manuscript at any time with anyone and should refuse to do so if it will compromise the integrity of the peer review process.

   c. Conflicts of interest and professionalism
Editors must disclose any conflicts of interest that may compromise the peer review process immediately upon their knowledge, declining to manage any manuscripts where a perceived or actual conflict of interest may exist. The Chief Editor (or his/her designee if needed due to their own conflict of interest) is responsible for disclosing the conflict of interest to the Editor who ultimately manages the manuscript, requiring them to exclude those Editor(s) from any correspondence about the submission (including any submissions for which an Editor is a listed author). In addition, unpublished materials disclosed in a submitted manuscript may not be used by any Editor for their own research or personal gain without the author’s explicit written consent. Furthermore, Editors should strive to process all manuscripts as quickly as possible following the guidelines and timelines listed in the JOM Call for Papers, including publishing errata to correct any erroneous information in published articles.

2. Ethical obligations of peer reviewers

a. Contribution to publication decisions

Reviewers are expected to follow the COPE Ethical Guidelines for Peer Reviewers, conducting objective reviews based upon the listed JOM Guide for Reviewers. Reviewers help the Editor make publication decisions based upon the novelty and scientific integrity of the results and/or analyses provided in the submitted manuscript and subsequent iterations. In addition, reviewers should notify the Editor and authors when relevant sources are not cited appropriately or at all when they should be, including situations where they are aware of potential plagiarism or self-plagiarism. Personal criticism of authors (including inappropriate tone and/or comments) will not be tolerated.

b. Confidentiality

Reviewers preserve the confidentiality of the submitted manuscript by not sharing any information about it with anyone other than their corresponding Editor or as authorized by their corresponding Editor. In addition, their Editor protects the reviewer’s identity unless they explicitly waive their anonymity in writing.

c. Conflicts of interest and professionalism

Reviewers must disclose any conflicts of interest that may compromise their ability to objectively review a submitted manuscript immediately upon their knowledge, declining to review any manuscripts where a perceived or actual conflict of interest may exist. In addition, unpublished materials disclosed in a submitted manuscript may not be used by any reviewer for their own research or personal gain without the author’s explicit written consent. Furthermore, reviewers should strive to perform their review as quickly as possible following the guidelines and timelines listed in the JOM Call for Papers, declining to review a manuscript if they believe they are unqualified or too busy to perform the review in a timely fashion.
3. Ethical Obligations of Authors

a. Ethical writing

Authors are expected to follow the guidelines listed in the JOM Call for Papers while recognizing that reviewers will evaluate their manuscript submissions following the JOM Guide for Reviewers. Authors are expected to submit entirely original works that avoid plagiarism, self-plagiarism, and other questionable writing practices as referenced in this Guide to Ethical Writing given on the U.S. Department of Health and Human Services’ Office of Research Integrity website. Publications that have helped develop or inform the submitted work must be cited. Authors also must ensure that they abide by the following policies and principles:

- **Dual publication policy (including self-plagiarism):** The NWA prohibits manuscript submissions to the JOM that have been published in any form for public distribution or contain copyrighted content unless explicit written consent is obtained from the copyright holder. Dual publication includes publications written in another language prior to JOM submission. Self-plagiarism, as defined in these “Text Recycling Guidelines,” also constitutes dual publication. Manuscript submissions may include content from oral or poster presentations, meeting abstracts and extended abstracts (including “conference preprints”), university theses/dissertations, and the NWA Newsletter. Other exceptions of allowed or disallowed content due to legal or other reasons may be considered at the discretion of the Editors. Authors should refer to the JOM Intellectual Property Statement for guidelines on submitting content published in the JOM to other journals.

- **Dual submission policy:** The NWA prohibits manuscript submissions that have already been rejected by another peer-reviewed journal in similar form whose fundamental scientific content, results, and conclusions remain unchanged. Previously rejected manuscripts may be resubmitted if substantial efforts have been made to address reviewer concerns resulting in an original manuscript that contains improved scientific content, results and conclusions. Manuscripts submitted to another journal whose review process has not been completed may not be submitted to the JOM. Any manuscript submission that violates this dual submission policy will be rejected at the moment of discovery.

- **Data access and retention principles:** Authors may be asked to share raw data used in their study during the peer-review process and should practice good data management and stewardship for at least five years after their manuscript is published. Authors may use their discretion in sharing data based on practicality, legality, or cost concerns, but should generally comply in a timely manner to support the integrity of the peer-review process, improve Editorial decisions, and foster further advancement of science.
• **Research involving human subjects:** Authors whose research involves human subjects must receive ethical approval and subjects’ informed consent for inclusion before their participation in the study. Authors are expected to follow the training and approval guidelines given by the [U.S. Department of Health and Human Services’ Office for Human Research Protections (OHRP)](https://www.hhs.gov/ohrp/index.html), the [Belmont Report](https://www.hhs.gov/ohrp/index.html), and their respective Institutional Review Boards (IRBs).

*b. Authorship Guidelines*

Authorship for a submitted manuscript should be limited to those who made substantial contributions to the conception and design of the work; or the acquisition, analysis, or interpretation of data for the work. All authors must participate in drafting the manuscript or revising it critically for important intellectual content. In addition, all authors must give final approval of the version to be published and agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. These guidelines most closely follow the International Committee of Medical Journal Editors (ICMJE) 2003 criteria that is listed in the COPE “[What Constitutes Authorship?](https://www.publicationsethics.org.uk/what-authorship)” discussion document. The corresponding author is responsible for ensuring that all co-authors approve the final version of the manuscript to be published and that all contributing co-authors satisfy the above requirements without other persons being included in the author list. For additional guidance on determining authorship, please refer to the COPE document, “[How to handle authorship disputes: a guide for new researchers](https://www.publicationsethics.org.uk/how-handle-authorship-disputes-guide-new-researchers).”

*c. Conflicts of interest and professionalism*

Authors must disclose any perceived or actual conflicts of interest that may influence the results or interpretation of their manuscript and Editorial or reviewer decisions, including recommending reviewers with whom they have a perceived or actual conflict of interest. All sources of financial support for the project must be disclosed in the acknowledgements, with additional acknowledgments for data providers and non-authors who provided specific suggestions on methods or techniques highly recommended. In addition, unpublished materials disclosed as part of the review process may not be used by any author for their own research or personal gain without the disclosing Editor or reviewer’s explicit written consent. Personal criticism of Editors or reviewers (including inappropriate tone and/or comments) will also not be tolerated. Furthermore, authors should strive to perform their revisions as quickly as possible following the guidelines and timelines listed in the [JOM Call for Papers](https://www.jomjournal.org/submit/submit), including publishing errata to correct any erroneous information in published articles.