



Form letter A1: To author regarding a published article

[date]

[title of article, date of publication]

Dear [author],

Concern has been raised about the publication of the article listed above, for which you are the corresponding author. As the editor of the journal, I must take seriously any allegation raised that if true would violate the journal's policies (set out in our ethical statements, instructions to the author, and the like).

[The substance of the complaint is that {description}, which if true, would violate our publishing policies.]

OR

[Attached you will find a copy of the communication which raises the concern noted.]

Please provide me a prompt and full response within 30 days, which I will also [discuss/share] with the party raising this concern.

Depending on the nature of your response, I should also inform you that I [may OR also] consider it necessary to inform and involve the research institution at which the underlying research took place [or is alleged to have taken place], and [possibly] the funding agency that supported the research [or that allegedly supported the research].

Please note that if we do not have an adequate and timely response, we may be forced to conclude that the allegations are truthful.

I look forward to hearing from you soon.

Yours sincerely,

[editor name]

[editor-in-chief]

Form letter A2: To author regarding suspected plagiarism in a submitted article

[date]

[title of article, date of submission]

Dear [author],

In reviewing your manuscript, I discovered that there are sections which seem to be unoriginal, having appeared in the following previously published work(s): {insert details}.

In this case, the overlap goes beyond the normal occurrence of standard phrases in your field. Specifically, {insert details}.of your paper contain(s) a significant amount of (verbatim) textual overlap with the mentioned previously published work(s). Moreover, this prior work has not been cited in your submission. For this reason your paper cannot be considered for publication.

It is the policy of [JOURNALFULLTITLE] to publish new and original work. Text copied from copyrighted works from third parties, even in an introduction, should never be used without clearly identifying the other source (either by quotations or indentations). Every paper should present some novelty and new results in the form of a unique paper written in an author's own words. Unless a legitimate explanation is received for the large amount of textual overlap between the submitted paper and the abovementioned previously published work(s), this paper will not be reconsidered for publication.

We further inform you that [JOURNALFULLTITLE] uses CrossCheck powered by iThenticate software to check the originality of manuscripts.

For more information on CrossCheck visit their website at <http://www.crossref.org/crosscheck/index.html>.

Yours sincerely,

[editor name]

[editor-in-chief]



ANALELE UNIVERSITĂȚII DIN ORADEA, SERIA GEOGRAFIE

ISSN 1221-1273, E-ISSN 2065-3409

Department of Geography, Tourism and Territorial Planning

Universității Street, 410087, Oradea, Romania

Telefon/Fax: 0040.259.408.475

<http://istgeorelint.uoradea.ro/Reviste/Anale/anale.htm>

e-mail: auog.uoradea@yahoo.com

Form letter A3: To author regarding an article retraction

[date]

[title of article, date of publication]

Dear [author],

Please allow me to introduce myself as [publisher name], the Elsevier Publisher responsible for [journal name].

The Editor in Chief of [journal name] has reviewed the concerns raised regarding the above article and the author's response and taken the decision to retract the article.



ANALELE UNIVERSITĂȚII DIN ORADEA, SERIA GEOGRAFIE

ISSN 1221-1273, E-ISSN 2065-3409

Department of Geography, Tourism and Territorial Planning

Universității Street, 410087, Oradea, Romania

Telefon/Fax: 0040.259.408.475

<http://istgeorelint.uoradea.ro/Reviste/Anale/anale.htm>

e-mail: auog.uoradea@yahoo.com

Form letter B: To complainant re: Author

[letterhead of the journal editorial office or the editor's general contact information]

[date]

[title of article, date of publication]

Dear [complainant],

As we have already discussed, I have contacted the author of the article in question with regard to the allegation raised by you in your initial communication of [date] (please see copy attached). I have now had a response from the author.

[The substance of the response is {description},]

OR

[Attached you will find a copy of the response from the author which addresses the allegations made.]

Although ultimately it will be my responsibility to make a reasonable determination as to the

allegations made and possible responses or remedies, I would be very interested in your views and reactions.

Yours sincerely,

[editor name]

[editor-in-chief]



Form letter C: To institution

[letterhead of the journal editorial office or the editor's general contact information]

[date]

[title of article, date of publication]

[institutional address
name or title of executive]

Dear [executive],

Concern has been raised about the research reported in the article listed above, research that was [allegedly?] conducted at your institution. As the editor of the journal, I must take seriously any allegation raised that if true would violate the journal's policies (which are set out in our ethical statements, instructions to authors and the like).

[The substance of the complaint is that {description}, which if true, would violate our publishing policies.]

OR

[Attached you will find a copy of the communication which raises the concern noted.]

I have separately written to the author in question who is in residence [employed by?] at your institution and have asked for a response within 30 days to the allegations.

[To date no such response has been forthcoming.]

OR

[I have received a response from the author [the substance of which is _____/ OR a copy of which is enclosed].

In my view, this [lack of response does not demonstrate a responsible attitude towards scholarship] OR [response is lacking in detail and clarity and suggests a somewhat irresponsible attitude towards scholarship] which I believe merits your consideration and review.

Because your institution has the most knowledge about the research in question, and has responsibility for the research, I am asking you to initiate the appropriate investigation and to keep me informed about your progress. The journal may revise the publication record, based on the results of your investigation and my editorial judgment.

Sincerely yours,

[editor name]

[editor-in-chief]

Copy: [author]

[NOTE: IF NO RESPONSE IS RECEIVED, IT WOULD BE USEFUL TO SEND A REMINDER WITH THIS MESSAGE: I have not had a reply to my communication of [date]. Please note that if we do not have an adequate and timely response {within 30 days,} we may be forced to conclude that the allegations outlined in that communication are truthful.]



Form letter D: To other journal (double publication)

[letterhead of the journal editorial office, editor's general contact information or the Elsevier publishing staff]

[date]

Dear [editor/publishing staff member],

I am the editor [publisher] of the journal [title] [published by Elsevier]. We have been advised [by one of our authors/readers] that apparently a paper published in our journal was [subsequently/previously] published in an almost identical form in your journal [title].

The version as published in our journal was:

[insert title, authors, other publication information]

Abstract

[abstract]

The version as published in your journal was

[insert title, authors, other publication information]

Abstract

[abstract]

[Although I do not have access to the full-text version of your article,] the similarities [in the abstracts] are striking, and the person who advised us of this situation says the full papers are almost identical. [You will see by the accepted dates that our version precedes yours by (amount of time).]

We have written to the corresponding author identified for the paper as published in our journal and asked the author to respond shortly, and we will keep you informed of any response we receive.

If we collectively decide that this is a case of duplicate publication, we will need to determine which version of the paper should remain public and noted as the "version of record" and which paper should be retracted, in accordance with policies and procedures governing academic publication. [As noted, our paper was published first and our proposal would be that it remain the "version of record" with the version published in your journal retracted.]

We hope you are in agreement with this course of action and please let me know if you have any questions.

Sincerely yours,

[editor's name or publishing contact's name]

[editor-in-chief or publisher]



ANALELE UNIVERSITĂȚII DIN ORADEA, SERIA GEOGRAFIE

ISSN 1221-1273, E-ISSN 2065-3409

Department of Geography, Tourism and Territorial Planning

Universității Street, 410087, Oradea, Romania

Telefon/Fax: 0040.259.408.475

<http://istgeorelint.uoradea.ro/Reviste/Anale/anale.htm>

e-mail: auog.uoradea@yahoo.com

Form letter F: To reviewer

[letterhead of the journal editorial office or the editor's general contact information]

[date]

[title of article, date of publication]

Dear [reviewer],

Concern has been raised about the confidentiality of the review process for the article listed above, for which you served as a reviewer. As I am sure you are aware, ensuring the confidentiality of the submission and review process is critical to the scholarly publishing mission.

[The substance of the complaint is that {description}, which if true, would violate our ethical policies.]

OR

[Attached you will find a copy of the communication which raises the concern noted.]

I [may OR also] consider it necessary to inform your employing institution for further review of the matter.

Please provide me with a full and prompt response within 30 days. I will also [discuss/share] your response with the party raising this concern.

Sincerely yours,

[editor name]

[editor-in-chief]



ANALELE UNIVERSITĂȚII DIN ORADEA, SERIA GEOGRAFIE

ISSN 1221-1273, E-ISSN 2065-3409

Department of Geography, Tourism and Territorial Planning

Universității Street, 410087, Oradea, Romania

Telefon/Fax: 0040.259.408.475

<http://istgeorelint.uoradea.ro/Reviste/Anale/anale.htm>

e-mail: auog.uoradea@yahoo.com

Form letter G: To complainant re: Reviewer

[letterhead of the journal editorial office or the editor's general contact information]

[date]

[title of article, date of publication]

Dear [complainant],

As we have already discussed, I have communicated to the reviewer in question concerning the allegation raised by you in your initial communication of [date] (please see copy attached). I have now had a response from the reviewer which I wanted to share with you for your comment.

[The substance of the response is {description},]

Although ultimately it is my responsibility to make a reasonable determination as to the allegations made and possible responses or remedies, I would very much appreciate your views and reactions.

Sincerely yours,

[editor name]

[editor-in-chief]



Form letter H: To reviewer's institution

[letterhead of the journal editorial office or the editor's general contact information]

[date]

[title of article, date of publication]

[institutional address
name or title of executive]

Dear [executive],

Concern has been raised about the publication of the article listed above, in connection with which a reviewer employed at your institution, [reviewer name], provided peer referee services. As I am sure you are aware, the [scientific/medical] community depends on the objective review and principled behaviour of reviewers.

[The substance of the complaint is that {description}, which if true, would violate our publishing policies.]

OR

[Attached you will find a copy of the communication which raises the concern noted.]

I have separately written to [reviewer name] and have asked for a timely and substantive response to the allegations.

[To date no such response has been forthcoming.]

OR

[I have received a response from the author [the substance of which is _____/ OR a copy of which is enclosed].

As the allegations are matters of which your institution will have significant concerns, I am asking your institution to initiate the appropriate investigation and to keep me informed about your progress.

Sincerely yours,

[editor name]

[editor-in-chief]

Copy: [reviewer]