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# Guidelines

Other than the **Code of Conduct and Best Practice Guidelines for Journal Editors** (Download PDF, 298 kb) and **Code of Conduct for Journal Publishers**, COPE has written guidelines on the following:

## Guidelines for retracting articles

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## A Short Guide to Ethical Editing for New Editors

By Margaret Rees

Becoming an editor of a journal is an exciting but daunting task especially if you are working alone without day to day contact with editorial colleagues. This short guide aims to summarize key issues and to provide links to relevant pages of the COPE website as well as those of other organisations.

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## Guidelines for the Board of Directors of Learned Society Journals

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Guidance for Editors: Research, Audit and Service Evaluations

Regulations regarding what type of study requires ethical approval vary worldwide. This may lead to editors receiving submissions that do not meet the journal's normal requirement for ethical approval. This guidance has therefore been produced by COPE as an aid to journal editorial teams who are required to review such manuscripts. [Download PDF \( 59 kb\)](#)

## Guidance for Editors: Research, Audit and Service Evaluations

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## How to handle authorship disputes:a guide for new researchers

By Tim Albert and Liz Wager

This document aims to help new researchers prevent and resolve authorship problems. In particular it provides:

- suggestions for good authorship practice that should reduce the incidence of such dilemmas,
- advice on what to do when authorship problems do arise, and
- a glossary of key concepts in authorship, with some reading lists and websites for those who wish to take this further.

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