

Nordic Society Oikos publishing policies

The following editorial and publishing policies apply to all of Nordic Society Oikos (NSO) journals, unless otherwise noted.

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1. Nordic Society Oikos

The Nordic Society Oikos mission is to support scientific research in ecology and related disciplines and to stimulate and enhance communication between stakeholders in ecological research in the Nordic countries and beyond. The aims are pursued through the publication of journals and monographs in ecology and related disciplines, through the organization of congresses and symposia, and other activities that lend support to ecological research in the Nordic countries and beyond.

2. NSO journals

The Nordic Society Oikos <www.nordicsocietyoikos.org> publish a number of journals:

Ecography <www.ecography.org>

Journal of Avian Biology <www.avianbiology.org>

Nordic Journal of Botany <www.nordicjbotany.org>

Oikos <www.oikosjournal.org>

For detailed information on each journal, visit respective website.

All journals published by NSO are autonomous publications. Manuscripts are not transferred between journals.

NSO works to ensure that there are no gender biases concerning scientific evaluation of manuscripts, nomination of editors and staff. Gender equality and neutrality is of utmost importance for all NSO activities. NSO strives towards a gender balance in editorial boards, the appointment of editors and reviewers.

NSO emphasizes that all activities by the society, including the publication of journals, are free from religious, cultural and geographical biases.

NSO journals are produced by the Oikos Editorial Office www.oikosoffice.org and published in cooperation with Wiley.

3. Editorial structure

EiC

Each journal is edited by one or several Editors-in-Chief (EiC). The EiCs are appointed by the Board of NSO. The EiC carries the scientific responsibility for the journal, accepts/rejects manuscripts, upholds the aims and scope of the journal and appoints subject editors. An EiC is remunerated for his/her work by NSO.

The EiC of an NSO journal is not allowed to hold a similar position for any competing journal but may act as reviewers for such a journal. The EiC is welcome to submit manuscripts to the journal he/she holds the position as EiC for. A manuscript where an EiC is an author is handled and decided upon by a Subject Editor. Such a decision has to be seconded by another SE.

Deputy EiC

Deputy EiCs fulfil the role as EiC when the EiC of a journal is unable to do so. Dep-EiCs may also act as coordinators of a journal's special section, for instance Forum. Dep-EiC are remunerated. Dep-EiC are welcome to submit manuscripts to the journal he/she acts as Dep-EiC for. If so, the review and decision of the ms is done by another EiC.

Subject Editors

Subject Editors (SE) are appointed by the EiC and represents specialised knowledge in his/her field. SEs are responsible for handling the review process, evaluating reviews and suggest a decision on a manuscript to the EiC. SEs are not remunerated for their work.

SEs are welcome to submit manuscript to the journal for which he/she acts as SE. If so, the ms is handled by another SE.

Managing Editor

Coordinates the activity of the journal and marshal the manuscript handling.

A managing editor is employed by the Oikos Editorial Office and is welcome to submit manuscripts to the journal he/she is the Managing Editor for. In such cases, mss are handled and decided on in a process separated from the ME.

Technical Editors

copy-edit and/or proofread accepted manuscripts for NSO journals. A Technical Editor is employed by the Oikos Editorial Office and is welcome to submit manuscripts to the journal he/she is the Technical Editor for. In such cases, mss are handled and decided on in a process separated from the Technical Editor..

Members of the Board of NSO/Members of the Board of Oikos Editorial Office

Are not remunerated or employed. Members of the Boards are welcome to submit manuscripts to any NSO journal.

4. Publication fees

There is no publication fee for papers with normal copyright. An author can choose to publish a paper Open Access. In these cases, there is an APC (Article Processing Charge) of USD 2000 per paper. The fee will be collected at acceptance, instruction on the APC, discounts and waivers here (add link).

The capacity to pay the APC will not have any influence on the review or the decision to accept/reject a manuscript submitted to any NSO journal.

5. Copyright and license policies

NSO journals publish papers under two license policies. Gold Open Access or non-Open Access.

1. Copyright and licence policies regarding paid Open Access papers (gold Open Access): <http://www.oikosoffice.org/sites/default/files/files/nso-cc-by.pdf>
2. Copyright and licence policies regarding non-Open Access papers http://www.oikosoffice.org/sites/default/files/files/nso_elf.pdf

6. On authorship

Process. All authors will be contacted by email at submission to ensure that they are aware of and approve the submission of the manuscript, its content, and the authorship of it.

Authorship criteria. All NSO journals base their criteria for authorship on those outlined in the International Committee of Medical Journal Editors (ICMJE) [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#), which are excerpted below. Contributions and input to a manuscript that fall short of authorship should be mentioned in the Acknowledgements section of the paper.

Condensed Statement on authorship:

Papers should conform to recommendations for authorship provided by the International Committee of Medical Journal Editors. That is, authorship of a paper carries with it responsibility as well as credit. All those whose names appear as authors should have played a significant role in designing or carrying out the research, writing the manuscript, or providing extensive guidance to the execution of the project. They should be able to present and defend the work in a public forum. Honorary authorship is to be avoided. All authors must be in agreement on both the submission and full content of any article carrying their name. Any violation of these conditions represents academic misconduct and will be dealt with accordingly.

For additional information on our view of authorship, e.g. on multi-author groups, see <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

We encourage authors to include a short statement on authorship in the Acknowledgements section of the manuscript.

Changes in authorship. NSO journals follow the [COPE guidelines](#) covering changes in authorship. If any changes to the list of authors of a manuscript are necessary after the initial submission of a manuscript to a NSO journal but before its publication, the corresponding author must first contact the Managing Editor and provide a clear reason for the change(s). If the change to the authorship list is appropriate and in keeping with the guidelines given above, the corresponding author will be asked to provide written confirmation that all other authors listed on the manuscript at that time consent to the change(s). Any individuals who the corresponding author asks to be added or removed from the list of authors will be contacted by the journal.

Corresponding author. The corresponding author is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal's administrative requirements, such as providing details of authorship, ethics committee approval, and gathering conflict of interest forms and statements, are properly completed, although these duties may be delegated to one or more coauthors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.

Please note that corresponding author does not give merit per se, but rather is the one person the Oikos Editorial Office turns to for any questions related to a manuscript.

7. Competing interests

NSO policy on competing interests. NSO is committed to ensuring that research is as free from bias as possible and is seen to be so. It is increasingly recognized that everyone — authors, authors'

employers (e.g. an academic institution, government department, commercial company, or other), sponsors of the work, reviewers, editors, and publishers — has competing interests of some sort. It is difficult for individual readers to assess objectively whether competing interests could have biased the presentation of, peer review of, or decision to publish a given work. Transparency of competing interests allows readers to better evaluate the possibility of such bias. Journals and their editors must take all competing interests into account during the review process and ensure that any relevant ones are declared in the published article. NSO journals therefore have the following two requirements:

- Authors must declare all relevant competing interests for consideration during the review process.
- Editors (professional or academic, paid or unpaid) and reviewers must declare their own competing interests and if necessary disqualify themselves from involvement in the assessment of a paper.

Explanation of competing interests

What is a competing interest?

NSO defines a competing interest as anything that interferes with, or could reasonably be perceived as interfering with, the full and objective presentation, peer review, editorial decision-making, or publication of research or non-research articles submitted to one of the journals. Competing interests can be financial or non-financial, professional, or personal. Competing interests can arise in relationship to an organization or another person.

9. Sharing of data, materials and software

The Nordic Society Oikos is strongly encouraging authors to make freely available any material and information described in their publication.

Data availability

NSO journals strongly encourage authors to make all data underlying the findings described in their manuscript fully available.

Methods acceptable to NSO journals with respect to data sharing are listed below. If authors did not collect data themselves but used another source, this source must be credited as appropriate. Authors who have questions or difficulties with the policy, or readers who have difficulty accessing data, are encouraged to contact the Managing Editor.

Data-sharing methods:

Data deposition (strongly recommended). All data and related metadata underlying the findings reported in a submitted manuscript should be deposited in an appropriate public repository— unless already provided as part of the submitted article. Repositories may be either subject-specific (where these exist) and accept specific types of structured data, or generalist repositories that accept multiple data types, such as [Dryad](#). Guidance on acceptable repositories is found here ([link](#)). At acceptance,

the author will be asked to specify if data are deposited publicly and list the name(s) of repositories along with digital object identifiers or accession numbers for the relevant datasets.

Data in supplementary material files. For smaller datasets and certain data types, authors may upload data as **Supplementary material** accompanying the manuscript. (See also detailed information on appropriate use of Supplementary material for each NSO journal.) Authors should take care to maximize the accessibility and reusability of the data by selecting a file format from which data can be efficiently extracted (for example, spreadsheets are preferable to PDF when providing tabulated data).

Unacceptable data access restrictions:

NSO journals will not consider manuscripts for which the following factors influence the ability to share data:

- The conclusions depend solely on the analysis of proprietary data (e.g. data owned by commercial interests, or copyrighted data). If proprietary data are used, the manuscript must include an analysis of public data that validates the conclusions so that others can reproduce the analysis and build on the findings.

Explanatory notes and guidance:

1. Definition of data that is strongly encouraged to be shared

NSO defines the “minimal dataset” to consist of the dataset used to reach the conclusions drawn in the manuscript with related metadata and methods, and any additional data required to replicate the reported study findings in their entirety. Core descriptive data, methods, and study results should be included within the main paper, regardless of data deposition. Editors and reviewers may require particular data types for certain articles on a case-by-case basis. Authors who have datasets too large for sharing via repositories or uploaded files should contact the relevant journal for advice.

2. Guidance on data repositories

NSO encourages that authors comply with field-specific standards for preparation and recording of data and select repositories appropriate to their field, for example deposition of microarray data in ArrayExpress or GEO; deposition of gene sequences in GenBank ([link](#)), EMBL ([link](#)) and Dryad ([link](#)). **[Behövs flera exempel?]** Authors are encouraged to select repositories that meet accepted criteria as trustworthy digital repositories, such as criteria of the Centre for Research Libraries or Data Seal of Approval. Large, international databases are more likely to persist than small, local ones. Copyright licensing for data held in repositories may be unclear. If authors use repositories with stated licensing policies the policies should not be more restrictive than [CC-BY](#).

Availability of materials

NSO is committed to ensuring the availability of materials that underpin any articles published in NSO journals. NSO's ideal is to make all materials relevant to a given article immediately available without restrictions.

10. Policies regarding submission of a new taxon name

Zoological names

When publishing papers that describe a new zoological taxon name, NSO aims to comply with the requirements of the [International Commission on Zoological Nomenclature \(ICZN\)](#).

Botanical names

When publishing new names or nomenclatural combinations in botany, authors should strictly comply with all articles and recommendations of the International Code of Nomenclature for algae, fungi and plants (ICN) (www.iapt-taxon.org/nomen/main.php?page=title). Editors of NSO journals should as far as possible make sure that new names and combinations published in NSO journals are validly published as defined by the ICN, but the full responsibility for compliance with the ICN remains by the author(s). The NSO should ensure that its journals are effectively published as defined by the ICN.

Apart from what is stipulated by the ICN, when publishing new names for previously undescribed taxa in NSO journals, authors and editors should make sure that 1) the description is based on studies of a sufficient plant material (in general descriptions based on single individuals/specimens are not acceptable), 2) all preserved plant material used for the description, i.e. all types including paratypes, is explicitly referred to and deposited in accredited public herbaria, 3) a full description of the new taxon using the terminology established by the botanical tradition of the taxonomic group concerned is included, 4) the new taxon is explicitly compared with all previously known taxa with which the new taxon is likely to be confused, including the provision and discussion of diagnostic characters. If at all possible, type material should be distributed to several accredited herbaria.

11. Submission of related manuscripts

If related work has been submitted elsewhere, then a copy must be included with the article submitted to NSO. The EiC and SEs will evaluate the degree of overlap and decide whether to send the submission to reviewers or not. If so, reviewers will be asked to comment on the overlap between related submissions.

12. Reviewer and editor exclusions

Upon submission of a manuscript, authors are asked whether they wish to exclude any specific academic editors or reviewers from the peer review of their article. The editorial team will respect these requests so long as this does not interfere with the objective and thorough assessment of the article.

13. Confidentiality

Editors and reviewers are required to treat all submitted manuscripts in strict confidence.

14. Corrections and additions

NSO publishes corrections, retractions, and expressions of concern as appropriate, and as quickly as possible. We follow the ICMJE (<http://www.icmje.org/>) and COPE (<http://publicationethics.org/>) guidelines where applicable.

An erratum will be issued by NSO to document and correct substantial errors that appear in articles when these errors significantly affect the content or understanding of the work reported (e.g. error in data presentation or analysis) or when the error affects the publication's metadata (e.g., misspelling of an author's name). In these cases, NSO will publish an erratum that will be linked to the original article.

Authors who wish to alert NSO to a situation where a correction may be warranted are requested to contact us with the relevant details (journal, full citation of the article, and description of the error) at the respective journal office.

15. Publication ethics

All NSO journals are members of the Committee on Publication Ethics (COPE), abide by its Code of Conduct and aim to adhere to its [Best Practice Guidelines](#).

We will vigorously investigate allegations of publication misconduct in NSO journals (both before and after publication) and reserve the right to contact authors' institutions, funders or regulatory bodies if needed. If we find conclusive evidence of misconduct we will take steps to correct the scientific record, which may include issuing an erratum or retraction.

The following list outlines some key issues in Publication Ethics. It is not an exhaustive list. For further details authors should consult the journals' specific policies and the references below.

- Authors are expected to be aware of, and comply with, best practice in publication ethics specifically with regard to authorship (for example avoidance of ghost or guest authorship), dual submission, plagiarism, manipulation of figures, competing interests and compliance with policies on research ethics
- NSO has incorporated CrossCheck (<http://www.crossref.org/crosscheck/index.html>), powered by iThenticate, into its journal-wide submission system in order to screen submitted content for originality before publication. Each NSO journal undertakes screening of all submitted papers. Authors will be contacted if needed following the screening process. NSO journals will follow COPE recommendations when suspected cases of plagiarisms are identified.
- Reviewers and Editors are required to treat manuscripts fairly and in confidence, and to declare any competing interests. In cases of suspected or alleged misconduct, the COPE flowcharts will be followed. We may also seek advice on specific cases at the COPE forum.
- Any concerns about the above should be addressed to the Managing Editor of the respective NSO journal or to the director of the Oikos Editorial Office (director@oikosoffice.lu.se).

More extensive resources are available here: [COPE](#)

16. Blogs, Wikis and the Media

Authors may present and discuss their findings ahead of publication: at scientific conferences, in public databases, and in blogs, wikis, tweets, and other informal communication channels. We recommend, however, that authors do not contact the media or respond to such contact unless an article has been accepted for publication and an embargo date has been established. Respect for press embargoes will help to ensure that the work is reported accurately in the popular media and that the full peer-reviewed paper is available to any interested reader when the news item is published. However, if a journalist has covered a piece of work ahead of publication, this will not affect consideration of the work for publication.

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