

# Editorial Principles

## 1. Copyright

Authors who publish with this journal agree to the following terms:

- a. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a [Creative Commons Attribution License](#) (CC BY 4.0) that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
- b. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

## 2. Accountability and responsibility for journal content

The journal's editors take responsibility for all works published in *Nordisk tidsskrift for oversettelses- og tolkeforskning*, guaranteeing both scientific and editorial quality through double-blind peer reviewing and careful editing. The journal maintains the integrity of the published record and provides long-term preservation of all published content.

## 3. Editorial independence and integrity

- 3.1 Independence of editorial decisions from commercial interests

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors make their decision regarding proposals submitted to the journal and published works on academic merit alone and take full responsibility for their decisions.

*Nordisk tidsskrift for oversettelses- og tolkeforskning* embraces an open access policy and has no commercial interest, so the journal's editorial processes and editors' decisions are independent of any commercial consideration.

- 3.2 Editors' relationship with the journal publisher

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors work on a volunteer basis. The journal's website is hosted by OJS at the University Library at NTNU, a public institution with its own scientific research and teaching mission and that does not interfere with *Nordisk tidsskrift for oversettelses- og tolkeforskning* editors' freedom of choice and activities, provided their work is coherent with the scholarly mission of the journal.

- 3.3 Journal metrics and decision-making

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors do not attempt to influence the journal's ranking by artificially increasing any journal metrics. They strive to ensure that

submitted papers are reviewed on purely scholarly grounds and that authors are not pressured to cite specific publications for nonscholarly reasons.

- 3.4 Journal antiplagiarism stance

Any submission deemed to fall foul of antiplagiarism norms will be dealt with appropriately.

#### **4. Editorial confidentiality**

- 4.1 Authors' material

*Nordisk tidsskrift for oversettelses- og tolkeforskning* selects papers for publication through a peer review process. Peer reviewers are chosen by the editors, who strive to protect the confidentiality of authors' material and remind reviewers to do so as well. Submitted papers are never shared with editors of other journals, except with the authors' prior agreement or in cases of alleged misconduct (see below). Editors do not give any indication of a paper's status with the journal to anyone other than the authors.

*Nordisk tidsskrift for oversettelses- og tolkeforskning's* web-based submission system prevents unauthorised access. In the case of a misconduct investigation, it may be necessary to disclose material to third parties (e.g., an institutional investigation committee or other editors).

- 4.2 Reviewers

*Nordisk tidsskrift for oversettelses- og tolkeforskning* selects papers for publication through a peer review process. Reviewers' identities are therefore always protected, unless an alleged or suspected reviewer's misconduct compels the journal to disclose the reviewer's name to a third party.

#### **5. Encourage maximum transparency and good publishing ethics**

*Nordisk tidsskrift for oversettelses- og tolkeforskning* aims at granting authors, readers, reviewers, and all other parties involved maximum transparency and complete and honest reporting about its work.

- 5.1 Authorship and responsibility

All signatory authors of works published in *Nordisk tidsskrift for oversettelses- og tolkeforskning* take responsibility for the conduct and validity of their research and the contents of their contributions. Authors acknowledge that all contents are published under a Creative Commons CC-BY 4.0 License (<http://creativecommons.org/licenses/by/4.0/>).

Should any authorship dispute arise, it will be resolved at the appropriate institutional level or through other appropriate independent bodies. *Nordisk tidsskrift for oversettelses- og tolkeforskning* editors will then act on the findings, for example by correcting authorship in published works.

- 5.2 Conflicts of interest and role of the funding source

Authors are required to declare any relevant financial or nonfinancial conflict of interest when they submit their papers for publication in *Nordisk tidsskrift for oversettelses- og tolkeforskning*. Declarations of conflicting interests are published alongside the paper so that readers are appropriately informed.

- 5.3 Authors' publishing ethics

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors work to ensure that all published papers make a substantial new contribution to their field. They discourage "salami publications" (i.e., publication of the minimum publishable unit of research), discourage duplicate or redundant publication unless it is fully declared and acceptable to all (e.g., publication in a different language with cross-referencing), and encourage authors to place their work in the context of previous work (i.e., authors are encouraged to state why their work is necessary and why it was undertaken, what their work brings to the field or why the replication of previous work is deemed necessary and what readers should take away from it).

## 6. Responding to criticisms and concerns

*Nordisk tidsskrift for oversettelses- og tolkeforskning* welcomes and encourages criticism and debate.

- 6.1 Ensuring integrity of the published record - corrections and retractions

When genuine errors in works published in *Nordisk tidsskrift for oversettelses- og tolkeforskning* are pointed out by readers, authors, or editors, and when these errors do not invalidate the work, a correction (or erratum) will be published as soon as possible. The paper will be corrected and will display the date of correction. If the error renders the work or substantial parts of it invalid, the paper will be retracted according to the retraction guidelines set out by [COPE](#), with an explanation as to the reason for retraction (i.e., honest error). Retracted papers will be retained online, and they will be prominently marked as a retraction in all online versions, including the PDF version, for the benefit of future readers.

- 6.2 Ensuring the integrity of the published record – suspected research or publication misconduct

If serious concerns are raised by readers, reviewers, editors, or others regarding the conduct, validity, or citation of works published in *Nordisk tidsskrift for oversettelses- og tolkeforskning*, the editors of the journal will initially contact the authors and allow them to respond to the concerns. If the response is deemed unsatisfactory, editors will take the matter to the appropriate institutional level. The editors of *Nordisk tidsskrift for oversettelses- og tolkeforskning* will also do their best to respond to findings from research integrity organizations that indicate misconduct relating to works published in *Nordisk tidsskrift for oversettelses- og tolkeforskning*. Editors can themselves decide to retract a paper if they are convinced that serious misconduct has occurred even if an investigation by an institution or national body does not explicitly recommend it. Editors will respond to all allegations or suspicions of research or publication misconduct raised by readers, reviewers, editors, or others. In general, they acknowledge collective responsibility for the research record of the journal and will act whenever they become aware of potential misconduct if at all possible.

- 6.3 Encourage scholarly debate

*Nordisk tidsskrift for oversettelses- og tolkeforskning* welcomes readers' critiques of works published by the journal and will consider publishing them to foster scientific debate, provided they are proposed in a timely manner. The authors of the original works will be given the opportunity to reply to further promote the debate.

## **7. Ensuring a fair and appropriate peer review process**

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors organize and use peer review fairly and wisely. The peer review process is clearly explained in the information for authors' page on the journal's website, where it is also indicated which parts of the journal are peer reviewed.

- 7.1 Decision whether to review

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors may reject a paper without peer review when it is deemed unsuitable for the journal's readers or is of poor quality. This decision is made in a fair and unbiased way and the criteria used to make this decision are made explicit to the author. The decision not to send a paper for peer review is only based on the academic content of the paper, and it is not influenced by the characteristics of the authors or their host institution.

- 7.2 Interaction with peer reviewers

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors use appropriate peer reviewers for papers that are considered for publication by selecting people with sufficient expertise and avoiding those with conflicts of interest. *Nordisk tidsskrift for oversettelses- og tolkeforskning* editors ensure that reviews are received in a timely manner. Peer reviewers are told what is expected of them and are informed about any changes in editorial policies. Peer reviewers are asked to assess research and publication ethics issues (i.e., whether they think the research was done and reported ethically, or if they have any suspicions of plagiarism, fabrication, falsification, or redundant publication).

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editorial policy is to request a formal conflict of interest declaration from peer reviewers and ask peer reviewers to inform the journal's editors about any such conflict of interest at the earliest opportunity so that they can decide on whether an unbiased review is possible. Certain conflicts of interest may disqualify a peer reviewer.

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors stress confidentiality of the material to peer reviewers.

- 7.3 Reviewer misconduct

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors take reviewer misconduct seriously and thoroughly investigate any allegation of breach of confidentiality, nondeclaration of conflicts of interest (financial or nonfinancial), inappropriate use of confidential material, or delay of peer review for competitive advantage. Allegations of serious reviewer misconduct, such as plagiarism, are taken to the institutional level.

- 7.4 Interaction with authors

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors make it clear to authors that the role of the peer reviewer is to provide recommendations on acceptance or rejection. Correspondence from editors is usually with the corresponding author/s, who have the responsibility of involving coauthors at all stages. Normally, *Nordisk tidsskrift for oversettelses- og tolkeforskning* editors pass on all peer reviewers' comments in their entirety. However, in exceptional cases, it may be necessary to exclude parts of a review, if, for example, it contains libellous or offensive remarks.

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors guarantee that such editorial discretion is not inappropriately used to suppress inconvenient comments. Should there be good reason to involve additional reviewers at a late stage in the process, this is clearly communicated to authors. The final editorial decision and reasons for this are clearly communicated to authors and reviewers.

## **8. Editorial decision-making**

*Nordisk tidsskrift for oversettelses- og tolkeforskning* editors guarantee that decisions regarding publication are as fair and unbiased as possible.

- 8.1 Editorial and journal processes

All editorial processes are made clear in the information for authors on the journal's webpage, where it is stated what is expected of authors, what types of papers are published, and how papers are handled by the journal. All editors are fully familiar with the journal policies, vision, and scope. The final responsibility for all decisions rests with the managing editor(s).

- 8.2 Editorial conflicts of interest

*Nordisk tidsskrift for oversettelses- og tolkeforskning* are not involved in decisions regarding papers in which they may have a conflict of interest, for example if they work or have worked in the same institution and collaborated with the authors, if they own stock in a particular company, or if they have a personal relationship with the author/s.

See section 44 in NESH Vancouver Rules about Conflicts of interest: [CP-ACPJ220177 1..19 \(icmje.org\)](https://www.forskningsetikk.no/en/guidelines/social-sciences-humanities-law-and-theology/guidelines-for-research-ethics-in-the-social-sciences-humanities-law-and-theology/) and guidelines for Research Ethics in the Social Sciences and the Humanities:

<https://www.forskningsetikk.no/en/guidelines/social-sciences-humanities-law-and-theology/guidelines-for-research-ethics-in-the-social-sciences-humanities-law-and-theology/>

*Nordisk tidsskrift for oversettelses- og tolkeforskning* has a process in place to handle papers submitted by editors or editorial board members to ensure unbiased and independent handling of such papers.

## 9. Article Processing and Submission Charge

*Nordisk tidsskrift for oversettelses- og tolkeforskning* applies no charges for the submission or processing of articles or reviews. The journal can be downloaded freely from the website with the Creative Commons CC-BY 4.0 License.

## 10. Data Sharing Policy

This journal follows the main principles proposed by the Center for Open Science [OSF | Transparency and Openness Promotion \(TOP\) Guidelines Wiki](#). We highly encourage researchers to consider the [FAIR principles](#) when depositing data.

Authors are encouraged to share or make open the data supporting the results or analyses presented in their paper where this does not violate the protection of human subjects or other valid privacy or security concerns. Dataset can be submitted as attachments to the manuscript.

- 10.1 Citation of data

All data, program code and other methods should be appropriately cited. Such materials should be recognized as original intellectual contributions and afforded recognition through citation.

- To ensure transparency, data sets and program code used in a publication should be cited in the article and listed in the reference section or added as an appendix.
- References for data sets and program code should include a persistent identifier, such as a Digital Object Identifier (DOI). Persistent identifiers ensure future access to unique published digital objects, such as a text or data set. Persistent identifiers are assigned to data sets by digital archives, such as institutional repositories and partners in the Data Preservation Alliance for the Social Sciences (Data-PASS).
- *Data set citation examples:*
  - Campbell, Angus, and Kahn, Robert L. ANES 1948 Time Series Study. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 2015-11-10. <https://doi.org/10.3886/ICPSR07218.v4>
  - Kidwell, M., Lazarevic, L. B., Baranski, E., Hardwicke, T. E., Piechowski, S., Falkenberg, L.-S., ... Nosek, B. A. (2016, August 18). Badges to Acknowledge Open Practices: A Simple, Low Cost, Effective Method for Increasing Transparency. Retrieved from [io/rfgdw](http://io/rfgdw)

See more information on NTNU's policy for open research data:

[file:///C:/Users/hesjevol/Downloads/NTNU%20Open%20Data\\_Policy.pdf](file:///C:/Users/hesjevol/Downloads/NTNU%20Open%20Data_Policy.pdf)

Please contact the editors if you have any questions about data sharing possibilities.

## 11. AI policy

*Nordisk tidsskrift for oversettelses- og tolkeforskning* does not accept manuscripts that use chatbots as co-authors. The reason for this is that LLMs do not satisfy our authorship criteria as they cannot bear responsibility for the accuracy, integrity, and originality of the content they generate.

*Nordisk tidsskrift for oversettelses- og tolkeforskning* does not accept manuscripts that use chatbots as sources. The reason for this is that content generated by LLMs is not reproducible or traceable and can accidentally contain third-party material without identifying it as such.

*Nordisk tidsskrift for oversettelses- og tolkeforskning* does accept manuscripts that use chatbots as tools supporting the writing processes (scaffolding). Acceptable purposes include proofreading, feedback on structure and style, general brainstorming, translations, data analyses, and coding. Authors that use generative technologies in this manner need to acknowledge this at relevant locations in their manuscripts. This can be done in the following manner:

For general scaffolding such as brainstorming, feedback on structure and style, or proofreading, please add an acknowledgement at the end of your manuscript that contains information about the type of language model or other tool you employed as well as when and how you used it.

For translations, please add a footnote to the part translated that contains information on the type of language model (or other machine translator) you employed, the prompt(s) you used, the date, and the original version of the text.

Using LLMs for data analysis and coding purposes constitutes a significant methodological intervention. In such cases, please add a part to the methods section of your manuscript where you explain how you proceeded including the type of language model you employed, the prompt(s) you used (excluding the material to be coded or analyzed), the date, and a link to the dataset.

When using chatbots for data analysis: Please keep in mind that most generative LLMs that are freely available do not adhere to accepted standards for the handling of personal or sensitive data. Make sure you only use models that have been approved by your research institution or other reliable bodies.