

CORRECTION AND RETRACTION POLICY

This policy details how **English Studies at NBU** handles publishable amendments that affect the publication record and/or the scientific accuracy of published information. Four categories of amendments (corrections) are relevant for peer-reviewed material: Erratum or Publisher Correction, Corrigendum or Author Correction, Retraction or Addendum. All four correction types are bi-directionally linked to the original published paper and receive a DOI. Detailed information on each amendment category follows below.

In all handling of amendments, we will follow the [Committee on Publication Ethics \(COPE\) Retraction guidelines](#) and flowcharts in our communications with all parties involved.

Corrections

Honest errors are a part of science and publishing. They require the publication of a correction upon being detected. We expect authors to inform the handling editor of any errors of fact they have noticed (or have been informed of) in their article once published. Corrections are made at the journal's discretion.

We have a duty to maintain the integrity of the scientific record. For this reason, minor corrections that do not affect the scientific understanding of the paper (for example, formatting or typographical errors or word preference) may be rejected if submitted post-publication in order to prevent discrepancies downstream.

The correction procedure depends on the publication stage of the article, but in all circumstances, a correction notice is published as soon as possible:

Erratum (Publisher Correction)

Notification of an **important error made by the journal** that affects the publication record or the scientific integrity of the paper, or the reputation of the authors or of the journal.

Corrigendum (Author Correction)

Notification of an **important error made by the author(s)** that affects the publication record or the scientific integrity of the paper, or the reputation of the authors or the journal.

Retraction

Retractions are considered by journal editors in cases of evidence of unreliable, invalid or falsified data or findings, plagiarism, duplicate publication, and unethical research. We may consider an Expression of Concern notice if an article is under investigation.

Procedure

All serious allegations will be given immediate attention and the Managing Editor will conduct a preliminary assessment based on the submitted evidence, and will inform the Editor in Chief.

If the allegation is considered serious, the Managing Editor will start an investigation. This involves logging the history of the case to prepare a report for the Editorial Board. The Editor in Chief will inform the Editorial Board with respect to the raised concern.

During the investigation, explanations will be sought. These will involve communication with authors, editors, reviewers, publishers, institutional bodies and other relevant parties. At each stage, the parties concerned will be informed regarding the development of the investigation as might be appropriate.

A meeting of the Editorial Board may sometimes be necessary for advice on various matters related to the raised concern to help with the progress of the investigation.

Help may be requested from external bodies, such as legal advice, in trying to resolve the case.

Upon completing the investigation, the Managing Editor will prepare a report for the Editorial board and the outcome will be communicated to all parties involved. If the raised concerns and/or allegations are legitimate, the findings will be published and the case will be marked "Closed".

All retraction notices explain why the article was retracted. The retraction procedure depends on the publication stage of the article. However, whenever the journal receives serious allegations concerning data or author conduct, we follow a clear procedure to determine whether the published record needs to be revised. In the handling of allegations, we will follow the [Committee on Publication Ethics \(COPE\) guidelines](#) and flowcharts in our communications with all parties involved.

Should it occur that the case proves impossible to resolve, resulting from either insufficient evidence or the unwillingness of third parties to cooperate, it will be marked as "On-Going" until further evidence is collected or opportunities for resolution arise. An Editor's Note or Editorial Expression of Concern may be published as an Addendum.

Online version

A replacement version of the article will be posted containing just the metadata, with a retraction note replacing the original text. The PDF will be replaced with a version watermarked with “Retracted” but the original text will remain accessible.

Print version

In rare cases, we may have to remove the original content for legal reasons. In such cases we will leave the metadata (title and authors), while replacing the text with a note saying the article has been removed for legal reasons. A retraction notice will also be published online and in print.

Retraction notices receive a DOI. They are indexed and linked to the original records in Web of Science.

Addendum

These provide the notification of additional information about a paper. Addenda are published when the editors decide that the addendum is crucial to the reader's understanding of a significant part of the published contribution. Addenda include Editorial Expression of Concern, which is an editorial statement alerting our readership to serious concerns with the published paper. Editorial Expression of Concern are typically updated with another amendment once further information becomes available.

Editor's Note

An editor's note is a statement from the editors notifying readers of issues related to the published paper. It is an online update made only to the HTML version of the record of the published article. Editor's notes are typically updated with another amendment once further information becomes available.