1. Conducting Research

1) General Guidelines

2) Reporting Standards
Authors of original research reports should present an accurate account of the work performed, as well as an objective discussion of its significance. Underlying data should be accurately represented in the paper. The paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable. Reviews and professional publication articles should also be accurate and objective, and editorial “opinion” works should be identified as such.

3) Hazards and Human or Animal Subjects
If the work involves chemicals, procedures, or equipment that have unusual hazards inherent to their use, the author must clearly identify these hazards in the manuscript. If the work involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement indicating that all procedures were performed in compliance with relevant laws and institutional guidelines, and that the appropriate institutional committee(s) has approved them. Authors should include a statement in the manuscript indicating that informed consent was obtained for experimentation on human subjects. The privacy rights of human subjects must always be observed.

(1) Human Subjects
Any study which includes human subjects or human data must be reviewed and approved by a responsible institutional review board (IRB). Please refer to the principles embodied in the Declaration of Helsinki (http://www.wma.net/e/policy/b3.htm) for all investigations involving human materials.

The editor of Immun Network may request that copies of informed consents from human subjects in clinical studies or IRB approval documents be submitted.

(2) Clinical Data Sharing

(3) Animals
Studies involving animals must be conducted according to internationally-accepted standards. Authors must obtain prior approval from their Institutional Animal Care and Use Committee (IACUC) or equivalent ethics committee(s) and perform in accordance with the IACUC guidelines to ensure the welfare of experimental animals. The approval must be described in the Materials and Methods section of the manuscript. Also studies with pathogens requiring a high degree of biosafety should pass the review of a relevant Institutional Biosafety Committee (IBC).

(4) Description of Participants
Ensure correct use of the terms sex (when reporting biological factors) and gender (identity, psychosocial or cultural factors), and, unless inappropriate, report the sex and/or gender of study participants, the sex of animals or cells. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases, e.g., prostate cancer. Authors should define how they determined race or ethnicity and justify their relevance.

4) Use of Patient Images or Case Details
Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions, and releases must be obtained for situations in which the author would like to include case details, other personal information, or images of patients and any other individuals in an Immun Network publication. Written consents must be retained by the author and copies of the consents or evidence that such consents have been obtained must be provided to Immun Network upon request.

Particular care should be taken when obtaining consent for the following situations: when children are involved (in particular, cases in which the child has special needs or learning disabilities); when an individual’s head or face is visible; and when reference is made to an individual’s name or other personal details.

Immun Network accepts the registration in any of the primary registries that participate in the WHO International Clinical Trials Portal (see http://www.who.int/ictrp/about/details/en/index.html), as well as NIH ClinicalTrials.gov (http://www.clinicaltrials.gov/); ISRCTN register (www.ISRCTN.org); the University Hospital Medical Information Network (www.umin.ac.jp/ctr/index/htm); the Netherlands Trial Register (http://www.trialregister.nl/trialreg/index.asp); and the Clinical Research Infor-

5) Reporting of Randomized Controlled Trials (RCT)

*Immune Network* requires compliance with some or all of the following reporting guidelines:

- CONSORT for reporting of randomized controlled trials (http://www.consort-statement.org/)
- STARD for reporting of diagnostic accuracy studies (http://www.stard-statement.org/)
- STROBE for reporting of observational studies in epidemiology (http://www.strobe-statement.org/)
- PRISMA for reporting of systematic reviews (http://www.prisma-statement.org/)
- MOOSE for reporting of observational studies (http://www.emo.nl/kc/Analysis/statements/MOOSE.pdf)
- GLOBAL ADVANCES in Health and Medicine for reporting clinical cases (http://www.gahmj.com)

6) Settlement of Any Misconduct

The settlement of any misconduct follows the corresponding guidelines established by the Committee on Publication Ethics (COPE, http://publicationethics.org/).

2. Authorship

1) Authorship of the Paper

Authorship credit should be based on (1) substantial contributions to the conception or design of the work, or the acquisition, analysis, or interpretation of data for the work; (2) drafting of the work or critically revising it for important intellectual content; (3) provision of final approval of the version to be published; and (4) agreement to be accountable for all aspects of the work, including ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.


All those who have made significant contributions should be listed as co-authors. Each author must have participated sufficiently in the work to take public responsibility for appropriate parts of the content. Individuals who do not meet the criteria for authorship must be listed in the acknowledgements section or listed as contributors.

Participation in funding acquisition, data collection, or general supervision of the research group alone does not constitute authorship. Individuals identified as contributors should have their function or contribution described.

The corresponding author should ensure that all appropriate co-authors are included on the paper, that no inappropriate co-authors are credited, and that all co-authors have reviewed and approved the final version of the paper and have agreed to its submission for publication. *Immune Network* allows a maximum of two corresponding authors.

When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors, as well as the group name. *Immune Network* generally lists other group members in the Acknowledgements section.

2) Changes in Authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts.

1) Before the accepted manuscript is published in an online issue

Requests to add or remove an author, or to rearrange the authors’ names must be sent to the *Immune Network* Manager by the corresponding author of the accepted manuscript. This request must include:

- The reasons why the name should be added or removed, or the authors’ names be rearranged.
- Written confirmation (email, fax, or letter) from all authors citing that they agree with the addition, removal, or rearrangement. In the case of an addition or removal of authors, the author whose name is being added or removed must provide confirmation of agreement.

2) After the accepted manuscript has been published online

Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and may result in a corrigendum.

3. Writing an Article

1) Originality and Plagiarism

The authors should ensure that they have written entirely original works; if the authors have used the work and/or words of others, these must be appropriately cited or quoted.

Plagiarism takes many forms including “passing off” another individual’s paper as the author’s own paper, copying or paraphrasing substantial parts of another individual’s paper (without attribution), and claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable. The *Immune Network* editors and reviewers use the Similarity Check tool to confirm
Ethics Policy

originality and identify any plagiarism.

If plagiarism is detected during the peer review process, the manuscript may be rejected. If plagiarism is detected after publication, we may issue a correction or retract the paper, as appropriate. We reserve the right to inform author's institutions about plagiarism detected either before or after publication.

2) Data Access and Retention

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data, if feasible. In any event, they should be prepared to retain such data for a reasonable period of time following publication.

3) Redundant Publication

A redundant publication is defined as “reporting (publishing or attempting to publish) substantially the same work more than once, without attribution of the original source(s).” Characteristics of reports that are substantially similar include the following: (a) “at least one of the authors must be common to all reports (if there are no common authors, it is more likely plagiarism than redundant publication),” (b) “the subject or study populations are often the same or similar,” (c) “the methodology is typically identical or nearly so,” and (d) “the results and their interpretation generally vary little, if at all.”

As a general practice, an author should not publish manuscripts describing essentially the same research in more than one journal or primary publication. It is considered unethical publishing behavior, and thus unacceptable to submit the same manuscript to more than one journal concurrently.

In general, an author should not submit a previously published paper to another journal for consideration. There are some kinds of articles (e.g., clinical guidelines, translations) for which publication in more than one journal is sometimes considered justifiable, provided certain conditions are met. The authors and editors of the journals concerned must agree to the secondary publication, which must reflect the same data and interpretation as the primary document. The primary reference must be cited in the secondary publication. Further detail on acceptable forms of secondary publication can be found at the ICMJE (http://www.icmje.org).

Redundant publication of Immune Network follows the guidelines set forth by the Committee on Publication Ethics (COPE, http://publicationethics.org) for settlement of any misconduct. The secondary publication of the article is negotiable by the IC-MJE (http://www.icmje.org).

4) Acknowledgement of Sources

The work of others must always be properly acknowledged. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, must not be used without explicit written permission from the author of the work involved in those services.

5) Fundamental Errors in Published Works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to promptly notify the Immune Network editor or publisher and cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor that the original paper was correct.

4. Disclosure and Conflicts of Interest

1) Conflicts of interest

Immune Network requires all authors to disclose any financial conflicts of interest that might be construed to have influence on the results or interpretation of their manuscript. Authors must declare any such conflicts in the cover letter accompanying the manuscript, as well as following the Acknowledgements section of the manuscript itself. The corresponding author will be asked to sign a form on behalf of all the authors regarding potential conflicts of interest at the time of manuscript acceptance. As a guideline, any affiliation associated with a payment or financial benefit exceeding $10,000 p.a., 5% ownership of a company, or research funding provided by a company with related interests would constitute a conflict that must be declared. This policy applies to all submitted research manuscripts and review materials. Examples of statement language include the following: “AUTHOR is a founder of COMPANY”; “AUTHOR is a member of its scientific advisory board”; or “This work was supported in part by a grant from COMPANY.”

2) Funders

All sources of financial support for the project should be disclosed. This declaration (with the heading “Role of the funding source”) should be provided in the Acknowledgements section.

Authors must described the role of the study sponsor(s), if any, in the study design; in the collection, analysis, and interpretation of data; in the writing of the report; and in the decision to submit the paper for publication. (In addition, some funding organizations have particular policies to enable their grant recipients to publish open access in Immune Network).