

Ethical Publication Checklist for Authors

意得輯給作者的發表倫理檢查清單

AVOIDING SIMULTANEOUS MULTIPLE SUBMISSIONS

避免一稿多投

1. You must not submit your manuscript to more than one journal at the same time.
1. 您不能將論文同時投稿至一份以上的期刊。
2. You must not submit your manuscript to a new journal while waiting for a decision from the first journal you have submitted to. You can risk duplication if multiple journals accept the same manuscript for publication by virtue of you having made multiple submissions.
2. 在收到投稿期刊的決定通知之前，請您不要再投稿至其他期刊。若您冒險將一篇論文同時投至二本以上的期刊，且被多本期刊接受發表刊登，您將觸犯一稿多投的道德問題。

AVOIDING PLAGIARISM

避免抄襲

1. You must appropriately cite any studies relevant to your work in your manuscript.
1. 您必須妥善地引用任何與您論文相關的研究。
2. If you are quoting text from another publication, even if it is your own, you must cite the source and put the words into quotation marks unless they are paraphrased (i.e. put into your own words).
2. 如果您從其他已發表論文中引用文字，儘管是從您自己已出版的論文，仍需註明出處，且引用內容必須加上括號，除非您用您自己的話改寫（重述）內容。
Note: Even if you cite a reference, you should not copy directly from it without quotation marks. Alternatively, you could paraphrase the quoted text such that it is not simply a word-for-word copy of the original. Paraphrasing is acceptable but only if you credit the source. Without due attribution paraphrasing can qualify as a form of plagiarism.
註：即使您列出參考資料，仍需使用括號標示引用的內容，在標示出處來源的情況下重述改寫引用是可被接受的，但沒有適當地標示出處，仍可能被視為抄襲的一種形式。
3. If you want to reproduce or adapt figures or tables from another publication, you must obtain permission from the copyright owner and cite the source in your manuscript.
3. 如果您想要從其他已出版論文複製或改編圖片或表格，您必須獲得著作所有權人同意並在論文裡標明出處來源。

Note: The copyright owner is often the journal publisher (not the author) although this depends on the type of journal and the licensing agreement with the author. Even if you want to re-use or adapt your own figure, if you have transferred copyright to the journal, you must get permission from the journal before you can re-use it. However, open access journals that publish under a Creative Commons license allow the author to retain the copyright, so check the small print!

註：著作權因不同期刊及授權同意書而有所不同，著作所有權人通常都是期刊出版商（非作者）。若您已將著作權轉移至期刊，即使您想要重新使用或改編您自己的圖片，還是必

須先獲得期刊的同意。然而，開放獲取 CC 授權（Creative Commons）的期刊允許作者保留著作權，所以請仔細檢查期刊資訊！

AVOIDING DUPLICATE AND REDUNDANT PUBLICATION

避免重複發表

1. You must not translate a publication into another language and submit it to another journal unless you have permission from the original publisher and you inform the second publisher that this is a translation.

1. 您不能將一篇已發表的論文翻譯成不同語言後投稿到其他期刊，除非您獲得原出版商許可，同時，您也必須告知第二家出版商，投稿論文為翻譯版本。

If you are preparing a secondary publication (i.e. using a dataset from which you have already produced a publication) you must ensure that:

如果您正在準備二次出版（例如：使用您已出版的論文中的數據資料），您必須確定：

2. Both manuscripts address unique and important research questions.
2. 兩份論文探討獨特且重要的研究議題。
3. The previous manuscript is cited where appropriate.
3. 適當引用先前出版論文的內容。
4. The journal editor is informed about your previous publication(s) in the cover letter.
4. 於投稿信（Cover letter）中告知期刊編輯先前已出版論文的相關訊息。

Note: It is unacceptable to attempt to publish a previous publication in a different journal because the journal that has already published the article usually owns the copyright. Redundant publication also wastes reviewers' and readers' time and may create a misleading impression (e.g. that there were several studies rather than just one). When submitting a secondary publication it is good practice to include a copy of the previous publication(s) with your cover letter, so the editor can judge the amount of overlap.

註：試圖再次發表已出版論文至不同期刊是不被接受的，因為先前出版該論文的期刊通常擁有該論文的版權。重複發表也會浪費審閱員及讀者的時間，並導致不良印象（例如：已有許多相同的研究，論文並不獨特，）。當要投稿二次出版的論文時，最好將先前已出版的論文連同投稿信一起繳交給期刊，以便期刊編輯判斷與前篇論文有多少重複內容。

AVOIDING UNETHICAL RESEARCH

避免違反學術倫理研究

If your study involves human participants (e.g. patients):

若您的研究涉及人體試驗（例如：患者）：

1. You must obtain approval from the relevant authority (your institutional review board, human experimentation committee, research ethics committee, or) for the procedures performed and mention the approval in the manuscript.

1. 您必須獲得相關主管機構（您的機構審查委員會、人體試驗委員會、研究倫理委員會等）批准相關程序，並在論文中清楚表示研究已獲得同意。
2. You should generally obtain prior written informed consent from each subject (or their legal guardian) for participation in the study and mention this in the manuscript, especially if the consent procedure was unusual (e.g. involving vulnerable groups, children, or unconscious or disabled patients).
2. 通常您應該取得每位受試者（或其法定監護人）的參與研究知情同意書，表示同意參與此研究，並在論文中聲明已取得受試者同意，特別針對是特殊的研究對象（例如：參與者為弱勢團體、兒童、意識不清或身心障礙患者）。
3. The privacy of human subjects must be respected. If providing identifying information is essential to answer the research question (in a case study, for example), this must be done only after obtaining written informed consent of the patient (or guardian).
3. 必須尊重人類受試者的隱私權。如果提供身分資料是回應研究問題的必要資訊（例如：case study），則必須在獲得患者（或監護人）的知情同意書之後才能進行。
Note: Consent to participate in a clinical trial does not usually include consent to publish individual information, so separate, specific consent is required for this and, ideally, the patient should see the manuscript before it is submitted.
註：同意參與臨床試驗通常不包括同意公開個人資料，所以獨立分別處理公開身分的知情同意書是必要的，理想的狀況是，患者在論文投稿前應看過論文內容。
4. You must ensure that medical research follows the [Declaration of Helsinki](#), and mention the same in the manuscript.
4. 您必須確認醫學研究遵守[赫爾新基宣言](#)，且在論文清楚表示。

If your study involves animal experimentation or hazardous materials:

如果您的研究是關於動物試驗或有害物質

1. You must ensure that the study is in compliance with applicable laws and regulations and/or institutional policies ([ARRIVE guidelines](#), for example), obtain approval for the experiments from the relevant authority (institutional animal care committee equivalent), and mention the same in the manuscript.
1. 您必須確認研究遵守相關法律與法規及／或機構政策（例如：[ARRIVE 規範](#)），取得相關單位批准實驗（同等於實驗動物照護委員會），並在論文中清楚表示。
2. You must clearly identify any chemicals, procedures, or equipment used that have any hazards inherent in their use.
3. 您必須清楚定義實驗中使用的化學物質、程序或儀器是否造成任何的傷害。

ADHERING TO RELEVANT REPORTING GUIDELINES

遵守相關研究報告規範

1. Adherence to reporting guidelines is necessary to ensure accurate and complete reporting of key aspects of research studies. Different study designs require adherence to different sets of reporting

guidelines. For medical research, you should check the [EQUATOR Network](#) for reporting guidelines that apply to your study design (e.g. CONSORT guidelines for randomized trials, STROBE guidelines for epidemiological studies, and PRISMA for meta-analyses) and make sure that all relevant information is included in your manuscript. (Some journals require a CONSORT checklist to be submitted with the manuscript to indicate adherence.) Following reporting guidelines should increase your chance of acceptance, even if the journal does not specifically require this.

1. 遵守研究報告規範是必要的，這可確保準確和完整地呈現重要的研究內容。不同研究設計需要遵守不同的報告規範，對於醫學研究，您應該參考 [EQUATOR Network](#)，選擇適用於您研究設計的報告規範（例如：適用於隨機臨床試驗的 CONSORT 規範、流行病學研究的 STROBE 規範、整合分析的 PRISMA 規範），並確定研究論文中包含了所有相關訊息（有些期刊要求在上傳論文時一起繳交 CONSORT 檢查清單以表明符合規範），遵行研究報告規範可以增加論文被接受的機會，即使期刊沒有特別要求。

DISCLOSING CONFLICTS OF INTEREST

揭露利益衝突

1. If you have received funds or other support (e.g. equipment, services) for the study, you must acknowledge the source of funding/support in the manuscript.

1. 如果您的研究獲得經費資助或其他協助（例如：儀器、服務），您必須在論文中公開經費資助／協助來源。

2. If you have any financial interest in an organization or product that may be affected by the publication of your study (e.g. employment, consultancy, contractual relations, paid testimony, honoraria, travel grants, advisory board membership, stock ownership, or patents/patent applications), you must declare the same.

2. 如果您對於可能被您的研究成果影響財務利益的機構或產品有任何金融投資，則必須公開說明（例如：雇用關係、顧問關係、合約關係、有償見證、酬金、差旅經費、董事會成員、股東、專利權／申專利請）。

3. If you have personal or other relationships that might constitute a competing interest relating to the work described in the manuscript, you must declare this.

3. 如果論文內容可能涉及您個人或其他人際關係上的利益衝突，也必須在論文中公開說明。

DETERMINING IF SOMEONE QUALIFIES TO BE AN AUTHOR

判斷符合作者資格

Guidelines and conventions on authorship vary slightly across disciplines. For example, in the humanities, more emphasis is put on writing the publication and less on data collection than in biomedicine. In physics, it is not uncommon to list everybody who contributed to a research project, regardless of their contribution to the publication. However, there are certain common principles that apply in all areas.

不同學科領域有不同的著作權慣例和規範，例如：人文學科領域，比起生物醫學，更著重研究論述而非數據資料收集。物理學科領域，常常會列下所有對研究有貢獻的人，不論他們是否對出版有貢獻。然而，所有學科領域還是有些共同的標準：

To qualify as an author an individual needs to:

符合作者資格條件：

1. Contribute substantially to study conception, study design, data collection, data analysis, and data interpretation,
1. 對研究概念、研究設計、數據收集、數據分析和數據解釋有實質的貢獻。
2. Draft the article or revise it critically for important intellectual content,
2. 草擬論文或嚴格地修改重要知識內容。
3. Agree to be accountable for all aspects of the work,
3. 同意對論文研究各方面承擔責任。
4. Agree to be listed as an author on the manuscript, and
4. 同意被列入論文作者名單中，以及
5. Approve the version to be submitted to the journal and the final version to be published.
5 核准最終投稿版本

Note: Any individual who has contributed to the study in some way but does not meet the criteria for authorship should be mentioned under Acknowledgements (e.g. acquisition of funds, supervision of work, minor laboratory support, or administrative support).

註：任何對研究有貢獻但未符合作者條件的人，應該列入致謝名單之中（例如：勸募資金、研究管理、輔助實驗、行政協助）。

References

參考資料

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