

dance studies association

Dance Research Journal **Conflicts of Interest Guidelines**

Dance Research Journal strives to eliminate conflicts of interest in regards to the submission, evaluation, and publication of manuscripts, so as to avoid the advantage or disadvantage of any submission by virtue of an author's relationship to any person or entity associated with the decision-making processes of *DRJ* or *DSA*. The journal uses an "arm's length" policy when assessing these situations and asks all persons with known conflicts of interest to self-disclose these with the Managing Editor. Should a conflict of interest arise at the point of submission, any of the following procedures (listed below) may be employed to maintain editorial impartiality. For Cambridge University Press's language on conflicts of interest, please see:

https://academic.oup.com/pages/authoring/journals/preparing_your_manuscript/ethics#conflict

For Editorial Team and Board

The expectations for editors and board members to recuse themselves from editorial processes include but are not necessarily limited to:

- If an author is a relation, close associate, or within reasonable "arm's length" of (e.g., relative, mentee, colleague, advisor, or collaborator) of an editor or co-editor who would otherwise oversee the submission, the editorial process will be overseen by either the other co-editor, a former editor of the publication, or an editorial board member, with records accessed solely by the Managing Editor through ScholarOne. Conflicted parties agree to respect the integrity of the process as the manuscript moves through the editorial pipeline and in consultation with the appointed substitute editor.
- If both editors face conflicts of interest, the editorial process will be overseen by either a former editor of the publication or a board member, with records accessed solely by the Managing Editor through ScholarOne. Conflicted parties agree to respect the integrity of the process as the manuscript moves through the editorial pipeline and in consultation with the appointed substitute editor.
- An editor will also recuse themselves from the editorial process if there is a scholarly conflict with the editor's research and the potential for appearance of conflict of interest.

- Editors agree not to submit to the journal during their appointment to maintain impartiality and fairness.
- If the author is another member of the Editorial Team, the initial review process will be overseen by a board member, with records accessed solely by the Managing Editor through ScholarOne. After peer reviewer feedback is received, co-editors will resume charge over the process, and author will remove themselves from discussions of the manuscript.
- If the author is a current board member (with no other relation to the journal's current editors), the editorial process will take place as usual, but the board member shall not communicate about the submission with the Editorial Team informally; i.e., outside of the prescribed communication channels.
- In all cases, any individual on either the Editorial Team or Board with a known conflict of interest must disclose the situation and take steps to recuse themselves from any relevant processes at least until anonymity is no longer necessary for mentoring.

For Authors

DRJ authors are expected to adhere to the publication guidelines of Cambridge: <https://www.cambridge.org/core/services/aop-file-manager/file/5b44807ace5b3fca0954531e/CUP-Research-Publishing-Ethics-Guidelines-2019.pdf>

For Reviewers

If a reviewer has any known or potential competing interests in relation to a manuscript received for review, they must disclose the situation with the editors so they can assess its impact on the review process. If a competing interest arises during preparation of the review, reviewers should include details of this in the confidential notes to the editor box in the submission system. Competing interests are situations that could be perceived to exert an undue influence on the review. They may include, but are not limited to financial, professional, contractual or personal relationships or situations. In this case, the DRJ Editorial Team will find an alternative reviewer.