

Ethics Statements

Journal of Translation Studies (JTS) is guided by the Committee on Publication Ethics (COPE) in its publishing operation to guarantee quality scholarship publications. *JTS* continues to observe closely and improve its operation according to COPE Core Practices.

Ethics Statements for Editors

1. **Publication decisions:** The journal adopts a double-blind system of peer review. Editors and reviewers handle all submissions in confidence. The editors ensure that all submitted manuscripts being considered for publication undergo peer review by at least two reviewers who are experts in the field, one of whom must be from outside The Chinese University of Hong Kong. If the review results from the two reviewers are contradictory, the Chief Editors may invite a third reviewer, normally of professorial rank. The Chief Editors are responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and compliance with legal obligations concerning libel, copyright infringement, and plagiarism. The editor may confer with other editors or reviewers when making publication decisions. In most instances, the review process is completed in three months or less.
2. **Book Reviews and review articles,** which are usually commissioned, may be accepted without two peer review reports. Book reviews should be assessed by the Chief Editors if the topic is in the area of expertise of the Chief Editors; if the topic is not in the area of expertise of the Chief Editors, such manuscripts should be assessed by at least one independent expert reviewer or Editorial Board Member.
3. **Fairness and editorial independence:** Editors evaluate submitted manuscripts solely on the basis of their academic merit (importance, originality, study's validity, clarity, and relevance), without taking into account the authors' race, gender, sexual orientation, ethnic origin, citizenship, religion, political philosophy, or institutional affiliation. The whole editorial content of the journal and the schedule of its publication are completely under the control of the editors and Editorial Board Members of *JTS*.
4. **Confidentiality:** Editors and the editorial team will refrain from sharing any information related to a submitted manuscript with anyone except the corresponding author, reviewers, potential reviewers, other editorial advisors, and the publisher, as deemed necessary.
5. **Conflicts of interest:** Editors and Editorial Board Members will not use unpublished information disclosed in a submitted manuscript for their own research endeavors without the authors' explicit written consent. Any privileged information or ideas obtained by editors during the handling of the manuscript will be treated as confidential and not exploited for personal gain. Editors will refrain from examining manuscripts in circumstances where they have conflicts of interest resulting from cooperative, competitive, or other ties with any of the authors, businesses, or institutions linked to the papers. Instead, another Editorial Board Member will be assigned to handle the review process. The editor is dedicated to ensuring that advertising, reprints, or other commercial revenue does not influence or impact editorial decisions.
6. **Involvement and cooperation in investigations:** Editors are committed to taking appropriate actions when ethical concerns are raised regarding a submitted manuscript or published paper.

Every reported act of unethical publishing behavior will be looked into, even if it is discovered years after publication. If the investigation confirms the validity of the ethical concern, the journal will publish a correction, retraction, expression of concern, or any other relevant note to address the issue.

Ethics Statements for Authors

1. Reporting standards: Authors of original research should present an accurate account of the work performed as well as an objective discussion of its significance. The underlying data should be represented accurately in the manuscript. The manuscript should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable. The manuscript should contain nothing that is abusive, defamatory, libellous, obscene, fraudulent, or illegal.

2. Authorship: Corresponding authors must ensure that all the contributors to your article and no inappropriate coauthors are included in the author list. They must verify that all co-authors have seen and approved the final version of the manuscript and agreed to its submission for publication. All persons who made substantial contributions to the work reported in the manuscript but who do not meet the criteria for authorship should be acknowledged in the “Acknowledgements” section.

3. Multiple, redundant, or concurrent publication: An author should not, in general, publish manuscripts describing essentially the same research in more than one journal or primary publication. Parallel submission of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable.

4. Originality and plagiarism: Authors should ensure that they have written and that they submit only entirely original works. Any author replicating a significant part of another’s work without acknowledging him/her or passing another’s work off as his/her own is not tolerated and is not published. Authors should also cite publications that have been influential in determining the nature of the reported work. Authors are themselves responsible for obtaining permission to reproduce copyright materials from other sources, including illustrations, figures, tables, and datasets produced or gathered by someone else.

5. Conflicts of interest: Authors must—at the earliest stage possible—notify the editors of any financial and non-financial conflicts of interest that may be construed to influence the manuscript. All sources of financial support for the work should be disclosed. Declare any funding and the role of the funder. Provide the name(s) of the funding agency/agencies along with the grant number(s). Non-financial competing interests include a declaration of political, personal, religious, ideological, academic, and intellectual competing interests.

6. Peer review: Authors are obliged to participate in the peer review process and cooperate fully by responding promptly to editors’ requests for raw data, clarifications, and other questions. In the case of a first decision of “revisions necessary,” authors should respond to the reviewers’ comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

7. 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

journal's editor or publisher and cooperate with them to either correct the paper in the form of an erratum or to retract the paper.

8. Hazards and human subjects: If the research for your work involved human subjects, you must provide the name of the ethical approval committee or institutional review board that granted consent, along with the date of approval and the approving number or ID. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

9. Copyright agreement: The copyright of all published articles belongs to the *JTS*. Permission to reproduce any article in whole or in part shall be sought in writing from *JTS* in advance; when permission is given, due acknowledgement shall be made.

Ethics Statements for Reviewers

1. Confidentiality: Any manuscripts received for review are confidential documents and must be treated as such. They must not be shown to or discussed with others except if authorized by the editors.

2. Standards of objectivity: Reviews should be conducted objectively and observations formulated clearly with supporting arguments so that authors can use them to improve the manuscript. Personal criticism of the author is inappropriate.

3. Promptness: Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the editor so that alternative reviewers can be contacted.

4. Disclosure and conflicts of interest: Reviewers must disclose to editors and recuse themselves from reviewing specific manuscripts if there are potential conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the submission. Reviewers must not use knowledge of the work they are reviewing before its publication to further their own interests and shall destroy paper copies of manuscripts and delete electronic copies after submitting their reviews. This applies also to invited reviewers who decline the review invitation.

5. Acknowledgement of sources: Reviewers should identify relevant published work that has not been cited by the authors. Any statement that is an observation, derivation, or argument that has been reported in previous publications should be accompanied by the relevant citation. Reviewers should also notify the editors of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.

《翻譯學報》出版倫理聲明

《翻譯學報》的出版營運跟隨出版倫理委員會（Committee on Publication Ethics, COPE）的指引，以確保高質素的學術出版。《翻譯學報》密切關注並根據COPE指引不斷改善其營運。

編輯的出版聲明

一、出版決策：期刊採用雙盲同行評審制度。編輯和評審人將保密處理所有來稿。編輯會確保所有來稿由至少兩位同行專家評審，其中一位必須來自香港中文大學以外的機構。如兩位專家的評審結果相互矛盾，主編可邀請第三位評審人，通常屬教授的職級。主編負責根據來稿的有效性、對研究人員和讀者的重要性、審稿人的評論，以及有關誹謗、侵犯版權和抄襲的法律義務來決定該發表的稿件。在作出出版決策時，編輯可與其他編輯或審稿人進行協商。在大多數情況下，審稿過程在三個月內完成。

二、書評和評論文章通常受委託發表，可在沒有兩份同行評審報告的情況下獲接納。如書評的主題屬主編的專業領域，將由主編進行評估；如不屬主編的專業領域，則由至少一位獨立的專家評審人或編輯委員會成員審閱。

三、公正性和編輯自主：編輯僅根據來稿的學術價值（重要性、原創性、研究的有效性、清晰度和相關性）進行評估，而不考慮作者的種族、性別、性傾向、族群本源、國籍、宗教、政治理念或機構隸屬關係。《翻譯學報》的編輯內容和出版計劃完全由編輯和編輯委員會成員控制。

四、保密性：編輯和編輯團隊將避免與任何人分享稿件的一切相關訊息。如有必要，通訊作者、審稿人、潛在審稿人、其他編輯顧問和出版商除外。

五、利益衝突：編輯和編輯委員會成員不應在未經作者明確書面同意的情況下，將來稿所披露的未出版資料用於自己的研究工作。編輯在處理稿件期間獲得的任何特許訊息或意念都被視為機密，並且不應從中獲取個人利益。編輯將避免在與作者、企業或與論文相關的機構存在合作、競爭或其他關聯而導致利益衝突的情況下審閱稿件，而應指派另一位編輯委員會成員來處理審稿過程。編輯致力確保廣告、再版或其他商業收入不會影響編輯決策。

六、參與和合作調查：編輯在涉及來稿或已發表論文的倫理問題時採取適當的行動。即使是在出版多年後才被發現的不道德出版行為，每一項行為舉報都將被調查。如經調查後不道德行為屬實，學報將發表更正或撤稿聲明、表達關注或發出其他相關說明。

給作者的學術聲明

一、報告標準：原創研究項目的作者須準確呈現所進行的研究，並客觀地討論其重要性。基礎數據須在論文中準確呈現。論文須包含足夠的細節和參考資料，使他人能夠複製研究。進行欺詐或明知不準確的陳述，將構成不道德行為，恕不接受。論文不應包含任何辱罵、誹謗、淫穢、欺詐或非法內容。

二、作者身分：通訊作者必須確保所有作者均已包括在作者名單中，不包括不適當的共同作者。他們必須確保所有共同作者閱畢且通過論文終稿，並一致同意交由本刊出版。任何對論文作出重大貢獻但非作者身分的人士，應當列於「致謝」部分中。

三、多次、冗餘或同時發表：一般情況下，作者不應在多於一份期刊或主要刊物發表描述相同研究的論文。一稿多投屬不道德出版行為，是不可接受的。

四、原創性和抄襲：作者須確保他們所撰寫和提交的論文全屬原創。作者複製其他作者著作的重要部分而不予致謝，或冒用他人著作，將不被容忍和不獲發表。作者亦須引用對論文性質產生重要影響的出版物。論文如需使用受著作權保護的各項資源，如圖像、數據、表格及由他人製作或蒐集的數據集，作者則須取得相關人士的許可始得使用。

五、利益衝突：作者必須儘早通知編輯有關任何財務和非財務利益衝突。作者須載明論文的所有研究經費來源，並提供資助機構的名稱及獲資助項目的索引編號。非財務競爭利益包括政治、個人、宗教、意識形態、學術和學者間的利益衝突。

六、同行評審：作者有義務參與同行評審過程。當編輯要求提供原始數據、澄清和提出其他問題時，作者須充分合作，及時回答。如初審決定為「需要修訂」，作者須及時並有系統地逐點回應審稿人的評論，並在規定的截止日期前修訂並重新提交論文。

七、已發表論文中的基本錯誤：當作者發現自己已發表的論文存在重大錯誤或不準確之處時，作者有責任立即通知學報的編輯或出版商，以共同糾正論文的錯誤或撤回論文。

八、危害和人類受試者：如研究涉及人類受試者，作者必須提供批准實驗的倫理委員會或機構審查委員會名單，以及附有核發日期與編號的同意書。作者亦必須在論文中聲明已獲得人類受試者的知情同意，並遵守人類受試者的隱私權。

九、版權協定：所有刊登論文的版權歸《翻譯學報》所有。如欲重覆使用論文全文或部分內容，須事先致信《翻譯學報》取得許可。取得許可後，須予以正式致謝。

給審稿人的學術聲明

一、保密性：待審論文屬保密文件，必須予以保密；除非獲編輯授權，否則不得向他人展示或與他人討論作品。

二、客觀標準：評審人須客觀審閱論文，清晰表達觀點，並輔以有力的論點，以便作者可利用它們改進論文。對作者進行人身攻擊是不恰當的行為。

三、及時性：如受邀的審稿人有感自己對論文所載的研究不具評審資格，或知道自己無法及時完成評審，須立即通知編輯，以便聯繫其他審稿人。

四、披露和利益衝突：如審稿人與論文的作者、公司或機構可能存在競爭、合作或其他關係引致利益衝突，審稿人必須向編輯披露並避免審查該論文。審稿人不得在審閱的論文發表前將論文的內容和資料納為己用，並須在提交評審報告後銷毀稿件紙本及刪除電子檔案。本規條也適用於拒絕評審邀請的受邀審稿人。

五、引用來源：審稿人須識別出作者在論文中未能引用到的相關研究材料。任何在已出版物中報導過的觀察、推導或論證陳述都須附有相關的引文。如所審查的論文與他們所知的其他出版物（已發表或未發表的）非常相似或重疊，審稿人亦須通知編輯。