

Bulletin de la Société d'Histoire naturelle et d'Ethnographie de Colmar

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Editorial Policies, Open Access and Publishing Information

This English-language document brings together the main editorial, ethical, open access, licensing and publishing information of the Bulletin de la Société d'Histoire naturelle et d'Ethnographie de Colmar (BSHNEC). It is intended to make the journal policies immediately visible to authors, readers, reviewers and indexing services. It is aligned with the French framework documents of the journal:

- [Editorial Policy](#)
- [Transparency, Principles and Ethical Rules](#)
- [Instructions for Authors](#)
- [Publication and Dissemination Licence Agreement](#)
- [Editorial Contact Information.](#)

The detailed French framework documents remain the internal reference documents of the journal. This document does not replace them; it consolidates their main provisions in English in order to facilitate international visibility, discoverability and transparency.

1. Journal identity, history and mission

The Bulletin de la Société d'Histoire naturelle et d'Ethnographie de Colmar (BSHNEC) is a peer-reviewed scholarly journal published by the Société d'Histoire naturelle et d'Ethnographie de Colmar (SHNEC), a French learned society devoted to natural history, ethnography, scientific collections and the dissemination of scientific knowledge. The publisher is registered and operates in France. Its address is 11 rue Turenne, F-68000 Colmar, France.

The Société d'Histoire naturelle et d'Ethnographie de Colmar was founded in 1859. The Bulletin has been published since 1860 and belongs to the tradition of scholarly journals produced by learned societies in natural history and ethnography. While maintaining this historical identity, the journal has progressively adapted its editorial procedures to contemporary standards of scientific publishing, including peer review, open access, editorial transparency, research integrity, data traceability and long-term preservation.

The mission of BSHNEC is to publish, preserve and disseminate scientific knowledge in natural history, ethnography, archaeology, history of science, museum collections and heritage studies. The journal particularly promotes the publication of original scientific data, inventories, syntheses, critical reviews,

methodological contributions and collection-based studies that contribute to knowledge, conservation and management of biodiversity, natural heritage and cultural heritage.

The journal has a primary scholarly audience consisting of researchers, museum professionals, naturalists, conservation practitioners, heritage specialists, public institutions, learned societies and independent experts. It also remains open to non-institutional researchers and experienced naturalists, provided that submissions meet the same scientific, editorial and ethical requirements as all other manuscripts.

BSHNEC is an active scholarly journal. It publishes peer-reviewed research articles on a continuous basis and publishes at least five research articles per calendar year. Each published article has its own dedicated landing page and persistent URL on the journal website. The full text of each article is freely available online in PDF format immediately upon publication.

2. Online availability of editorial information

The journal website provides direct and public access to the information required by authors, readers, reviewers, indexing services and open access registries. The main journal page gives access to the title of the journal, ISSN numbers, publisher information, editorial contact, aims and scope, open access policy, copyright terms, licensing terms, instructions for authors, editorial process, peer-review policy, publication ethics and malpractice procedures, author charges, archiving and preservation policy, self-archiving policy, and editorial transparency indicators.

The names, roles and professional affiliations of the Director of Publication, Editor-in-Chief, Editorial Board and Scientific Advisory Board are publicly available. The website also provides access to the list of published articles, annual volumes and, where applicable, thematic dossiers or special issues. The same core policy information is maintained consistently across the website and the framework documents.

3. Editorial governance and responsibilities

The journal is published by the Société d'Histoire naturelle et d'Ethnographie de Colmar. The Director of Publication assumes legal and institutional responsibility for the publication. The Editor-in-Chief assumes scientific and editorial responsibility for the editorial process, organises preliminary screening of manuscripts, assigns manuscripts where appropriate to an editor or member of the editorial team, supervises peer review and takes final editorial decisions on behalf of the journal.

The Editorial Board contributes to manuscript management, editorial preparation, formal consistency, bibliographic and iconographic verification, copy-editing and production. The Editorial Board does not replace external scientific peer review for scholarly contributions.

The Scientific Advisory Board is an external consultative body. It advises the journal on scientific orientation, disciplinary development, thematic issues and general editorial strategy. Its members do not take part in routine editorial decisions unless explicitly requested for expert advice and unless no conflict of interest exists.

Current editorial responsibilities are as follows.

Director of Publication: Thomas DOUTRE, President of the Société d'Histoire naturelle et d'Ethnographie de Colmar.

Editor-in-Chief: Jean-Michel BICHAIN, Société d'Histoire naturelle et d'Ethnographie de Colmar.

Editorial Board: Jocelyn CLAUDE (invited member), Claire PRÊTRE (Musée d'Histoire naturelle et d'Ethnographie de Colmar), Daniel HOLFERT (Société d'Histoire naturelle et d'Ethnographie de Colmar), Aurore STOFFER (Société d'Histoire naturelle et d'Ethnographie de Colmar), Céline VAN DE PAER (Société d'Histoire naturelle et d'Ethnographie de Colmar).

Layout and production: Jean-Michel BICHAIN.

Scientific Advisory Board: Prof. Emmanuel FARA (Université de Bourgogne, Dijon, Palaeontology), Dr. Laurent HARDION (Université de Strasbourg, Strasbourg, Botany), Dr. Sylvain HUGEL (CNRS, Strasbourg, Entomology), Prof. Pierre FLUCK (Université de Strasbourg, Strasbourg, Geology), Prof. Sylvain BILLIARD (CNRS / Université de Lille, Ecology and Evolution).

4. Scientific scope and editorial orientation

The journal covers natural sciences, earth sciences, ethnography, history of science and museum and heritage studies. Its disciplinary scope includes zoology, botany, mycology, geology, palaeontology, ecology, biogeography, evolutionary biology, population genetics, microevolution, conservation science, ethnography, ethnozology, ethnobotany, history of collections and museology.

The journal welcomes interdisciplinary approaches connecting natural sciences, humanities, social sciences, conservation practice and heritage studies. Contributions may address biodiversity at different spatial, temporal and biological scales, from genes to ecosystems, from populations to communities, and from present-day systems to historical or deep-time records.

The journal particularly encourages studies concerning the Grand Est region of France and neighbouring territories, including adjacent French regions and border or neighbouring areas of Germany, Belgium, Luxembourg and Switzerland. Articles of broader geographical scope, including national or international studies, may be considered when they have a clear scientific link with species, habitats, collections, institutions or research questions relevant to the journal scope.

The scientific orientation of the journal is based on methodological rigour, explicit theoretical and analytical frameworks, critical engagement with national and international literature, compliance with taxonomic, nomenclatural, regulatory and ethical standards, and traceability, verifiability and, where possible, reusability of data.

5. Types of contributions accepted

BSHNEC publishes original research articles, review articles, critical syntheses of the literature, meta-analyses, scientific notes, technical notes, inventories, checklists, catalogues, collection-based studies, methodological contributions, monitoring programme reports, studies relating to museum collections, and interdisciplinary contributions concerning natural or cultural heritage.

The journal may also publish thematic dossiers, special issues and conference proceedings when they fall within the journal scope and comply with the same editorial, peer-review and ethical standards as ordinary submissions. Such content is clearly identified.

The journal does not currently accept manuscripts containing new nomenclatural or taxonomic acts under the applicable international codes. This includes descriptions of new taxa, designation of types or neotypes, new combinations, new synonymies, or any formal act creating or modifying a scientific name. Taxonomic and systematic studies not involving new nomenclatural acts remain eligible for publication, provided that they rely on verifiable data and comply with the relevant codes.

The journal does not publish opinion pieces, personal or institutional advocacy statements, polemical texts or manuscripts not based on explicitly presented and discussed scientific data.

6. Submission requirements and article structure

Manuscripts are submitted electronically to the editorial office. Submissions must be provided in Word format (.doc or .docx), with numbered pages and a manuscript structure allowing scientific evaluation and

editorial preparation. The current editorial contact address is displayed on the journal website and in the final contact section of this document.

Manuscripts may be written in French, English or German. Articles must include the title in the language of the manuscript and an English title. They must include a summary or abstract in the language of the article, English abstract, keywords in the language of the article and English keywords. For short communications, a single English abstract with keywords may be accepted when justified by the brevity of the contribution. Extended abstracts in English are encouraged when they improve international visibility.

Research articles should normally include introduction, material and methods, results, discussion and conclusion, followed by author contributions, funding information, data and script availability, declaration of substantial use of automated or artificial intelligence tools where applicable, acknowledgements, references, and figure and table captions.

Authors are responsible for obtaining permissions for third-party material, including figures, photographs, maps, data and extended quotations. Any third-party content not covered by the Creative Commons licence applicable to the article must be clearly identified with its source, credit line, legal status and restrictions on reuse.

7. Peer-review and editorial process

All scholarly contributions presenting scientific results, analyses, interpretations or conclusions undergo external peer review before publication. BSHNEC applies a single-anonymous peer-review model: the identity of reviewers is not disclosed to authors unless a reviewer explicitly wishes to sign the review.

Each scientific manuscript is reviewed by at least two independent external reviewers selected for their expertise in the relevant field. When reviews are contradictory or insufficiently substantiated, the editor may request additional reviews. The final decision is made by the Editor-in-Chief, on the basis of the manuscript, reviewer reports, author responses and editorial assessment.

The editorial process normally includes initial editorial screening, assessment of scope and formal compliance, assignment to an editor where appropriate, external peer review, author revision, point-by-point response to reviewers, final editorial decision, copy-editing, proof preparation and online publication.

Possible decisions include acceptance, acceptance subject to minor or major revisions, rejection with possible resubmission, and rejection without resubmission. Revised manuscripts may be returned to reviewers when necessary.

Manuscripts may be rejected without external review when they are outside the journal scope, incomplete, formally unsuitable, methodologically inadequate, non-compliant with minimum submission requirements, or present obvious ethical concerns. Editorial rejection without external review is intended to protect the quality and efficiency of the peer-review process.

Editorial or institutional content that does not constitute a scholarly contribution is subject to internal editorial control and is clearly identified as not externally peer reviewed. Each published item indicates, where relevant, whether it has been peer reviewed or handled through editorial control.

8. Special issues, thematic dossiers and conference proceedings

Special issues, thematic dossiers and conference proceedings are subject to the same scientific, editorial, ethical and peer-review requirements as regular articles. They must fall within the scope of the journal and remain under the responsibility of the Editor-in-Chief.

Guest editors may be appointed for thematic dossiers or special issues. Their expertise and suitability are checked by the journal. Guest editors operate under the supervision of the Editor-in-Chief or designated members of the Editorial Board.

Articles submitted to a special issue by guest editors themselves, or by persons with whom they have a conflict of interest, are handled through an independent editorial process by an editor without conflicts of interest. Guest-editor-authored articles must not dominate the thematic issue and are subject to external peer review.

9. Open access policy

BSHNEC is published under a Diamond Open Access model. All scholarly articles are made freely available online immediately upon publication, without embargo and without any registration requirement for readers.

The journal fulfils the open access definition according to which the copyright holder grants usage rights to others using an open licence, allowing immediate free access and permitting any user to read, download, copy, distribute, print, search, link to the full text of articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, subject to the applicable licence and proper attribution.

Full-text articles are available online in PDF format. Each article has a dedicated landing page and a unique persistent URL. The sale of printed annual volumes does not restrict free and immediate access to the online version of articles.

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Licensing information is displayed in the article PDF and/or article webpage. Copyright terms applied to articles are clearly distinguished from terms that may apply to the website itself and do not contradict the open access policy or the Creative Commons licence.

12. Funding model, author fees, advertising and financial independence

BSHNEC is primarily funded by the Société d'Histoire naturelle et d'Ethnographie de Colmar through its own resources, including membership fees and institutional resources. The society may occasionally receive grants, partnerships or sponsorship related to specific editorial or scientific activities. Such funding has no influence on editorial decisions.

The journal charges no fees to authors at any stage of the publication process. There are no submission fees, no editorial processing charges, no article processing charges (APCs), no page charges, no colour charges, no publication charges, no withdrawal fees and no mandatory membership fees. Submission, editorial processing, peer review, publication and access are entirely free of charge.

Membership in the Société d'Histoire naturelle et d'Ethnographie de Colmar is not required for publication and has no influence on editorial decisions. The journal does not publish intrusive advertising and does not allow commercial or financial influence on editorial decisions. If external financial support is associated with an editorial operation, it is disclosed transparently.

13. Editorial independence, non-discrimination and endogeneity control

Editorial decisions are based solely on scientific quality, methodological rigour, relevance to the journal scope, ethical compliance and editorial standards. They are independent of society membership, institutional affiliation, nationality, gender, political, philosophical or religious beliefs, financial contributions, sponsorship or personal relationships.

Authors, reviewers and editors must disclose any actual, potential or perceived conflict of interest. When a conflict is identified, appropriate management measures are implemented, including recusal, reassignment of editorial responsibilities and independent handling of the manuscript.

To limit editorial endogeneity, manuscripts authored or co-authored by members of the editorial governance structure, including members of the Editorial Board and Scientific Advisory Board, are handled through an independent process involving an editor without conflicts of interest and external reviewers. For DOAJ transparency, the journal monitors the proportion of published research articles involving editors, editorial board members, scientific advisory board members or reviewers connected to the journal during the reference period. In a continuous publication model, this proportion must not exceed 25% of the last calendar year when at least five research articles are published.

Endogeneity indicators are treated as transparency and quality-control indicators. They do not restrict academic freedom, but they guide editorial assignment and annual monitoring.

14. Publication ethics and research integrity

The journal follows recognised principles of publication ethics and research integrity. These principles apply to authors, reviewers, editors, guest editors and editorial staff.

The journal prohibits plagiarism, undeclared self-plagiarism, duplicate or redundant publication, data fabrication, data falsification, manipulation of images affecting scientific interpretation, misrepresentation of authorship, undisclosed conflicts of interest, defamatory statements, infringement of third-party rights and simultaneous submission of the same manuscript to several journals.

Authors must guarantee that the manuscript is original, that all listed authors have approved the submission, that necessary permissions have been obtained for third-party material, that sources are correctly credited, that funding is disclosed and that conflicts of interest are declared.

Editors and reviewers must treat submitted manuscripts as confidential documents. They may not use unpublished data or information from a submitted manuscript for their own work without the explicit written consent of the authors. Reviewers who are not qualified to assess a manuscript, cannot meet reasonable deadlines, or have a conflict of interest must decline the review invitation.

The journal undertakes editorial checks for similarity, citation consistency, image integrity and research integrity concerns. Where available, automated or specialised tools may be used under human supervision. Automated checks do not replace editorial responsibility or expert scientific assessment.

15. Authorship, contributions and acknowledgements

Authorship must accurately reflect substantial scientific contributions to the work. All listed authors must have contributed to the conception or design of the study, acquisition of data, analysis or interpretation of data, drafting or revision of the manuscript, and must approve the final version submitted and accepted for publication.

The corresponding author is responsible for ensuring that all appropriate co-authors are included, that no inappropriate author is listed, and that all co-authors have approved the manuscript before submission and publication.

Any change in authorship after submission, including addition, removal or change in order, must be justified in writing, approved by all affected authors and accepted by the Editor-in-Chief. Contributors who do not meet authorship criteria should be acknowledged with their consent, particularly for technical assistance, field assistance, administrative support, funding acquisition, linguistic review or general support.

Authors are requested to include a short contribution statement, funding statement, data availability statement and, where applicable, a statement on the use of automated or artificial intelligence tools.

16. Research data, open science and reproducibility

BSHNEC supports Open Science practices. Authors are encouraged to deposit underlying data, supplementary materials and analytical scripts in recognised, stable and reusable repositories whenever legally, ethically and scientifically possible.

Recommended repositories include national, governmental, thematic and generalist platforms such as SINP, INPN, GBIF, Zenodo and institutional repositories. Persistent identifiers such as DOIs, stable URLs or equivalent identifiers should be cited in the manuscript whenever possible.

Methods, protocols, sampling procedures, analytical treatments and statistical methods must be described in sufficient detail to allow critical evaluation of the results and, where appropriate, reproducibility. Data limitations, restrictions, legal constraints, confidentiality issues or ethical constraints preventing open deposit must be clearly explained.

For taxonomic, faunistic, floristic, mycological, geological or environmental data, authors are encouraged to use recognised data standards and reference systems and to ensure that data can be reused in future syntheses, inventories, conservation assessments and monitoring programmes.

17. Taxonomy, nomenclature and regulatory compliance

Manuscripts dealing with taxonomy, systematics or nomenclature must comply with the most recent editions of the applicable international codes, including the International Code of Zoological Nomenclature (ICZN) and the International Code of Nomenclature for algae, fungi and plants (ICN), where relevant.

The journal currently does not publish new nomenclatural acts. Manuscripts containing such acts are returned to authors before evaluation. Nevertheless, the journal may publish taxonomic and systematic studies that do not contain formal nomenclatural acts, including syntheses, inventories, revisions, morphological or anatomical comparisons, identification keys and discussions of species concepts.

Field studies, sampling, collection, export, conservation and use of specimens or data must comply with applicable legal and regulatory frameworks. Authors must mention permits, authorisations or regulatory approvals when relevant.

18. Artificial intelligence and automated tools

The journal recognises that automated tools and artificial intelligence systems may assist authors in language editing, translation, coding, data processing, bibliographic organisation or other methodological tasks. Authors remain fully responsible for the validity, accuracy, originality and integrity of all submitted content, including content generated or assisted by automated tools.

Any substantial use of generative artificial intelligence beyond straightforward language correction, editing, formatting or technical support must be transparently disclosed in the manuscript, usually in the methods, acknowledgements or a dedicated statement. Artificial intelligence systems cannot be listed as authors because they cannot assume responsibility for scientific integrity, originality, accuracy or accountability. Generative AI systems must not be cited as scientific sources.

Editors and reviewers must preserve the confidentiality of submitted manuscripts. Manuscripts, reviewer reports, unpublished data or substantial extracts must not be uploaded to public or commercial generative AI systems when this may compromise confidentiality, intellectual property rights or personal data protection.

Reviewers and editors must not use generative AI systems to produce peer-review reports or editorial decisions. Editing or rewriting assistance may be acceptable only when confidentiality is preserved, the use is disclosed where appropriate, and the reviewer or editor remains fully responsible for the content. Any routine use of automated tools by the journal, such as text similarity checks, image checks or editorial consistency checks, remains under direct human supervision.

19. Corrections, expressions of concern, retractions and right of reply

The journal maintains the integrity of the scholarly record. Errors or ethical concerns identified after publication may lead to correction, corrigendum, erratum, expression of concern or retraction, depending on the nature and seriousness of the issue.

Substantive errors may be corrected by a published correction linked to the original article. Serious ethical breaches, unreliable data, major errors, plagiarism, fabrication, falsification or other misconduct may lead to retraction. Notices are published in a visible and indexable form and are linked to the article concerned in order to preserve bibliographic traceability.

Reports of concerns may come from authors, readers, reviewers, editors, institutions or third parties. They are examined by the Editor-in-Chief in consultation with the Director of Publication and, when necessary, members of the Editorial Board or Scientific Advisory Board. Authors are normally given the opportunity to respond before a final decision is made, except where legal or ethical circumstances require otherwise.

When a documented scientific complaint is made about a published article, the journal may allow a right of reply. Such replies are handled according to procedures proportionate to their content and may undergo peer review when they contain scientific arguments or new analyses.

20. Complaints and appeals

Complaints concerning the editorial process, reviewer conduct, editorial conduct, publication ethics, conflict-of-interest management or application of journal policies may be addressed to the Editor-in-Chief via the editorial contact address.

Appeals against editorial decisions are examined by the Editor-in-Chief and the Director of Publication on the basis of the manuscript, reviewer reports, author responses and editorial correspondence. Additional expert advice may be requested from members of the Editorial Board, Scientific Advisory Board or external specialists when necessary.

Appeals are considered on procedural, ethical or substantive scientific grounds. Disagreement with the outcome of peer review alone does not automatically justify reversal of a decision. Decisions following appeal are reasoned, documented and communicated to the parties concerned.

21. Self-archiving, preservation and metadata

BSHNEC permits immediate self-archiving without embargo. Authors may deposit submitted versions, accepted manuscripts and published versions of record in institutional repositories, disciplinary repositories, open archives, personal websites or other appropriate repositories.

Deposited versions should include the full bibliographic citation, DOI, licence information and a link to the published version of record. Self-archiving must respect third-party rights and clearly identify any material not covered by the article licence.

Each published article receives a Digital Object Identifier (DOI) and persistent article metadata. The journal disseminates article metadata for indexing and discovery. If accepted into DOAJ, the journal will update and supply article metadata to DOAJ regularly in order to improve discoverability and indexing.

Long-term preservation currently relies on publication on the journal website, DOI registration and metadata dissemination, institutional archiving, repository deposition where applicable, and legal deposit obligations under French legislation. The journal intends to strengthen its preservation strategy through recognised long-term digital preservation infrastructures, including external archiving systems such as Internet Archive or archiving agencies listed in Keepers Registry, when operationally appropriate. The journal does not claim participation in any preservation infrastructure unless such participation is actually implemented.

22. Personal data protection

Personal data collected during submission, peer review, editorial processing and publication are used only for the operation of the journal. The journal applies principles of minimisation, confidentiality and limited retention.

Personal data may include names, affiliations, professional addresses, e-mail addresses, author details, reviewer details, editorial correspondence and information required for publication or licensing. Such data are processed for editorial, scientific, legal and archival purposes. The journal intends to publish a dedicated GDPR notice describing purposes, legal basis, retention periods, rights of data subjects and contact point.

23. Publication frequency, article dates and transparency indicators

The journal publishes articles on a continuous publication basis. Articles published during the same calendar year are subsequently assembled into annual volumes, which may be made available in printed form.

The journal displays submitted and published dates for articles from 2019 to 2025. From 2026 onwards, the journal displays three dates for each article where available: submission, acceptance and publication. This improves transparency and allows monitoring of editorial processing time.

As part of its transparency policy, the journal publishes and periodically updates indicators including the number of articles published annually, average submission-to-first-decision time, average submission-to-acceptance time, average acceptance-to-publication time, average submission-to-publication time and proportion of editor-authored or governance-related articles. These indicators are provided for transparency and do not influence editorial decisions.

Article-level metrics, downloads, citations or other indicators may be displayed as information only. They are not used as editorial selection criteria and are not presented as measures of intrinsic scientific quality.

24. Contact information

Publisher: Société d'Histoire naturelle et d'Ethnographie de Colmar, 11 rue Turenne, F-68000 Colmar, France.

Journal website: <https://www.museumcolmar.org/bulletin>.

Editorial contact: jean-michel.bichain@museumcolmar.org.

Director of Publication: Thomas DOUTRE, President of the Société d'Histoire naturelle et d'Ethnographie de Colmar.

Editor-in-Chief: Jean-Michel BICHAIN, Société d'Histoire naturelle et d'Ethnographie de Colmar.

Version: June 2026.

25. Framework documents

This English-language document consolidates information drawn from the journal framework documents: Editorial Policy; Transparency, Principles and Ethical Rules; Instructions for Authors; Publication and Dissemination Licence Agreement; and Editorial Contact Information. These documents remain available from the journal website and provide detailed operational provisions.