

## Research and author conduct

Results must be presented distinctly, truthfully, and without any fabrication, falsification, or improper data manipulation (including manipulation based on images). Authors are obligated to follow the discipline-specific regulations regarding the acquisition, selection, and processing of data.

結果必須清晰地呈現，真實無誤，且不存在任何捏造、篡改或不當的數據操縱（包括基於圖像的操縱）。作者有義務遵守特定學科有關數據採集、選擇和處理的相關規定。

The author is expected to interact with the Publisher and its staff in a professional and polite way. They should ensure that their communications are appropriate in terms of both quantity and tone, and promptly address all inquiries received that are related to the work.

作者應以專業且禮貌的方式與出版商及其工作人員互動，應確保其溝通在數量和語氣方面都是恰當的，並及時回覆所有收到的與作品相關的詢問。

## Authorship principles

Authorship should only be assigned to those individuals who have made substantial contributions to the academic work, such as having actively participated in drafting the work, and/or critically revising the intellectual content of the entire work or significant portions of it.

署名權應僅授予那些對學術工作做出重大貢獻的個人，例如積極參與作品的起草，或對整個作品或其中重要部分的知識內容進行批判性修訂。

“Honorary authorship” is strictly prohibited. If third parties have made substantial contributions to the work but do not meet the criteria for authorship, they should be acknowledged in the acknowledgment section.

嚴禁出現榮譽作者，如果第三方對作品做出了重大貢獻但不符合成為作者的標準，則應在致謝部分對其予以說明。

The Corresponding Author indicated on the manuscript is responsible for ensuring that all relevant co-authors are included in the manuscript. Additionally, all co-authors must have given their approval for the final version of the chapter, section, or the entire manuscript (as applicable) and have consented to its submission for publication. All co-authors collectively bear the responsibility and accountability for the results presented in the work. It should be noted that determining the authorship is not just a matter of scientific ethics; it also involves copyright and moral rights issues, and thus requires careful consideration.

稿件上注明的通訊作者有責任確保所有相關的共同作者都被列入稿件中。此

外，所有共同作者都必須批准章節、部分內容或整個稿件（視情況而定）的最終版本，並同意將其提交發表。所有共同作者對作品中呈現的結果共同承擔責任。需要注意的是，確定作者身份不僅僅是科學倫理問題；它還涉及版權和精神權利問題，因此需要仔細考量。

When submitting the manuscript, please include the names of all authors (in the case of contributions to an edited work, also include the names of the book editors) along with the addresses of the authors' institutions. Please ensure that the order of author names is accurate. Once the manuscript has been handed over for production, any changes to the authorship will not be allowed.

提交稿件時，請注明所有作者的姓名（如果是對編輯作品有貢獻，還需注明書籍編輯的姓名）以及作者所屬機構的地址。請確保作者姓名的順序準確無誤。一旦稿件交付製作，作者署名將不允許有任何更改。

Authors are advised to include their ORCID identifier in their manuscript.

建議作者在稿件中附上其開放研究者與貢獻者身份識別碼（ORCID）

## Originality

The work that is submitted must be free of any plagiarism and should not have been previously published in any form or language elsewhere. However, there are some exceptions. These include cases where the work is a complete piece that builds on a previously published preliminary report such as an abstract, a poster, a conference presentation, or a journal article. Also, if the work substantially re-analyzes the study findings or re-interprets the results for a different target audience, it may be eligible. Additionally, if it is a translation of an original work or a new version of the same work with a certain level of modifications (a "revised edition"), it could be acceptable. Moreover, permission for reuse should be obtained if required and must comply with the publisher's reuse policy.

提交的作品必須不存在任何剽竊行為，且此前不得已任何形式或語言在其他地方發表過。然而，也存在一些例外情況。這些例外包括：作品是在先前發表的初步報告（如摘要、海報、會議演示文稿或期刊文章）的基礎上完成的完整作品。此外，如果作品是對研究結果進行大幅重新分析，或者是為不同的目標受眾重新解讀研究結果，這類作品也可能符合要求。另外，如果作品是原作品的翻譯版本，或者是對同一作品進行一定程度修改的新版本（“修訂版”），這類作品也可能是可以接受的。此外，如果有需要，必須獲得再次使用的許可，並且必須遵守出版商的再使用政策。

It is of great importance to note that the Publisher reserves the right to use software to detect plagiarism in the submitted work.

出版商保留使用軟件檢測提交作品中是否存在剽竊行為的權利。

### Redundant publication

It is generally not permitted to recycle data and texts from an author's own previously published manuscripts. When there is an overlap with a previously accepted or published paper, it is necessary to be transparent about the extent to which the new content differs from the previous publication or the work currently under consideration. This transparency should be conveyed in a letter to the series editor and/or the publisher, and also clearly indicated within the work itself.

一般而言，不允許從作者自己先前已發表的手稿中重複使用數據和文本。當與先前已被接受或已發表的論文存在重疊時，有必要清楚說明新內容與先前已發表的內容或目前正在審查的作品之間的差異程度。這種透明度應以信函形式告知叢書編輯和 / 或出版商，並且還應在作品本身中清楚地表明。

### Acknowledgement of sources

The creations of other individuals must consistently be given appropriate recognition. Authors are obligated to cite and/or enumerate the publications that have exerted an influence on the work being reported. It is essential to offer clarity regarding which portions of the text are authored by the individuals themselves and which parts have been sourced from others, whether it is presented verbatim, summarized, or paraphrased.

必須始終恰當地承認其他個人的創作成果。作者有義務引用和（或）列舉那些對所報告的作品產生過影響的出版物。作者必須清楚說明文本中哪些部分是自己撰寫的，哪些部分是取自他人的，無論這些內容是逐字引用、摘要概述還是改寫的。

### Related manuscripts under consideration for publication

Authors are required to notify the Editor or Publisher about related manuscripts that they, as the author(s), are having considered for publication with another publisher. They must also provide specific details of these relevant manuscripts.

作者必須通知編輯或出版商，告知他們自己作為作者正在考慮提交給其他出版商的相關稿件。作者還必須提供這些相關稿件的具體細節。

Authors need to ensure that when they publish related manuscripts, they give due recognition to any previously related publication. For instance, in a situation where there is a journal article (that has not been published yet) and the same material will be used in a book chapter. If the journal article is published first, the book chapter must contain a note indicating that it is based on [the title of the journal and the full reference details]. This helps maintain academic integrity and proper attribution of work.

作者需要確保在發表相關稿件時，恰當地承認任何先前相關的已發表作品。例如，在有一篇期刊文章（尚未發表），且相同的材料將被用於一本書的某個章

節的情況下。如果期刊文章先發表，該書的章節必須包含一條註釋，表明它是基於 [期刊的標題及完整的參考細節]。這有助於維護學術誠信以及對作品的正確歸屬。

## Concurrent / secondary publication

Concurrent or secondary publication of materials in other books can, under specific circumstances, be considered justifiable. For example, translations of the original work, or works aimed at different target audiences, or those with different co-authors fall into this category.

在特定情況下，材料在其他書籍中的同時發表或二次發表可被視為合理。例如，原作品的譯本，或面向不同目標讀者群的作品，又或者是有不同共同作者的作品都屬於此類情況。

Authors, along with the Editor or Publisher, need to reach an agreement regarding the concurrent or secondary publication. A negotiation regarding the publication interval may take place. When it comes to the secondary version of the publication, it is necessary to include a note or an acknowledgment stating that it is based on another manuscript that was first reported in [the title of the journal or book along with the full reference details]. Additionally, the secondary version should cite the primary version, or have a note or acknowledgment indicating that the same manuscript was concurrently published in [the title of the journal or book and its full reference]. This way, proper credit and transparency are maintained in the academic and publishing realm, ensuring that all parties are aware of the nature and origin of the published materials.

作者需與編輯或出版商就同時發表或二次發表達成協議。可能會就發表間隔進行協商。對於二次發表的版本，有必要附上一條註釋或聲明，說明其是基於另一篇首次發表於 [期刊或書籍的標題及完整參考信息] 的手稿。此外，二次發表的版本應引用首次發表的版本，或者附上一條註釋或聲明，表明同一篇手稿曾在 [期刊或書籍的標題及完整參考信息] 中同時發表。通過這種方式，在學術和出版領域保持恰當的歸功和透明度，確保各方都清楚已發表材料的性質和來源。

## Permissions

Authors are responsible for obtaining the necessary permissions to reuse materials (both text and images) without restrictions, especially when dealing with third-party materials, whether for print or electronic use. A fundamental principle is that if an author isn't the originator of all the content in their manuscript, they must seek permission from the copyright owners or possess a valid license to use that content, except in cases of "fair use/fair dealing" or when the content is in the public domain.

作者有責任獲得無限制地再次使用材料（包括文本和圖像）所需的許可，尤其是在涉及第三方材料時，無論是用於印刷還是電子用途。一項基本原則是，如果作者不是其手稿中所有內容的創作者，他們必須徵得版權所有者的許可，或者擁有使用該內容的有效授權，“合理使用/公正交易”情況或內容處於公有領域的情況除外。

Authors have the right to reproduce their own work, but if they have transferred the rights to another entity, such as another publisher, they may need to request permission for reuse.

作者有權複製自己的作品，但如果他們已將版權轉讓給另一實體（如另一家出版商），則可能需要申請再次使用的許可。

There is no precise definition of "fair use/fair dealing" or a specific number of words that authors can use without seeking permission from the copyright holder. The determination of fair use/fair dealing depends on several factors:

- a) The purpose for which the content is being used.
- b) The nature and significance of the original work.
- c) The extent and influence of the use in comparison to the original work.

“合理使用/公正交易”並無精確的定義，也不存在作者在無需徵求版權持有者許可的情況下可使用的特定字數限制。合理使用/公正交易的判定取決於多個因素：

- a) 使用內容的目的。
- b) 原作品的性質和重要性。
- c) 與原作品相比，使用的程度和影響。

Content is considered to be in the public domain when there are no applicable intellectual property rights, or when the copyright term (which can vary by country) does not apply or has already expired. Just because content is freely available on the Internet doesn't mean it can be freely reused; an explicit license allowing reuse is necessary in such cases.

當內容不存在適用的知識產權，或者版權期限（因國家而異）不適用或已屆期時，該內容被視為處於公有領域。僅僅因為內容在互聯網上可免費獲得，並不意味著可以自由再次使用；在這種情況下，需要有明確允許再次使用的授權。

## Figures and illustrations

Illustrations, plans, tables, photographs, videos, animations, and other such items (collectively referred to as "images") are often safeguarded by copyright. Reusing images that have openly editable content, such as those on Wikipedia, or images found through search engines like Google or Bing typically requires obtaining permission for reuse. Authors need to verify the source of information for all content on Wikipedia and the website where the image is hosted. They should also check if



the individual or entity that posted the material has the legal right to grant permission for its reuse. If an author is unable to locate the copyright holder or secure the necessary permission, it is advisable to find or create an alternative image.

插圖、設計圖、表格、照片、視頻、動畫及其他此類項目（統稱“圖像”）通常受版權保護。重複使用具有可公開編輯內容的圖像，比如維基百科上的圖像，或者通過谷歌（Google）或必應（Bing）等搜索引擎找到的圖像，一般都需要獲得再次使用的許可。作者需要核實維基百科上所有內容以及圖像所在網站的信息來源。他們還應該檢查發布材料的個人或實體是否有合法權利授予再次使用的許可。如果作者無法找到版權持有者或獲得必要的許可，建議尋找或創建替代圖像。

When authors make modifications to an existing image, they must first obtain permission from the original image creator for the modification. It's important to note that making changes to an original image does not automatically transfer the ownership of the original image to the person who created the modified version.

當作者對現有圖像進行修改時，他們必須首先獲得原始圖像創作者對修改的許可。需要注意的是，對原始圖像進行修改並不會自動將原始圖像的所有權轉移給創建修改版本的人。

When incorporating images, authors must consider not only respecting the copyrights associated with these images but also the rights of the individuals depicted in them and, in some cases, the rights related to the objects shown. Be aware that in addition to copyright, other rights such as the personality rights of the people depicted or the trademark rights of the objects may need to be observed when using images. This is particularly crucial when dealing with images of vulnerable individuals, such as minors or patients, or when using images in sensitive contexts. In many situations, authors are required to obtain written consent before including images in their work.

在使用圖像時，作者不僅必須考慮尊重與這些圖像相關的版權，還要考慮圖像中所描繪個人的權利，在某些情況下，還要考慮與所展示物品相關的權利。要知道，除了版權之外，在使用圖像時，可能還需要遵守其他權利，比如所描繪人物的人格權，或者物品的商標權。在處理涉及弱勢群體（如未成年人或患者）的圖像時，或者在敏感背景下使用圖像時，這一點尤為重要。在許多情況下，作者在作品中使用圖像之前需要獲得書面同意。

## Copyright

In a majority of countries across the globe, authors are entitled to the safeguarding of their intellectual property that is present in books, conference proceedings, journal articles, and portions of such works. The works that are protected encompass literary and academic creations, for example, written texts, diagrams and illustrations, speeches, as well as computer programs.

在全球大多數國家，作者有權保護其存在於圖書、會議論文集、期刊文章以及此類作品的部分內容中的知識產權。受保護的作品包括文學和學術創作，例如書面文本、圖表和插圖、演講，以及計算機程序。

### Conflict of interest

Authors are expected to make known any interests that have a direct or indirect connection to the work they are submitting for publication. By disclosing these interests, the publication process becomes more comprehensive and transparent, enabling readers to make their own evaluations regarding potential biases. It's important to note that having a financial relationship with an organization that has sponsored the research, or receiving compensation for consultancy work, doesn't necessarily mean it's improper.

作者應披露與其提交發表的作品有直接或間接關聯的任何利益關係。通過披露這些利益，出版過程會變得更全面和透明，使讀者能夠對潛在的偏見作出自己的評估。需要注意的是，與贊助研究的機構存在財務關係，或者因顧問工作而獲得報酬，不一定就意味著存在不當行為。

The types of interests that should be disclosed may include, but are not restricted to: sources of funding (such as grants, along with other forms of research support like salaries, equipment, supplies, and reimbursement for attending symposia and other related expenses), employment details, financial interests (including stocks, shares, consultation fees, patents, and patent applications), and non-financial interests (such as professional interests, personal relationships, or personal beliefs, like serving on an editorial board, advisory board, or board of directors, or other types of management relationships; engaging in writing or consulting for educational purposes; acting as an expert witness; or having mentoring relationships).

應該披露的利益類型可能包括但不限於：資金來源（例如研究資助，以及其他形式的研究支持，如工資、設備、供應品，以及參加研討會的費用報銷和其他相關費用）、工作僱傭詳情、財務利益（包括股票、股份、諮詢費、專利和專利申請），以及非財務利益（例如專業利益、私人關係或個人信仰，如在編輯委員會、顧問委員會或董事會任職，或其他類型的管理關係；從事教育方面的寫作或顧問工作；擔任專家證人；或存在指導關係）。

### Ethical approval and informed consent

When presenting studies that involve human subjects and/or animals, along with their data or biological materials, authors are responsible for ensuring that their manuscripts contain statements in the methods (or an equivalent) section. These statements should confirm that the studies have either received approval or been granted an exemption by the relevant institutional and/or national research ethics

committee. The studies must also have been conducted in line with the ethical standards set forth in the 1964 Declaration of Helsinki and its subsequent amendments, or other comparable ethical guidelines.

在展示涉及人類受試者和/或動物以及相關數據或生物材料的研究時，作者有責任確保其手稿在方法（或同等）部分包含相關聲明。這些聲明應確認該研究已獲得相關機構和/或國家研究倫理委員會的批准或豁免。該研究還必須符合1964年《赫爾辛基宣言》及其後續修正案中規定的倫理標準，或其他可比的倫理準則。

In all cases, authors are required to include the name of the ethics committee involved. Additionally, if applicable, they should provide the reference number related to the ethical approval or exemption. Moreover, authors should incorporate a statement indicating that informed consent, both for participation in the study and for the publication of the data (if applicable), has been obtained from individual participants. In situations where the participant is a minor or is incapable of giving consent, the consent should be obtained from their parents or guardians. This ensures that the research adheres to strict ethical principles and respects the rights and welfare of the individuals and animals involved.

在所有情況下，作者都必須列出所涉及的倫理委員會的名稱。此外，若適用，作者應提供與倫理批准或豁免相關的參考編號。再者，作者應附上一項聲明，表明已從個體參與者處獲得了參與研究以及發表數據（如適用）的知情同意。在參與者為未成年人或無能力給予同意的情況下，應從其父母或監護人處獲得同意。這可確保研究遵循嚴格的倫理原則，並尊重所涉及的個人和動物的權利及福祉。

## **Avoiding defamation**

Authors are advised to refrain from making false assertions regarding an entity, which may refer to either an individual or a company. They should also avoid descriptions of the entity's behavior or actions that have the potential to be construed as personal attacks or accusations against that person. As a general principle, authors must ensure that the content they produce is factual. In cases where opinions are expressed, these should be presented in a fair and just manner. This helps maintain the integrity of the work and avoids any potential harm or misrepresentation of the entity in question. Such practices uphold ethical standards in writing and ensure that the information presented is reliable and respectful.

建議作者避免對某一實體（可能指個人或公司）做出虛假的陳述。他們也應避免對該實體的行為或舉動做出可能被視為人身攻擊或對該人的指控的描述。作為一項一般原則，作者必須確保其所創作的內容是基於事實的。在表達意見的情況下，這些意見應以公平公正的方式呈現。這有助於維護作品的完整性，並避免對有關實體造成任何潛在的傷害或誤解。此類做法維護了寫作中的倫理標準，並確保所呈現的信息是可靠且尊重他人的。



## Dual use of research

In the manuscript, authors must clearly identify any research that has the potential to be misused in a way that poses a threat to public health or national security. For instance, research that involves creating harmful effects from biological agents or toxins, interfering with the immunity provided by vaccines, presenting unusual risks associated with the use of chemicals, or the weaponization of research or technology, and other similar areas, should be explicitly noted. This transparency is crucial as it allows readers, reviewers, and relevant authorities to be aware of the potential risks associated with the research and take appropriate measures to prevent any harmful misapplication. It also helps in ensuring that research is conducted with proper safeguards and in line with ethical and legal requirements regarding public health and national security.

在稿件中，作者必須清楚指明任何有可能被濫用從而對公共健康或國家安全構成威脅的研究。例如，涉及利用生物製劑或毒素造成有害影響的研究、干擾疫苗所提供的免疫作用的研究、呈現使用化學物質所帶來的異常風險的研究，或者將研究或技術用於武器化的研究等類似領域的研究，都應明確予以說明。這種透明度至關重要，因為它能让讀者、審稿人和相關主管部門了解與該研究相關的潛在風險，並採取適當措施以防止任何有害的濫用行為。這也有助於確保研究的進行具備適當的防範措施，並符合有關公共健康和國家安全的倫理及法律要求。

## Fundamental errors

Authors bear the responsibility of rectifying mistakes when they identify a substantial error or inaccuracy in their previously published work. The approach to amending the literature hinges on the specific nature of the error. This could involve issuing a correction or implementing a retraction, and such decisions will be made by the Publisher in accordance with the guidelines set by the Committee on Publication Ethics (COPE).

如果作者發現自己先前已發表的作品存在重大錯誤或不準確之處，則有責任予以糾正。修正文獻的方式取決於錯誤的具體性質。這可能包括發布更正聲明或撤回作品，而此類決定將由出版商依據出版道德委員會（COPE）制定的指導方針做出。

In the case of a retraction, the retraction note should offer clear transparency regarding which sections of the manuscript are affected by the error. This ensures that the academic and publishing community is fully informed about the nature and scope of the problem, and helps maintain the integrity of the published work. By adhering to these principles, authors uphold the standards of academic honesty and contribute to the overall trustworthiness of the published literature. This also helps prevent the dissemination of incorrect information and protects the reputation of the author, the publisher, and the relevant academic field.

在撤回作品的情況下，撤回聲明應清晰透明地說明手稿的哪些部分受到錯誤

影響。這可確保學術界和出版界充分了解問題的性質和範圍，並有助於維護已發表作品的完整性。通過遵守這些原則，作者維護了學術誠信的標準，並提升了已發表文獻的整體可信度。這也有助於防止傳播錯誤信息，並保護作者、出版商以及相關學術領域的聲譽。

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