

**Journal of Finance Editorial Ethics Guidelines**  
**11/2018**

- (1) The Editor and Co-Editors must disclose to the President of the American Finance Association (AFA) any material conflicts of interest that could affect their ability to render unbiased editorial decisions. Financial relationships, including, but not limited to, consulting work, expert testimony, and board positions, for which the Editor and Co-Editors received more than \$10,000 during the prior three years or paid and unpaid memberships and positions in organizations that have policy positions, goals, or financial interests that relate to research published in the Journal could be perceived as material. This information will be published as a disclosure statement on the Journal's website.
- (2) Associate Editors must disclose to the Editor any material conflicts of interest of the kind described in (1) that could affect their ability to render unbiased advice. This information will be published as a disclosure statement on the Journal's website.
- (3) The Editor and Co-Editors are independent from outside influence in their editorial decisions. Officers and directors of the AFA may be involved in setting general editorial policies, but they may not influence editorial decisions on individual submissions.
- (4) If a case arises in which an author, referee, or Associate Editor violated professional ethics, including, but not limited to, violation of the AFA ethical guidelines pertaining to the publication process, plagiarism, violation of intellectual property or copyright, or violation of conflict of interest disclosure rules, Co-Editors should inform the Editor. The Editor may decide, in consultation with the Co-Editors to impose sanctions on the individuals who committed ethical violations. Prior to resolving the case, the Editor will notify the AFA president about the case and any proposed sanctions. The AFA president may decide to consult with, or seek a vote from, the AFA Executive Committee or the AFA Board regarding the proposed resolution.
- (5) Any complaints involving the current Editor or Co-Editors will be received by the Secretary-Treasurer of the AFA, who will notify the Executive Committee. The Executive Committee will be responsible for the resolution of such matters.
- (6) The Editor, Co-Editors and Associate Editors should recuse themselves from handling submissions where they may face a potential conflict of interest, including, but not limited to, submissions by current colleagues and students at the same institution, former graduate student advisees, a current or former co-author that the editor has worked with in the past 5 years or one that the editor is still close to.
- (7) Submissions by the Editor to the Journal are not allowed.

- (8) While officers of the AFA may submit their own work, they should be mindful of the journal's high standard and be appropriately selective in their submissions. While not required, the editorial team has the option to seek an external ad-hoc editor to handle submissions by officers.
- (9) Co-Editors should never be involved in editorial decisions about their own work. If a Co-Editor is author or a co-author on a paper submitted to the Journal, the Assistant Editor will ask the Editor to select an external ad-hoc Editor to handle the submission. The Assistant Editor will ensure that all correspondence regarding this submission and the identity of reviewers and Associate Editors involved in processing the submission remains hidden to all Co-Editors. Reviewers and Associate Editors will be notified in advance of the handling by the External Editor and the policy regarding anonymity.
- (10) In cases where external ad-hoc editors are used, it is preferable that they be past editors of the Journal of Finance or current or past editors of reasonably comparable journals. While decisions are in the hands of the External Editor, they should be advised to consult with the Editor regarding standards or other issues.
- (11) In recognition that a preponderance of papers in category (8) or (9) may raise concerns by the membership, the Editorial team will report to the AFA Board the number and disposition of papers in these categories at the end of the second year of each term.