

## **Research Ethics Guidelines for the Phonetics Society of Japan**

Below are the ethical guidelines for the members of the Phonetic Society of Japan (hereinafter referred to as the researchers and the Society). The researchers are required to follow the guidelines when they conduct research, such as when they need the participation of research collaborators (so-called subjects) for their research, such as linguistic fieldwork, speech recording, listening experiments, or experiments involving physical measurements. The researchers also must comply with the guidelines when they wish to publish research results.

### **1. Guidelines for Research**

#### **1.1 Explanation and consent (informed consent)**

- Research collaborators must be informed in advance of the purpose of the research, the methods, the type and amount of data to be collected, the possible benefits and disadvantages, etc. Also, in principle, written consent must be obtained from the research collaborators.
- In cases where the research collaborator is a minor, or where it is difficult to obtain sufficient understanding and consent from the individual due to physical limitations, etc., written consent must be obtained in principle from the research collaborator's representative (e.g., parent, guardian, etc.).
- The research collaborator must be informed in advance that the cooperation can be suspended or terminated at any time, even if the above consent has been given and research cooperation has begun.
- If written consent is difficult to obtain due to unavoidable reasons, consent must be obtained by other possible means, and a record must be kept for verification.
- If providing details of the research purpose and research plan in advance would compromise the validity of the research, the researcher may provide an explanation afterward to obtain consent.

#### **1.2 Omission of informed consent**

- If the research does not cause pain or disadvantage to the research collaborator, obtaining informed consent may be omitted in the following cases:
  - (a) Research on educational methods, curricula, classroom management, etc. conducted in a normal school educational environment, given that the personal information of the research collaborator is protected.
  - (b) In the cases of anonymous questionnaire surveys or natural participation observation,

where disclosure of the answers is not likely to cause disadvantage or defamation to the research collaborator.

(c) In the cases of studies utilizing only the data (language corpus, various documents, pathological specimens, diagnostic specimens, etc.) that is already publicly available and in which the research collaborator cannot be identified.

(d) In the cases where the data was collected before the time when the concept of informed consent became standard practice, generally before 2010, (including cases where it is judged to be impossible or extremely difficult to obtain informed consent for reasons of health or relocation, even after reasonable efforts have been made, or where the research collaborator has already died), and there is no possibility that the publication of the research results or data will cause disadvantage or defamation to the research collaborator.

### **1.3 Responsibilities of Researchers**

- Researchers must not cause any disadvantage, psychological or physical pain, excessive fatigue, or harm to research collaborators in the process of research cooperation or publication of results.

- Researchers must not take advantage of their position to invade the privacy of research collaborators more than necessary, or to coerce them to participate in the research.

### **1.4 Responsibility for the management and publication of personal information**

- Researchers can only handle personal information relevant to the purposes for which consent has been obtained and only within the scope of that consent.

- Researchers must ensure that the research collaborators' personal information is stored securely so that it not revealed to anybody other than the researchers.

## **2. Guidelines for the publication of research results**

The following guidelines must be observed by researchers who intend to submit their research results to the journal of the Society, or to present their research at the annual conventions or research meetings of the Society.

### **2.1 Plagiarism**

- Plagiarism is the unauthorized use of another person's text, ideas, data, or research results in such a way as to mislead the reader into believing that it is the author's own. Plagiarism is a violation of research ethics and should never be practiced.

- Plagiarism includes the republication of results that were previously published by the researcher himself/herself without adding new content (self-plagiarism).

## **2.2 Description of authors**

- Only those who have clearly contributed to the conception, design, practice, and interpretation of the research should be named as the authors of the research results.
- Conversely, all those who have made significant contributions to the research results should be offered the opportunity to be listed as authors.
- The researcher submitting the paper must ensure that all co-authors have reviewed the final version of the paper or presentation abstract and agree to the submission.
- All research results done by others and utilized in the study to be submitted must be included in the references or appropriately mentioned in the acknowledgments.
- Information obtained privately through conversations, correspondence, or discussions with third parties should not be used or reported without the permission of the person from whom the information originated.
- Information obtained in the course of confidential work, such as reviewing manuscripts or grant applications, may not be used without the permission of the author of the work in question. Permission from the original copyright holder must be obtained for any reproduction or adaptation of previously published research results, and a statement must be made in the manuscript that it is a reproduction or adaptation.

## **2.3 Maintenance of research records**

- The data and analysis results obtained from the research must be recorded and maintained in a manner that is compatible with the protection of personal information, in a form that allows for review by the co-researchers prior to publication. The results must also be maintained in a form that allows for review by a third party for a certain period of time after the publication. This period should be approximately 10 years after publication.

## **2.4 Error Reporting**

All authors are obligated to promptly retract or correct any errors found in the published work.

## **2.5 Data fabrication and selective reporting**

Both data fabrication and selective reporting of only a portion of the data are acts that intend to mislead or conceal the truth about research results. These are deviations from the norms of scientific conduct and should never be performed.

## **2.6 Disclosure of Conflicts of Interest**

- Researchers are obligated to disclose personal conflicts of interest that may affect their submitted manuscripts or presentations by the following means:

(a) All authors' affiliations and sources of funding for their research must be clearly stated in the paper or manuscript.

(b) If the publication or presentation of the research leads directly to financial gain for the researcher or co-authors, this should be stated in the acknowledgments or notes to the paper or manuscript.

(c) If there is a financial interest between the researcher and a company or commercial organization involved in the reporting of the paper or presentation, this should be reported.

## **2.7 Protection of personal information in the publication of research results**

- When publishing research results, the researchers must ensure that the research collaborators cannot be identified.

- If it is difficult to anonymize the research collaborators, or when it is desirable for some reason to publish the names of the research collaborators, the consent of the research collaborators must be obtained in advance.

These guidelines shall take effect on October 1, 2021.