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## ALPSP guidelines for members

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ALPSP accepts members on the understanding that those members adhere to legal and ethical good practice, and will not bring ALPSP into disrepute through their own activities or business practices.

ALPSP recognises and supports many good practice guidelines produced by organisations such as the Committee on Publication Ethics (<http://publicationethics.org/international-standards-editors-and-authors>). We expect our members to adhere to good practice guidelines as relevant to their business.

When applying for membership we require applicants to assert compliance with the following (noting that some items will not be relevant to certain members):

1. That the company adheres to legal requirements within its country (or countries) of business.
2. That the company adheres to relevant ethical and good practice guidelines as promoted by regional and international organisations such as COPE, ICMJE and the Market Research Society.
3. That the company provides information about any editorial persons responsible for making publishing decisions, and that all editorial persons have given permission for their details to be made available for this purpose.
4. That due care and attention is taken to ensure that no publications contain fraudulent information, that they do not infringe the rights of any other person or organisation, and that any errors are dealt with efficiently and the publication record corrected where required.
5. That the company does not purposely or inadvertently defraud any of its customers (including authors, readers, subscribers, advertisers, etc.) by making false promises or unrealistic claims.
6. That any charges to authors or other customers are clearly represented in the company information.
7. That the company adheres to good practice with regard to regular publishing, quality control through review and decision-making, making available and archiving content, respecting and protecting copyright and other intellectual property rights. (For example the good practice activities promoted by the DOAJ, <http://doaj.org/bestpractice>).
8. That the company undertakes all promotion and marketing activities within accepted codes of good practice: not sending spam communications or sending inappropriate messages out to potential customers.
9. That the company respects the confidential information to which it has access (personal details, original unpublished research, etc.) and ensures that such information is kept secure and not distributed without the consent of the individuals or companies involved. And that all staff and other individuals handling such information are required to likewise respect the confidentiality of the creators, customers and institutions.

All applications for membership are considered by ALPSP Council which reserves the right to ask the applicant for appropriate supporting information. Should any member be reported to be in breach of these ethical guidelines, ALPSP reserves the right to cancel membership. ALPSP takes no responsibility for the adherence of members to these guidelines.