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OFFICIAL GUIDE · EP-G-07

# Corrections, Retractions & Expressions of Concern Guide

What each post-publication notice means, when it is used, how it is issued and linked to the original article, and how to request a correction or report a concern.

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## DOCUMENT CONTROL

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## BENCHMARKED AGAINST

COPE Retraction Guidelines · NISO RP-45-2024 (CREC) · ICMJE Recommendations · NISO RP-8-2008 (Journal Article Versions)

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## Purpose and scope

**PURPOSE**

To define the post-publication notices Eleventh Press issues, the circumstances in which each is used, how they are issued and linked to the original article, and how to request a correction or report a concern.

**SCOPE**

Applies to all articles after publication of the version of record. Changes before publication are made through the normal editorial and proof process.

**AUDIENCE**

Authors, readers, editors, indexers and anyone who cites Eleventh Press articles.

## At a glance: ten key requirements

1. The published version of record is permanent and is never silently altered or deleted.
2. A Corrigendum corrects a significant error made by the authors.
3. An Erratum corrects a significant error introduced by the publisher during production.
4. An Expression of Concern alerts readers to a serious, unresolved doubt while an investigation proceeds.
5. A Retraction withdraws an article whose findings are unreliable or whose publication breached ethics.
6. Every notice is published as a permanent, linked addendum, cross-linked with the original article.
7. Retracted articles remain available, clearly marked as retracted, with the reason stated.
8. Every notice also appears in the article's post-publication status and provenance timeline.
9. Authors request corrections, and anyone reports concerns, by email to editorial@eleventhpress.com.
10. Investigations follow COPE guidance and are handled independently of the original editor where needed.

## Benchmarked standards and basis

This guide is benchmarked against the external standards below. “Aligned with” describes the standard each requirement follows; it is not a claim of membership in, or certification by, the issuing body.

| STANDARD AND ISSUING BODY | EDITION | HOW THIS GUIDE APPLIES IT |
|---|---|---|
| **COPE Retraction Guidelines**<br>Committee on Publication Ethics<br>https://doi.org/10.24318/cope.2019.1.4 | 2019 (updating Wager et al., 2009) | When to retract, issue an expression of concern or correct, and the content of each notice. |
| **Communication of Retractions, Removals, and Expressions of Concern (CREC)**<br>NISO<br>https://www.niso.org/ | NISO RP-45-2024 | How notices are displayed, linked and communicated in metadata so that downstream systems and readers see them. |

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| STANDARD AND ISSUING BODY | EDITION | HOW THIS GUIDE APPLIES IT |
|---|---|---|
| **ICMJE Recommendations: corrections, retractions and expressions of concern**<br>International Committee of Medical Journal Editors<br>https://www.icmje.org/recommendations/ | Current edition | Notices are published as citable items, linked bidirectionally with the original article. |
| **Journal Article Versions (JAV)**<br>NISO/ALPSP<br>https://www.niso.org/ | NISO RP-8-2008 | Defines the version of record and the corrected version of record. |
| **COPE Core Practices: post-publication discussions and corrections**<br>Committee on Publication Ethics<br>https://publicationethics.org/core-practices | 2017 | Mechanisms for correcting, revising or retracting articles after publication. |

## 01 Principles

The published article, the version of record, is a permanent part of the scholarly record. When something in it needs to change, we do not edit it silently; we publish a notice that explains what changed and why, linked to the original article, so that anyone who has read or cited the work can see the history. This follows the COPE Retraction Guidelines, the ICMJE Recommendations and NISO's recommended practice on communicating retractions and expressions of concern.

Notices are proportionate. Most post-publication issues are honest errors that warrant a correction; retraction is reserved for cases where the findings cannot be relied on or where publication was itself a breach of ethics.

## 02 The four notice types

Eleventh Press issues four kinds of post-publication notice:

- Corrigendum: corrects a significant error made by the authors, such as a mistaken value in a table, a mislabelled figure or an omitted author or funder, where the error does not invalidate the conclusions.
- Erratum: corrects a significant error introduced by the publisher during typesetting or production, for example a dropped line, a misplaced figure or incorrect metadata.
- Expression of Concern: alerts readers to serious doubts about an article, for example inconclusive evidence of misconduct, unreliable findings or an institutional investigation that has not yet concluded. It may later be withdrawn, or followed by a correction or retraction.
- Retraction: withdraws an article because its findings are unreliable through major error or misconduct, because it is plagiarised or redundant, because it reports unethical research, or because of a compromised peer-review process.

Minor errors that do not affect the meaning or the reader's ability to use the work, such as a spelling mistake, do not normally warrant a notice.

## 03 Who can initiate a notice

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Authors who discover an error in their published article should contact us as soon as possible; prompt self-correction is a mark of good practice, not of failure. Readers, reviewers, institutions and editors can raise concerns about any published article. The editor decides which notice, if any, is appropriate, after consulting the authors and, where relevant, reviewers, institutions or independent experts.

Authors may request a retraction of their own work when they discover an error that invalidates it. Retraction for honest error is distinguished in the notice from retraction for misconduct.

## 04 How a notice is issued

Each notice goes through the following steps:

- The concern or correction request is assessed by the editor; where a conflict of interest is possible, the editorial office handles it independently of the original handling editor.
- The authors are informed and invited to respond, and for corrections they approve the wording.
- For suspected misconduct, the investigation follows COPE flowcharts and may involve the authors' institutions.
- The editor decides on the notice and its wording, which states clearly what is being corrected, retracted or questioned, and why.
- The notice is published as a citable item, linked to and from the original article.

## 05 How notices are displayed and propagated

Every notice is published as a permanent, linked addendum to the original article, and the article page displays the article's post-publication status in a prominent banner that links to each notice. The notice records exactly what changed and why, so that anyone who read or cited the earlier text can see the difference. A retracted article remains available, clearly marked as retracted, with the retraction notice and its reason; it is not removed.

Notices are also recorded in the article's provenance record. Its post-publication status is updated and the notice appears in the verification timeline, so the live verification page and any certificate downloaded from it show the article's current status. When you cite a corrected article, cite the notice as well, so readers of your work can find it.

## 06 Removal in exceptional circumstances

In rare cases, such as a court order, a serious risk to someone's privacy or safety, or defamatory content, it may be necessary to remove the text of an article. Even then, the bibliographic metadata and a notice explaining that the content has been removed, and why where possible, remain in place, consistent with COPE and NISO guidance.

## 07 How to request a correction or report a concern

Email editorial@eleventhpress.com with the article's DOI, a description of the error or concern, the location in the article (section, figure or table), and for corrections the proposed corrected text. Concerns about potential misconduct are handled as described in EP-G-06, the Publication Ethics & Research Integrity Statement. The identity of anyone raising a concern is kept confidential.

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## 08 Compliance checklist

Use this checklist before you submit, review or report. Every item reflects a requirement set out above.

- ☐ The article's DOI is included.
- ☐ The error or concern, and where it appears, is described precisely.
- ☐ For a correction, proposed corrected text is supplied.
- ☐ For a correction, all co-authors have been informed and agree.
- ☐ Any supporting evidence for a concern is attached.

## 09 Frequently asked questions

**What is the difference between a corrigendum and an erratum?**
A corrigendum corrects an error made by the authors; an erratum corrects an error introduced by the publisher during production.

**Is a retracted article deleted?**
No. It remains available, clearly marked as retracted, with a linked notice explaining the reason.

**What is an expression of concern?**
A notice alerting readers to serious, unresolved doubts about an article while an investigation proceeds. It may later be withdrawn or followed by a correction or retraction.

**I found an error in my own published article. What should I do?**
Email editorial@eleventhpress.com with the DOI, the location of the error and the corrected text. Prompt self-correction is good practice.

**How will readers know an article has been corrected?**
The article page shows its post-publication status with a banner linking to every notice, and the notice also appears in the article's provenance record and verification timeline.

## Related guides and how to cite this guide

- **EP-G-06 — Publication Ethics & Research Integrity Statement**
  https://eleventhpress.com/resources/guides/publication-ethics-and-research-integrity
- **EP-G-02 — Formatting & Citation Style Guide**
  https://eleventhpress.com/resources/guides/formatting-and-citation-style-guide

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