

Copeia PeerTrack Manuscript System Privacy Policy

Introduction

ASIH (American Society of Ichthyologists and Herpetologists, referred to as ASIH, we, us, or our throughout) is committed to protecting the personal information of users (referred to as users, you, or your throughout) and will make every reasonable effort to handle collected information for *Copeia* appropriately and to work with our digital partners to develop technology that gives you the most powerful and safe online experience. ASIH and our partners strive to comply with all laws and regulations that apply to the gathering and use of personal information. This policy will attempt to describe the information we collect, the purposes for which it is used, and the choices you have for us to provide you with the information we have, including the contact information for deleting data associated with your *Copeia* PeerTrack account. This privacy policy applies to the *Copeia* PeerTrack manuscript management system or “*Copeia* Editorial Manager” that we use through contract with Allen Press who works with Aries Systems Corporation or “Editorial Manager.” Collectively, Allen Press and Aries Systems Corporation may be referred to as our partners.

Collection of Personal Information

The *Copeia* Editorial Manager system collects personally identifiable information, such as your name, email address, and institution. You may voluntarily provide us with additional information to help us identify and contact you, such as your middle name, degree, preferred name, telephone number, fax number, and ORCID iD (Open Researcher and Contributor Identifier). When visiting or interacting with the website, Aries Systems Corporation can record “clickstream data” that are not personally identifiable, such as your computer’s IP address, referring websites, browsers, and date and time visiting. ASIH does not request these data from Aries Systems Corporation, so we do not examine these data. In addition to these clickstream data, Editorial Manager uses session cookies that maintain information from page to page as you navigate the website. If you would prefer to decline cookies during your use of *Copeia* Editorial Manager, most web browsers have this functionality built in. Users of the *Copeia* Editorial Manager system who would like to learn more about the collection of personal information from our partners are encouraged to examine the Editorial Manager Privacy Policy associated with this website.

Use of Your Personal Information

The information stored in *Copeia* Editorial Manager that representatives of ASIH have access to is used for several overlapping purposes. For authors submitting or publishing in *Copeia*, we use this information for the processing, reviewing, communicating about, and publishing of scientific articles. For reviewers, editors, and staff of *Copeia*, we use this information to contact you about your role in peer reviewing manuscripts, to facilitate the peer review of manuscripts, and to notify you of decisions and developments surrounding submitted manuscripts. We will not use your personal information in a manner that is inconsistent with the purposes for which we have

collected the data. Users of the *Copeia* Editorial Manager system who would like to learn more about the use of personal information from our partners are encouraged to examine the Editorial Manager Privacy Policy associated with this website.

Disclosure to Third Parties

The information provided to the *Copeia* Editorial Manager system can be shared with third parties in a few ways. All manuscripts submitted for potential publication will have the title, abstract, and author names sent to our volunteer editors. If editor(s) agree to edit a submitted manuscript, we will send the full manuscript and any revisions and relevant comments you have provided. The title and abstract will be sent to potential reviewers. If reviewer(s) agree to review a submitted manuscript, we will send the full manuscript (except cover letter, title page, and acknowledgments) and any revisions and relevant comments you have provided. Unless disclosed in the body of the manuscript, the reviewers will not be provided with personally identifiable information (i.e., the peer-review process is intended to be double blind). If a manuscript is accepted for publication, we will share all submitted files with the *Copeia* staff and Allen Press. Annually, a listing of reviewer names is published in the second issue without connection to the manuscript reviewed. Reviewers wishing to have their name anonymized should contact us. After the point of publication, we cannot control the use of any of your voluntarily included personal information associated with the manuscript (e.g., by-line, contact information, supplemental material), so this policy does not apply after the date of publication for authors. Further, specialized information (e.g., bibliographic information) may be shared with pertinent websites such as ZooBank after acceptance but prior to publication. These uses will only include personally identifiable information that will also be included in the published work. Users of the *Copeia* Editorial Manager system who would like to learn more about the disclosure of personal information to third parties from our partners are encouraged to examine the Editorial Manager Privacy Policy associated with this website.

Information Retention

The personal information provided to the *Copeia* Editorial Manager system will be retained as needed to provide services to our authors, reviewers, editors, and staff. We will retain and use this information as long as necessary to archive our published research.

Transfer

Users of the *Copeia* Editorial Manager system who would like to learn about the storage and transfer of personal information are encouraged to examine the Editorial Manager Privacy Policy associated with this website. At this time, all non-US information will be transferred to the United States; see the Editorial Manager Privacy Policy for up-to-date information on data transfer and storage.

Security of Your Personal Information

ASIH and the Editorial Manager System will use all reasonable and appropriate safeguards to secure your personal information from unauthorized access, use, or disclosure. Again, we will not use your personal information in a manner that is inconsistent with the purposes for which we have collected the data. ASIH and the Editorial Manager System will use techniques such as password protection, firewalls, and HyperText Transfer Protocol Secure (https). Users of the *Copeia* Editorial Manager system who would like to learn more about the security of personal information from our partners are encouraged to examine the Editorial Manager Privacy Policy associated with this website.

Changes to This Privacy Policy

ASIH may make changes to this privacy policy at any time. Changes to this policy will be noted by making updates to this page. The date of the updated information will be listed at the bottom of the policy. Users should visit this privacy policy occasionally to read the current version.

Contact Information

If you have any questions about the privacy policy or would like all of your personal information deleted from the Editorial Manager system, please contact the Editor of *Copeia* (copeiaeditor@gmail.com) and/or the Production Editor of *Copeia* (copeiajournal@gmail.com). We will work with such requests to remove as much data as possible while still allowing us to defend/archive our published research. For more specifics about the stored information from our partners, users are encouraged to examine the Editorial Manager Privacy Policy associated with this website.

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