

## **EDITORIAL POLICY**

### **OBLIGATIONS OF THE EDITOR AND EDITORIAL OFFICE**

The editors of the journal make the final decision on which manuscripts will be published. When making a decision, the editorial office is guided by the editorial policy, taking into account the legal regulations related to defamation, copyright infringement and plagiarism. Determination of plagiarism is carried out through the application of software software.

The editorial office reserves the discretion to evaluate and not publish the received manuscripts, if it determines that they do not meet the prescribed content and formal criteria.

The editorial office must not have any conflict of interest regarding the manuscripts under consideration. The editor and members of the editorial board are obliged to timely report the existence of a conflict of interest.

The editorial office is obliged to make a decision on the manuscript based on its content, without racial, sexual, gender, religious, ethnic or political prejudices.

Editors and members of the editorial board may not use unpublished material from submitted manuscripts for their research without the express written permission of the author, and information and ideas presented in submitted manuscripts must be kept confidential and may not be used for personal gain.

Editors and members of the editorial board are obliged to take all reasonable measures to ensure that the identity of the reviewer remains unknown to the authors before, during and after the review process and that the identity of the author remains unknown to reviewers until the review process is completed.

### **OBLIGATIONS OF THE AUTHOR**

The authors guarantee that the manuscript represents their original contribution, has not been published before and is not considered for publication elsewhere. Simultaneous teaching of the same manuscript in several

magazine is a violation of ethical standards. Such a manuscript is currently excluded from further consideration.

If the submitted manuscript is the result of a scientific research project or if, in the previous version, it was presented at the meeting in the form of an oral statement, more detailed information about the project, conference, etc., is stated in the footnote at the beginning of the text. A paper that has already been published in a journal or collection of papers cannot be published in the journal *Revija prava - javnosti* sectors.

Authors are required to adhere to ethical standards relating to scientific research. The authors also guarantee that the manuscript does not contain unfounded or illegal claims and does not violate the rights of others. The publisher will not be liable in the event of any claims for damages.

Content of the paper

The paper should contain enough details and references to enable reviewers, and then readers, to verify the claims made in it. Deliberately making false claims is a violation of ethical standards.

The authors bear all responsibility for the content of the submitted manuscripts and are obliged, if necessary, to obtain the consent of all persons or institutions that directly participated in the research presented in the manuscript before their publication.

Authors who wish to include illustrations, tables or other materials that have already been published somewhere are obliged to obtain the consent of the copyright holders. Material for which such evidence has not been submitted will be considered the original work of the author.

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Authors are required to correctly cite sources that have significantly influenced the content of research and manuscripts. Information obtained in private conversation or correspondence with third parties, when reviewing project applications or manuscripts, etc., may not be used without the express written permission of the source.

#### Plagiarism

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#### Conflict of interest

The authors are obliged to point out financial or any other conflicts of interest that could affect the presented results and interpretations.

#### Errors in published works

In case the authors discover an important mistake in their work after its publication, they are obliged to inform the editorial board and to cooperate with them in order to correct the work.

By submitting the manuscript to the editorial office, the authors undertake to respect the stated obligations.

#### OBLIGATIONS OF REVIEWERS

Reviewers are obliged to provide the editor with an assessment of the scientific value of the manuscript in a professional, well-argued, impartial manner and within the set deadlines.

Reviewers evaluate the papers in relation to the compliance of the topic with the profile of the journal, the relevance of the research area and applied methods, originality and scientific relevance of the data presented in the manuscript, style of scientific presentation and equipment of the text with scientific apparatus.

A reviewer who has reasonable suspicions or knowledge of a breach of ethical standards by the author is required to notify the editor. The reviewer should recognize important published papers that have not been cited by the authors. He should also warn the editor of important similarities and similarities between the manuscript under consideration and any other published work or manuscript that is in the process of being reviewed in another journal, if he has personal information about it. If there is information that the same manuscript is being considered in several journals at the same time, the reviewer is obliged to inform the editor.

The reviewer must not be in a conflict of interest with the authors or funder of the research. If there is a conflict of interest, the reviewer is obliged to inform the editor immediately.

A reviewer who considers himself incompetent for the topic or area in which the manuscript deals is obliged to inform the editor.

The review must be objective. Comments concerning the author's personality are considered inappropriate. The reviewer's judgment must be clear and supported by arguments.

Manuscripts sent to the reviewer are considered confidential documents. Reviewers may not use unpublished material from submitted manuscripts for their research without the express written permission of the author, and information and ideas presented in submitted manuscripts must be kept confidential and may not be used for personal gain.

## REVIEW PROCEDURE

Received papers are subject to review. The aim of the review is to help the editor make a decision on whether to accept or reject the paper and to improve the quality of the manuscript through the process of communicating with the authors.

Review is anonymous.

At least two reviewers participate in the review. The review deadline is generally one month. The selection of reviewers is at the discretion of the editorial board. Reviewers must have relevant knowledge in the field of the manuscript and must not be from the same institution as the author, nor may they be authors who have recently published together (as co-authors) with any of the submitted authors.

In the main phase of the review, the editor-in-chief sends the submitted work to reviewers, experts in the scientific field in which the paper deals. The review form contains a series of questions to be

answered, which indicate to the reviewers what are the aspects that need to be covered in order to decide on the fate of a manuscript. In the final part of the form, reviewers must state their observations and suggestions on how to improve the submitted manuscript.

Throughout the process, reviewers act independently of each other. Reviewers do not know the identity of other reviewers. If the reviewers' decisions are not the same, the editor-in-chief seeks the opinion of a third reviewer.

During the review process, the editor may request the author to provide additional information (including primary data), if necessary to reach a judgment on the scientific contribution of the manuscript. The editor and reviewers must keep such information confidential and must not use it for personal gain.

The editorial office is obliged to ensure quality control of the review. In case the authors have serious and well-founded objections to the review, the editorial board will check whether the review is objective and whether it meets academic standards. If there is any doubt about the objectivity or quality of the review, the editor will seek the opinion of other reviewers.

#### SETTLEMENT OF DISPUTED SITUATIONS

Any individual or institution may at any time report to the editor and / or editorial office information about violations of ethical standards and other irregularities and provide the necessary information / evidence.

##### Verification of allegations and evidence

- The editor-in-chief will, in agreement with the editorial board, decide to initiate a procedure aimed at verifying the allegations and evidence presented.
- During this procedure, all presented evidence will be considered confidential material and will be presented only to those persons who are directly involved in the procedure.
- Persons suspected of violating ethical standards will be given the opportunity to respond to the charges brought against them.
- If irregularities are found to have occurred, it will be assessed whether they should be characterized as a minor breach or gross violation of ethical standards.

##### Minor offense

Situations characterized as minor offenses will be resolved in direct communication with the persons who committed the offense, without the involvement of third parties, for example:

- informing the author / reviewer that there has been a minor misdemeanor resulting from a misunderstanding or misapplication of academic standards;
- a warning letter to the author / reviewer who committed the minor offense.

##### Gross violation of ethical standards

Decisions regarding gross violations of ethical standards are made by the editor-in-chief in cooperation with the editorial board and, if necessary, a small group of experts. The measures to be taken may be as follows (and may be applied individually or simultaneously):

- publishing a statement or editorial describing the case of violation of ethical standards;
- sending official notices to the authors or employers of the author / reviewer;

- withdrawal of published papers in accordance with the procedure described under Withdrawal of already published papers;
- authors will be prohibited from submitting papers to the journal during a certain period;
- Informing relevant professional organizations or competent bodies about the case so that they can take appropriate measures.

In resolving disputes, the editorial board of the journal is guided by the guidelines and recommendations of the Committee on Publication Ethics (COPE)

#### WITHDRAWAL OF ALREADY PUBLISHED PAPERS

In case of violation of the rights of publishers, copyright holders or authors, violation of professional codes of ethics, ie. in the case of sending the same manuscript to several journals at the same time, false claims of authorship, plagiarism, manipulation of data for fraud, as well as in all other cases of gross violation of ethical standards, the published work must be withdrawn. In some cases, already published work can be withdrawn in order to correct subsequently identified errors.

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