

## **Ethical Guidelines for Journal Publication**

Ethical guidelines for publication in Akademija MM journal refers to behaviour of all three key parties involved in the act of publishing: the author, the peer reviewer, and the editors. All three are expected to follow these guidelines in order to ensure the greatest possible credibility of the peer review and of the articles published in the journal. These ethical guidelines are adapted from Elsevier guidelines.

### **Duties of Authors**

#### *Reporting Standards*

Reports of original research should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

#### *Data Access*

Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data.

#### *Plagiarism*

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted. Plagiarism takes many forms, from 'passing off' another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

#### *Acknowledgement of Sources*

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately must not be used without explicit permission from the source.

#### *Multiple Publication*

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Publication of some articles in more than one journal is sometimes justifiable, provided certain conditions are met. The same manuscript should not be submitted to another journal simultaneously.

#### *Authorship of the Paper*

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. The corresponding author should ensure that all appropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

#### *Errors in Published Works*

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor and cooperate with the editor to retract or

correct the paper. If the editor learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

## **Duties of Reviewers**

### *Contribution to Editorial Decisions*

Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper. All scholars who wish to contribute to publications have an obligation to do a fair share of reviewing.

### *Promptness*

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process as soon as possible.

### *Confidentiality*

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

### *Standards of Objectivity*

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

### *Acknowledgement of Sources*

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

### *Disclosure and Conflict of Interest*

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the express consent of the author. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive or collaborative relationships or connections with the paper.

## **Duties of Editors**

### *Publication Decisions*

The editor is responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. Editorial decisions must not be discriminatory.

### *Confidentiality*

The editor must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

*Disclosure and Conflicts of Interest*

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express consent of the author.

Editors should recuse themselves from considering manuscripts in which they have conflicts of interest. Editors should ask a co-editor instead to review and consider the manuscript.