Ethical guidelines

Postdisciplinary scientific and professional journal *Holon* insists on the quality and value of published works and especially on the realistic categorization of peer reviewed articles. In order to achieve the mentioned aims, the entire procedure of reviewing, evaluation, preparation and publication of articles strives to be as professional, meticulous, correct, objective, and in accordance with rigorous ethical principles, as possible. If there is a slightest suspicion of unethical conduct or influence on the part of any concerned person, please let us know of it at our e-mail address: hdi@hdi.hr.

Ethical guidelines that we bring forward in the sequel determine relations and define ethical conduct of all the parties involved in publishing of the journal *Holon* (authors, the Editor-in-Chief, reviewers, and the publisher (Croatian Integral Society)). The guidelines are based on examples of good practice provided by COPE (Committee on Publication Ethics).

1. BASIC PRINCIPLES
   1.1. Publication decision

The Editor-in-Chief and the Editorial Council of *Holon* decide on the suitability of manuscripts submitted for publication, and do so according to previously agreed-upon conditions. The Editor-in-Chief of *Holon* does not have to agree with the recommendations of the Editorial Council and may, during the publication process, refuse to forward the manuscript to the reviewers if he/she finds that the manuscript does not satisfy the criteria, or if he/she detects plagiarism. Any manuscript submitted for publication in *Holon* will be taken into consideration if it complies with the basic criteria specified in the *Guidelines for authors*. After the work subject to undergoing review procedure has been judged as acceptable, it is sent to at least two anonymous expert reviewers, and then for editor’s review. The expert reviewers are chosen by the Editor-in-Chief in agreement with the Editorial Council, taking into account their scientific and professional qualifications, the match of their knowledge
and research with the subject area of the manuscript, their seriousness and accountability, and their knowledge of the language of the manuscript. The final decision on categorization and publication of the work is made by the Editor-in-Chief of *Holon*.

1.2. Equality of treatment (fair play)
The Editor-in-Chief of *Holon* will act toward all authors correctly and equally, regardless of their race, religion, sex, gender, age, political, scientific/philosophical or ideological orientation, scientific or teaching title, renown in academic community, geographic origin, etc.

1.3. Confidentiality
Confidentiality is guaranteed to all authors and their works, from the moment of receipt of the manuscript to its publication in *Holon*. The Editor-in-Chief will not inform any party other than the Editorial Council about the assigned reviewers, nor will he/she publicly discuss prospective reviewers intended for inclusion in the review process, nor will the aforementioned information be available to any other party involved in the publication process.

1.4. Information secrecy and conflict of interest
The Editor-in-Chief of *Holon*, as well as the members of the Editorial Council, must not use for their own benefit data from submitted manuscripts until those works become publicly available, and they will also not use, in any way, privileged information contained in unpublished manuscripts. They will particularly keep secret data obtained by authors in the course of research.

2. DUTIES OF REVIEWERS
2.1. Reviewers will, upon acceptance of participation in the review process, in accordance with existing knowledge, and with as objective evaluation and rating of the work as possible, embark on reviewing.
They will write in their rating and categorization in the designated Reviewer’s Form.
2.2. If reviewers at any moment conclude that they are not knowledgeable enough to continue with the review process, their duty is to notify the Editor-in-Chief of Holon as soon as possible.

2.3. Reviewers will not publicly disclose any information about the review process or the topic of the manuscript under review, i.e. they will not publicly discuss the manuscript or therein contained data. Reviewers will not use for their own benefit data from the reviewed manuscripts until those works become publicly available, and they will also not use, in any way, privileged information contained in unpublished reviewed manuscripts. They will particularly keep secret data obtained by authors in the course of research.

2.4. Reviewers will be particularly attentive to possibly erroneous citing, paraphrasing, or plagiarism of data or statements in the manuscript under review, and they will report any such case to the Editor-in-Chief of Holon.

2.5. Reviewers will avoid any conflict of interest, and especially any connection whatsoever with authors, institutions, or firms related to the reviewed manuscript.

3. DUTIES OF AUTHORS

3.1. Authors are obliged not to submit to any other journals the manuscript they have submitted for review to the journal Holon. The manuscript submitted to Holon must be previously unpublished.

3.2. Authors are obliged to submit original manuscript, taking care about the accuracy of data, the references and the persons mentioned in their work. If empirical research is reported, authors are obliged to publish the categorical apparatus in order to allow replicability and testability of the research.
3.3. Authors are obliged to provide original research results, as well as appropriate illustrations (graphs, tables, photographs, etc.), in order to ensure understandability for reviewers and facilitate preparation of data for publication.

3.4. Authors guarantee that they have written and submitted original work. If they use data, words/sentences, statements, citations, illustrations, etc., of others, the authors are obliged to cite the sources consistently.

3.5. The authorship of a work can be granted only to persons who contributed to its creation. The authors who submit a manuscript for review guarantee that all the persons listed as authors of the work did participate in its creation. Genuine authors should be distinguished from collaborators who may have participated in only one aspect of the work (e.g. in field research), but not in the writing and adaptation of the work for publication in Holon, and accordingly cannot be authors of the work.

3.6. If the subjects of authors’ research are living beings, and particularly if research concerns children or vulnerable social groups, the authors guarantee that the research complied with all the laws and ethical codes defining duties and responsibilities of researchers.

3.7. Authors must avoid potential conflict of interest of any sort, particularly the one that could influence the results of their work. All sources of funding must be clearly acknowledged. If no source of founding is acknowledged, it is assumed that the work was funded by the authors.

3.8. If authors discover in retrospect a significant error in their work (e.g. citation error, inaccurate data, etc.), they are obliged to notify the Editor-in-Chief of Holon as soon as possible, regardless of the stage of publication at which the work in question currently is.
4. DUTIES OF THE PUBLISHER

4.1. The publisher is obliged to ensure the anonymity of the review process, in the course of publication of the journal *Holon*, and not to disclose in any way, through the process of data processing and preparation for publication, the contents of any individual issue until the process of publication and distribution is completed.