

## **CODE OF ETHICS / RECEIPT AND PUBLICATION OF PAPERS**

The journal *Bašćinski glasi* is a scholarly journal published by the Academy of Arts of the University of Split. With this Code of Ethics, the Publisher and the Editorial Board of the Journal rely on the recommendations of the Ministry of Science and Education of the Republic of Croatia and the International Committee on Publishing Ethics (COPE).

The Publisher is obliged to publish the annual issue of the Journal within the current calendar year.

### **The Editorial Board**

The Editorial Board consists of renowned and distinguished scholars from Croatia and abroad. The Editorial Board meets, as a rule, after the closing date for submitting articles, discusses the received contributions and decides on the scientific and thematic appropriateness of the received papers. Any paper that meets the criteria of the journal, published on the journal website, is taken into consideration. If the Editorial Board decides that the paper does not meet the defined criteria, if it determines that the paper is fraudulent or plagiarism, it will reject the manuscript and provide the author with a clear explanation of such decision. If errors or inaccuracies are found in the received manuscript (for example, errors in citing), the Editorial Board will ask the author for correction; if the author refuses to correct the observed errors, the editor-in-chief will withdraw the text from further procedure.

The following practices shall be treated as plagiarism:

- Falsification of research results, their fabrication and presentation as factual,
- Manipulation of the research process, intentional change or omission of data,
- Misappropriation of other people's results, attitudes or judgments as one's own without citing the sources from which they were taken,
- Abuse of research objects or materials, attempt to conceal possible breaches of ethical guidelines, false representation of interests, breach of confidentiality.

After the contributions are accepted for publication, the Editorial Board will send each article to two anonymous reviewers for blind peer reviews. Reviewers are proposed and selected by the Editorial Board, taking into account the scholarly qualifications of the reviewers and the relevance of their field of research to the field of the paper to be reviewed. It is taken into account that the reviewer and the author of the article are not in a conflict of interest. Reviewers are then sent an official form published on the journal's website and the paper without the author's name. Reviewers are mostly Croatian, but may also be international. Members of the Editorial Board cannot be reviewers.

If the reviewer determines that the article needs certain corrections and improvements, the review is forwarded to the author through the Editorial Board without revealing the name of the reviewer. If the author refuses to accept the reviewer's suggestions or only partially accepts them, the Editorial Board will decide whether to reject or accept the paper and forward it to further procedure.

The Editorial Board bears full responsibility for the timeliness and objectivity of the review procedure.

## **Reviewers**

After accepting participation in the review process, reviewers will proceed to drafting the review. In accordance with the existing knowledge and with an objective approach, the reviewer considers and evaluates the quality of the paper, proposes the scientific category of the article and whether the paper should be improved or not.

The reviewer enters his/her observations into the review form. The review should be scientifically based, and all suggestions and comments should be provided in a clear and constructive manner. Reviewers are also required to draw attention to relevant published works that the authors have failed to cite, and to draw the editor-in-chief's attention to possible cases of plagiarism, copyright breach or other unethical practices.

If the reviewer assesses that he/she does not have sufficient expertise or that he/she will not be able to make a review within the given deadline, he/she is obliged to inform the Editorial Board as soon as possible.

Reviewers shall not disclose data from unpublished research, nor shall they use it for their own research; they are obliged to treat the received manuscript as confidential document.

## **Authors**

Authors are obliged to take into account scientific integrity, and to guarantee that the article has not been previously published. If the work was co-authored, they are obliged to list all the co-authors with all their affiliations.

The author pledges to submit the original work, and if he/she uses other people's data, he/she undertakes to cite it consistently. Along with the text of the paper, the author is obliged to submit all supplements - images, graphs, tables, sheet music (in the required formats and resolutions), in order to enable reviewers to do a complete evaluation and to facilitate the preparation of the text for publication. Authors are required to obtain permission from the copyright holder to publish photographs, illustrations and all materials protected by copyright laws. Such supplements may be reproduced only with the appropriate permission.

If the work is based on research related to children or vulnerable groups, the authors are obliged to respect all legal regulations and codes of ethics that regulate that area when conducting the research and presenting the results.

The author is expected to respond professionally and in a timely manner to the reviewer's comments. If he/she decides not to accept the suggestions and comments of the reviewer, he/she is obliged to inform the editor-in-chief as soon as possible.

In writing the works, the authors are obliged to respect the pluralism of ideas and approaches, to exclude from the works any hate speech or discrimination on any grounds, and to avoid conflicts of interest in all forms. Papers that do not meet these criteria shall not be considered for publication.

### **Confidentiality of data and procedures**

From the moment the papers are received until they are published, the Editorial Board guarantees confidentiality to all authors and reviewers; all data on authors and reviewers are available exclusively to the Editorial Board. In case of non-acceptance of the article or a negative review, unpublished content is kept secret in order to preserve the privacy and anonymity of the author and the reviewer.

Each manuscript is evaluated objectively and solely on the basis of intellectual content and regardless of the gender, race, citizenship and ethnicity of each author as well as his/her religious, ideological and political beliefs, academic title, institutional affiliation, academic reputation and other similar determinants.