

# **Publication Ethics and Publication Malpractice Statement**

## **Pannoniana – Journal of Humanities**

Publisher: Faculty of Education, J. J. Strossmayer University of Osijek

The *Pannoniana – Journal of Humanities* (Pannoniana) editorial board and the publisher *Faculty of Education, J. J. Strossmayer University of Osijek* are committed to standards of ethical behavior for all parties involved in the act of publishing: the author, the editor, the reviewer, and the publisher. The standards of ethical behavior are based on Elsevier recommendations and COPE's Best Practice Guidelines for Journal Editors.

### **Duties of authors:**

#### **Quality standards**

Authors should present an objective discussion of the significance of research work as well as sufficient detail and references to permit others to follow their empirical work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

#### **Originality, plagiarism, and acknowledgement of sources**

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 acknowledged.

#### **Multiple, redundant or concurrent publication**

Submitting the same manuscript to more than one Journal concurrently constitutes unethical publishing behaviour and is unacceptable.

#### **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. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

The corresponding author should ensure that there is a full consensus of all co-authors in approving the final version of the manuscript and its submission for publication.

#### **Fundamental 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 editor or publisher and cooperate with the editor to retract or correct the paper.

## **Disclosure and conflicts of interest**

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

## **Duties of editors:**

### **Publication decisions**

The editor is responsible for deciding which of the manuscripts submitted to the Journal should be published. The editor and editorial board are guided by the policies of the Pannoniana and constrained by such legal requirements as regarding libel, copyright infringement and plagiarism. The editor-in-chief is consulting with other members of editorial board and reviewers in making final decision.

### **Fair play**

The editor evaluates manuscripts exclusively based on their academic merit or their intellectual content regardless of the race, sex, religious belief, ethnicity or other individual characteristics of the authors.

### **Confidentiality**

The editor and the editorial board 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**

The editor and editorial board must not make use of unpublished materials disclosed in a submitted manuscript without the express written consent of the author.

## **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.

### **Promptness**

Any selected reviewer 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.

### **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 sources that were not cited by the authors. Any statement that has 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 in review and any other published paper of which they have insight.

### **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**

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

All submissions from the editor-in-chief, members of the editorial board or employees of the publisher will be handled in a way that ensures objective and unbiased review. The editor-in-chief, members of the editorial board or employees of the publisher who submit a paper to the journal will refrain from any involvement in the editorial process.

### **Duties of Publisher:**

Publisher enables that all parties involved into publishing process can perform their rights and fulfil their obligations.