

## **Publication ethics and publication malpractice statement**

### ***Prilozi Instituta za arheologiju u Zagrebu / Contributions of Institute of Archaeology in Zagreb***

Editorial Board of the journal *Prilozi Instituta za arheologiju u Zagrebu / Contributions of Institute of Archaeology in Zagreb* complies with and adheres to high ethical and scientific standards in publishing. The editor and the Editorial Board are obliged to maintain the integrity and confidentiality of the author's work during the evaluation of the paper intended for publication. The Editor-in-chief is responsible for the work of the Editorial Board and maintaining the dynamics of the proper and timely execution of the review process. When selecting reviewers, the Editorial Board takes care to avoid conflict of interest but also expects the reviewers to warn against such situations. The review process involves two or more reviews of the same paper. The reviews are double-blind peer-review.

#### **Responsibilities of authors**

Authors are responsible for authorship and originality of their manuscripts. If they use someone else's knowledge or their previously published knowledge, this should be properly referred to and cited. Authors are required to obtain permission to print images, documents and other materials from appropriate copyright holders. In the paper they must also indicate the organizations, scientific projects and institutions that have supported the research. During the review process, the authors may, with a justification, request the exclusion of individual reviewer(s) if they believe that the person(s) is in conflict of interest. Submitting the same manuscript to multiple publishers at the same time constitutes unethical publishing behaviour and is unacceptable. Fraudulent or knowingly inaccurate statements constitute unethical conduct and are unacceptable.

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An editor may reject a paper without external review if he/she considers the topic of the proposed paper to be out of scope of the journal, if the paper of a similar topic has already been accepted for publication, if the article is of poor quality or if it is incomplete. The editor may consult with Editorial Board and Editorial Council members in relation to the selection of reviewers for each paper. The editor and the Editorial Board guarantee the confidentiality of the identity of the reviewers after the review process has been completed.

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Reviewers are required to inform the editor of any potential conflicts of interest in relation to the paper referred to them for review. Reviewers express their opinion about the scientific contribution of the paper as well as any suggestions for improving the manuscript and are obliged to warn the editor if they are not sufficiently qualified in the topic of the paper.

Reviewers are required to protect the integrity and authorship of the paper they are entrusted with for review, not share text and material with a third party, or use it in their own publications and research before the paper is published. With their advice, the reviewers assist the author in improving the quality of the paper, and the editor and Editorial Board in the categorization, i.e. impartial evaluation of the scientific and professional content of the paper.

In case of disagreement between the evaluations of two reviewers, the Editorial Board may request the opinion of the third reviewer, while the final decision on the categorization and acceptance of the paper for printing shall be taken by the Editor-in-chief.

In case of suspected unethical conduct (misuse of copyright data, plagiarism, self-plagiarism, redundancy, manipulation of data, change of authorship, etc.) or conflicts of interest, the Editorial Board will follow the recommendations of the Ministry of Science and Education and international *Committee on Publication Ethics* (COPE): <https://publicationethics.org/> COPE's Best Practice Guidelines for Journal Editors [https://publicationethics.org/files/u2/Best\\_Practice.pdf](https://publicationethics.org/files/u2/Best_Practice.pdf)