

## ETHICAL STATEMENT

The Ethical Statement in the journal *Radovi Zavoda za znanstveni rad Varaždin* was developed according to COPE's *Best Practice Guidelines for Journal Editors*. All those involved in the process of writing and publishing scientific papers – authors, reviewers and the editor/ Editorial Board – are invited to follow general principles of ethical conduct. Therefore, this *Ethical Statement* is divided into three parts:

### 1. Duties of Authors

Only unpublished manuscripts may be submitted to the Editor's Office. Information from another author's work has to be referred to/ cited in the manuscript in accordance with the instructions. Any type of plagiarism is not permitted. During the review process, an author may be asked to provide the data used in the research. Manuscripts must not be submitted for consideration if its contents have already been published or submitted for consideration to another journal. Authors are responsible for the content of manuscripts. In the case of second publication, the author must provide information on where the article was first published. If there is more than one author, the one submitting the manuscript for consideration has to obtain consent from other co-authors. Alongside *Duties of Authors*, other directives of COPE's *Best Practice Guidelines for Journal Editors* are applied.

### 2. Duties of Reviewers

A reviewer reads the received manuscript and enters the evaluation in a form, which has to be objective, comprehensive and reasoned. Submitted manuscripts are to be treated as confidential documents. A reviewer must inform of content overlap between the received manuscript and a published paper. The information the reviewer learns during the review process must not be used for his/ her own needs. Alongside *Duties of Reviewers*, other directives of COPE's *Best Practice Guidelines for Journal Editors* are applied.

### 3. Duties of Editor/ Editorial Board

The editor/ editorial board members accept the proposed categorisation and are responsible for choosing which submitted manuscripts are to be published. The editor may consult the members of Editorial Board when deciding on the final categorisation and publication of manuscripts. The editor/ editorial board members evaluate only the contents of manuscripts, regardless of the author's origin, race, sex, religion, sexual orientation, citizenship or political beliefs. The editor is not allowed to use the content of unpublished manuscript for his/ her own research without the author's written consent. The editor/ editorial board members are not allowed to discuss submitted manuscripts with individuals not included in the publishing process. Alongside *Duties of Editor/ Editorial Board*, other directives of COPE's *Best Practice Guidelines for Journal Editors* are applied.