

PUBLICATION ETHICS AND MALPRACTICE STATEMENT

The Journal of the Institute for Scientific Research and Artwork in Bjelovar follows the Code of Conduct and Best Practice Guidelines for Journal Editors and the Code of Conduct for Journal Publishers of the Committee on Publication Ethics - COPE; <https://publications.org>).

Obligations of Editors

Fair play and editorial independence

Editors evaluate submitted manuscripts exclusively on the basis of their academic merit (importance, originality, a study's validity, and clarity) and its relevance to the journal's scope, without regard to the authors' race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation. The Ddecisions to edit and publish are not determined by the policies of governments or any other agencies outside of the journal itself. The Editor-in-Chief has full authority over the entire editorial content of the journal and the timing of publication of that content.

Confidentiality

Editors and editorial staff will shall 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

Editors and editorial board members will shall not use unpublished information disclosed in a submitted manuscript for their own research purposes without the authors' explicit written consent. Editors will should reclude exclude themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships/connections with any of the authors; instead, they will ask another member of the editorial board to handle the manuscript.

Publication decisions

The editors ensure that all submitted manuscripts being considered for publication undergo peer review by at least two reviewers who are expert in the field. The Editor-in-Chief is responsible for deciding which of the manuscripts submitted to the journal will be published, based on the validation of the work in question, its importance to researchers and readers, the reviewers' comments, and such legal requirements as are currently in force regarding libel, copyright infringement and plagiarism. The Editor-in-Chief may confer with other editors or reviewers in making the decision on which of the manuscripts submitted to the journal will be published.

Involvement and cooperation in investigations

Editors (in cooperation with the publisher and/or society) will take responsive measures when ethical concerns are raised with regard to a submitted manuscript or published paper. Every

reported act of unethical publishing behaviour will be looked into, even if it is discovered years after publication. Editors follow the COPE Flowcharts when dealing with cases of suspected misconduct. If, upon investigation, an ethical concern is well-founded, a correction, retraction, expression of concern or other note as which may be relevant, will be published in the journal.

Obligations of Reviewers

Contribution to editorial decisions

A Peer review assists editors in making editorial decisions and, through editorial communications with authors, may assist authors in improving their manuscripts. All scholars who wish to contribute to the scientific process have an obligation to do impartial reviews .

Promptness

Any reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should immediately notify the editors and decline the invitation to review it so that alternative reviewers can be contacted.

Confidentiality

Any manuscripts received for review are confidential documents and must be treated as such; they must not be shown to or discussed with others except ifunless authorized by the Editor-in-Chief, who would only do so under exceptional and specific circumstances. This also applies also to invited reviewers who decline anthe review invitation to review the documents.

Standards of objectivity

Reviews should be conducted objectively and observations formulated clearly with supporting arguments so that authors can use them for to improvinge the manuscript. Personal criticism of the authors is inappropriate.

Acknowledgement of sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that is an observation, derivation or argument that has been reported in previous publications should be accompanied by the relevant citation. Reviewers should also notify the Editor-in-Chief of any substantial similarity or overlap between the manuscript under consideration and any other manuscript (published or unpublished) of which they have personal knowledge.

Disclosure and conflicts of interest

Any invited reviewer who has conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies or institutions connected to the manuscript and the work described therein should immediately notify the

editors to declare their conflicts of interest and decline the invitation to review so that alternative reviewers can be contacted.

Unpublished material disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the authors. Privileged information or ideas obtained through peer review must be kept confidential and not used for the reviewer's personal advantage.

This applies also to invited reviewers who decline the review invitation to review documents.

Reviewers are encouraged to register to have a Publons account, a website and free service for the tracking, verifying and showcase description of peer reviews and editorial contributions infor academic journals

(<https://publons.com>).

Obligations of Authors

Authors of original research should present an accurate account of the work performed and the results, followed by an objective discussion of about the significance of the work. The manuscript should contain sufficient detail and references to permit others to replicate the work. Review articles should be accurate, objective and comprehensive, while editorial 'opinion' or perspective articles should be clearly identified as such. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

Data access and retention

Authors may be asked to provide the raw data of their study together with the manuscript for editorial review and should be prepared to make the data publicly available, if practicable. In any event, authors should ensure accessibility of such data to other competent professionals for at least 10 years after publication, provided that the confidentiality of the participants and legal rights concerning proprietary data can be protected/ensured.

Originality and plagiarism

Authors should ensure that they have written and submit only entirely original works, and if they have used the work and/or words of others, that this has been appropriately cited. Publications that have been influential in determining the nature of the work reported in the manuscript should also be cited. Plagiarism takes many forms, from "passing off" another's paper as the author's own, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.

Multiple, duplicate, redundant or concurrent submission/publication

Papers describing essentially the same research should not be published in more than one journal or primary publication. Hence, authors should not submit for consideration a

manuscript that has already been published in another journal for consideration. The submission of a manuscript concurrently to more than one journal is unethical publishing behaviour and unacceptable.

Authorship of the manuscript

Only persons who meet these authorship criteria should be listed as authors in the manuscript as they must be able to take public responsibility for the content; substantial contribution to the conception or design of the work; or the acquisition, analysis or interpretation of data for the work, AND Drafting the work or revising it critically for important intellectual content; AND Final approval of the version to be published; AND Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. All persons who have made substantial contributions to the work reported in the manuscript (such as technical help, writing and editing assistance, general support) but who do not meet the criteria for authorship must not be listed as authors, but should be acknowledged in the "Acknowledgements" section after their written permission to be named has been obtained. The responsible author should ensure that all appropriate co-authors (according to the above definition) and no inappropriate co-authors are included in the author list of authors and verify that all co-authors have seen and approved the final version of the manuscript and agreed to its submission for publication.

Disclosure and conflicts of interest

Authors should (generally by submitting a disclosure form at the time of submission and including a statement in the manuscript) disclose any conflicts of interest that might be construed to influence the results or their interpretation in the manuscript.

Acknowledgement of sources

Authors should ensure that they have properly acknowledged the work of others, and should also cite publications that have been influential in determining the nature of the reported work. Information obtained privately (from conversation, correspondence or discussion with third parties) must not be used or reported without explicit, written permission from the source. Authors should not use information obtained in the course of providing confidential services, such as refereeing manuscripts or grant applications, unless they have obtained the explicit written permission of the author of the work involved in this service.

Risks and human subjects

If the work involves human participants, the authors should ensure that all procedures were performed in compliance with the relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them; the manuscript should contain a statement to this effect. Authors should also include a statement in the manuscript that informed consent was obtained for experimentation with human participants. The privacy rights of human participants must always be observed.

Peer review

Authors are obliged to cooperate fully by responding promptly to editors' requests for clarifications, proof/misuse of ethics approval and copyright permissions. In the case of a first initial decision of "revisions necessary", authors should respond to the reviewers' comments systematically, point by point, and in a timely manner, revising and re-submitting their manuscript to the journal by the deadline given.

Fundamental errors in published works

When authors discover significant errors or inaccuracies in their own published work, it is their obligation to promptly notify the journal's editor or publisher and cooperate with them to either correct the paper in the form of an erratum or to retract the paper. If the editors or publisher learns from a third party that a published work contains a significant error or inaccuracy, then it is the authors' obligation to promptly correct or retract the paper or provide evidence to the journal's editor of the accuracy/correctness of the paper.

Obligations of the Publisher

Handling of unethical publishing behaviour

In cases of alleged or proven scientific misconduct, fraudulent publication or plagiarism, the publisher, in close collaboration with the editors, will take all appropriate measures to clarify the situation and to amend the article in question. This includes the prompt publication of an erratum, clarification or, the retraction of the affected work. The publisher, together with the editors, shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, and under no circumstances encourage such misconduct or knowingly allow such misconduct to take place.

Access to the journal's content

The publisher is committed to the permanent availability and preservation of scholarly research and ensures accessibility in cooperation with organizations and maintaining our its own digital archive. For details please click here: <https://hrcak.srce.hr/zavod-bjelovar>