**Publication Ethics Statement**

All parties involved in the act of publishing in the *Zbornik Ekonomskog Fakulteta u Zagrebu /Proceedings of the Faculty of Economics and Business – Zagreb* (referred to as the ZBORNIK hereafter), i.e., the author, the journal editor(s)/publisher, and the peer reviewers, need to agree upon standards of expected ethical behavior. The ethics statements for the ZBORNIK are based on the Best Practice Guidelines by the Committee on Publication Ethics (COPE). Also regarding the ethical issues, all related parties could refer to the European Code of Conduct for Research Integrity (<http://www.esf.org/coordinating-research/mo-fora/research-integrity.html>).

**A. Author Responsibilities and Ethics**

**Originality, Acknowledgment of Sources and Plagiarism:** Authors should ensure that manuscripts, which are submitted for consideration in the ZBORNIK, are entirely original works. Authors should further ensure that any work of others, which has been used in submitted manuscripts, is appropriately cited and/or quoted. Likewise, authors should also cite work that has had a strong influence in determining the nature of submitted manuscripts. Plagiarism of any kind represents severe publishing misconduct.

**Redundant or Concurrent Submissions:** Authors should not submit manuscripts for consideration in the journal that essentially describe the same research already published in another journal. Moreover, authors should not submit their manuscripts to any other journal or primary source while being considered for publication in the ZBORNIK. Parallel manuscript submissions are unethical and not acceptable.

**Reporting Standards:** Authors who report results of original research should present an accurate account of the work performed and objectively discuss its significance. The data used should be represented accurately in the manuscript. Sufficient detail should further be provided to enable others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

**Authorship:** Authorship should be limited to those who have significantly contributed to studies reported in submitted manuscripts. Likewise, all those who have significantly contributed to reported studies should be listed as co-authors. Others, who have substantially participated in any other way to the study/research project, should be named in an Acknowledgement section. The corresponding author should further ensure that all co-authors have seen and approved the manuscript, and agreed to its submission to the ZBORNIK.

**Conflict of Interest:** Authors should emphasize any conflict of interest during initial submission. In their articles, manuscript authors should point to any financial or other conflict of interest that might be construed to influence the results and/or interpretation of results. Authors should disclose any source of financial support for conducted studies which underlie submitted manuscripts.

**Detection of Significant Errors:** If authors discover fundamental errors in their articles which have already been published, then they are obliged to immediately notify the journal editor(s). If appropriate, an *erratum* should be published or, otherwise, the article should be retracted.

**B: Editor(s) Responsibilities and Ethics**

**Accountability:** The editor(s) of the ZBORNIK are responsible for deciding which articles submitted for consideration in the ZBORNIK should finally be published. When making publication decisions, the chief-in editor may consult other editors and/or reviewers. The editor(s) should maintain absolute academic integrity and act in line with intellectual and ethical standards. If required, the editor(s) should promptly publish corrections, clarifications, retractions and apologies.

**Fairness and Confidentiality:** Manuscripts are evaluated by the editor(s) exclusively for intellectual content. Manuscript evaluations are in no way influenced by race, gender, religious belief, ethnic origin, citizenship, sexual orientation, or political philosophy of authors. The editor(s) will not reveal any information about submitted manuscripts to anyone else than the corresponding author, reviewers and potential reviewers, other editorial advisers, and the publisher.

**Academic Integrity:** The editor(s) is responsible for granting the integrity of published works by issuing corrections and retractions, if necessary. The editor(s) will pursue suspected or alleged research, or any other form of publication misconduct. Likewise, the editor(s) will pursue reviewer’s and editorial misconduct. The editor(s) will take necessary responsive measures if ethical complaints concerning submitted or published articles arise.

**Conflict of Interest:** Any material which has been disclosed during manuscript submissions, but which has finally not been published, will not be used in the editors’ own research without written consent of the author. Ideas or privileged information obtained during manuscript submissions will entirely be kept confidential by the editor(s). Moreover, the editor(s) is committed to absolutely ensure that any commercial revenue will not have any influence on editorial decisions. If the editor(s) has any conflict of interest pertaining to submitted manuscripts, he will recuse himself and ask other members of the editorial board to review and consider submitted manuscripts instead of him. In cases when (i) articles need to be retracted, (ii) expressions of concern regarding published articles need to be expressed, or when (iii) corrections of published articles need to be issued, the editor(s) will act in conformance with COPE guidelines.

**C: Reviewer Responsibilities and Ethics**

**Qualification and Promptness:** Reviewers assist the editor(s) in making editorial decisions and may also assist the author in improving the manuscript. Reviewers who do not feel qualified to review submitted manuscripts should therefore immediately notify the editor(s) who will then contact alternative reviewers. The same action should be taken if reviewers know that they will not be able to perform invited reviews on time.

**Objectivity:** Reviewers need to be completely objective when performing their reviews. Reviewers should provide supportive arguments for expressed views. Reviewers must not express any personal criticism towards manuscript authors.

**Acknowledgement of Sources:** Reviewers should identify relevant published work that has not been cited by the authors. Reviewers should further immediately inform the editor(s) if they detect substantial similarity or an overlap between the manuscript under consideration and any other published work.

**Confidentiality:** Reviewers need to handle manuscripts, which they have received for review, as confidential documents. Reviewers are not allowed to disclose and/or discuss submitted work with others, except with explicit consent of the editor. Moreover, privileged information or ideas obtained through peer review may not be used for personal advantage in any way.

**Conflict of Interest:** In case that reviewers have any conflict of interest arising from competitive, collaborative, and/or other relationships with any of the authors/companies/institutions connected to a submission, then they should not consider evaluating respective manuscripts.