

HRVATSKI GEOGRAFSKI GLASNIK

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Ethical guidelines for publication in scientific journals and statement on the misuse of publications

The Croatian Geographical Bulletin is published by the Croatian Geographical Society and the Department of Geography of the Faculty of Science of the University of Zagreb. The published articles directly reflect the quality of the work of the authors and the institutions that support them. It is necessary to agree on standards of expected ethical behavior of all parties involved in the publication: Authors, editors, reviewers and publishers. Our ethical statements are based on the COPE Guidelines for Best Practice for Journal Editors. To improve the overall quality of the journal, the Editorial Board has established the following guidelines:

Editor

Improving publication ethics

The Editor actively seeks the views of authors, readers, reviewers, editors and members of the Scientific Advisory Board on ways to improve the journal. The Editor supports initiatives to reduce academic misconduct and educates researchers about publication ethics. The journal's policies are revised as needed, taking into account new findings in the field of journal editing and publication and the impact of the journal's policies on the behavior of authors and reviewers.

The editorial board

The publisher shall establish an appropriately qualified editorial board whose members can actively contribute to the development and good management of the journal. The tasks and duties of the editorial board members include supporting and promoting the journal, pre-reviewing and peer-reviewing articles in the journal, searching for the best authors and the best articles and actively promoting applications, accepting assignments to write editorials, reviews and commentaries on articles in their field, attending editorial board meetings (members of the scientific advisory board are not obliged to attend meetings). The editor is obliged to consult the editorial board and the members of the scientific advisory board at least once a year in order to

obtain their opinion on the management of the journal, to inform them about changes in the journal's policy and to identify future challenges.

Decisions on publication

It is up to the editors to decide which of the submitted articles will be published after a double-blind review. The editorial board decides which of the submitted articles will be published. Decisions are made on the basis of the quality and relevance of the article for researchers and readers. The editor may consult with the reviewers, the editorial board and the members of the scientific advisory board. The editor may be guided by the editorial principles of the journal and is bound by the applicable legal provisions on libel, copyright infringement and plagiarism. However, neither the Editor-in-Chief nor the Secretary have the authority to influence the reviewers who blindly review the articles submitted for peer review.

Fair play

The editor will always evaluate manuscripts on their intellectual merit, regardless of the author's race, gender, sexual orientation, religious beliefs, ethnicity, nationality, or political philosophy. Submissions to the journal whose authors are the editor, employees of the publisher or members of the editorial board and the scientific advisory board will be processed in such a way as to ensure an unbiased review.

Confidentiality

The editor and the editorial team may not disclose any information about the submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisors and, if applicable, the publisher.

Disclosure and conflicts of interest

- a) Unpublished material from the submitted manuscript may not be used for research purposes without the written consent of the author.
- b) Privileged information or ideas obtained during the review process must be kept confidential and may not be used for personal gain.
- c) The editor should withdraw from reviewing manuscripts if he/she is in a conflict of interest arising from competitive, collaborative, or other relationships or affiliations with any of the authors, companies, or institutions associated with the papers.
- d) The editor should require all authors to disclose relevant conflicts of interest and publish corrections if conflicts of interest are discovered after publication. If necessary, other appropriate action should be taken, such as publishing a retraction or reporting concerns.

Participation and cooperation in investigations

If ethical complaints are made about a submitted manuscript or published work, the editor should take appropriate action in cooperation with the publisher. This usually involves contacting the author of the manuscript or published work and properly investigating the complaint or allegation in question, but also further communication with the relevant institutions and research bodies and, if the complaint is upheld, publishing a correction, retraction, statement of concern

or other communication that may be relevant. Every reported case of unethical publication behavior must be investigated, even if it is discovered years after publication.

Reviewers

Contribution to editorial decisions

Peer reviews help the editor to make editorial decisions, and through editorial communication with the author, they can also help the author to improve their work. Peer reviews are an essential part of formal scholarly communication and are at the heart of the scientific method. The journal shares the view of many that all scientists who wish to contribute to publication are obliged to undergo fair peer review. Reviewers do not know the identity of the author as all identifying information is extracted from the paper prior to review. The reviewers' comments are confidential to the editors and are anonymized before they are forwarded to the author. The names of reviewers remain strictly confidential; their identity is known only to the Editor-in-Chief and the Editorial Board.

Promptness

Any selected reviewer who feels unable to review the research published in the manuscript, or who knows that expeditious review is not possible, should notify the Editor-in-Chief or the Secretary and withdraw from the review.

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All manuscripts received for review must be treated confidentially. They may only be shown or discussed with others with the permission of the Editor-in-Chief or the Secretary.

Standards of objectivity

Reviewers should be objective. Personal criticism of the author is inappropriate. Reviewers should formulate their views clearly and back them up with arguments.

Acknowledgement of sources

Reviewers should cite relevant published work that is not cited by the authors. Any statement that an observation, conclusion or argument has been made previously should be appropriately cited. The reviewer should also point out to the Editor-in-chief or the Secretary any significant similarities or overlap between the manuscript under review and other published work with which the reviewer is personally familiar.

Disclosure and conflicts of interest

Inside information or ideas gained during the review process must be treated confidentially and must not be used for personal gain. Reviewers should not review manuscripts where they have a conflict of interest arising from competitive, collaborative or other relationships or affiliations with any of the authors, companies or institutions associated with the papers.

Authors

Standards for reporting

The authors of the original research paper should provide an accurate description of the work performed and an objective discussion of its significance. The basic data should be accurately presented in the paper. The paper should contain sufficient detail and references to allow others to replicate the work. False or knowingly inaccurate statements constitute unethical behavior and are unacceptable. Reviews and articles in professional publications should also be accurate and objective, and editorial opinion pieces should be clearly labeled as such.

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Authors may be required to submit raw data on their work for editorial review. They should be prepared to make this data publicly available where possible, and they should certainly be prepared to retain this information for a reasonable period after publication.

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The authors of the manuscript are responsible for ensuring that all photos, images, graphics and other figures have the relevant copyright. The journal accepts no responsibility for copyright infringements.

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Authors should not submit manuscripts describing essentially the same research to more than one journal or primary publication for publication. Simultaneous submission of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable. In general, the author should not submit a previously published paper for publication in another journal.

Acknowledgement of sources

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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 published study. All persons who have made a significant contribution should be listed as co-authors. If other individuals have contributed to certain important aspects of the research project, they should be acknowledged or listed as contributors.

Corresponding author

The corresponding author should ensure that all appropriate and no inappropriate co-authors are listed in the paper and that all co-authors have seen and approved the final version of the paper and agree to its publication.

Hazard

If the work contains chemicals, procedures or equipment whose use is associated with unusual hazards, the author must clearly identify these in the manuscript.

Disclosure and conflicts of interest

All authors should disclose in their manuscript any financial or other significant conflicts of interest that could be construed as influencing the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest that should be disclosed include employment, consulting, stock ownership, honoraria, paid expertise, patent applications/registrations, and grants or other resources. Potential conflicts of interest should be disclosed at the earliest possible stage.

Fundamental errors in published work

If authors discover a material error or inaccuracy in their own published work, they are obliged to notify the editor or publisher immediately and work with the editor to have the work retracted or corrected. If the editor or publisher learns from a third party that the published work contains a material error, authors are obliged to immediately retract or correct the work or provide the editor with proof of the accuracy of the original work.

Other considerations

Intellectual property

The journal establishes procedures for detecting plagiarism in submitted articles, both routinely and specifically when plagiarism is suspected. Authors whose copyrights have been infringed or who have been victims of plagiarism will receive support from the journal. The journal acts in accordance with the Committee on Publication Ethics (COPE: <http://publicationethics.org/>).

Commercial issues

The journal ensures that commercial considerations have no influence on editorial decisions. The sources of income from which the journal is co-financed are publicly available on its website.

Ensuring the integrity of the scientific record

The publisher ensures that the published material is archived securely.