

# MLJEKARSTVO

Journal *Mljekarstvo* is published by the Hrvatska mljekarska udruga (Croatian Dairy Union). Aiming to improve the overall quality of the journal, the publisher has established the following guidelines.

## **Editorial Policy**

All papers submitted *Mljekarstvo* are handled according to the [Code of Conduct and Best Practice Guidelines for Journal Editors and Code of Conduct for Journal Publishers](#). Before submission, authors should read the Journal's Instructions to authors. Authors are encouraged to read the [European Association of Science Editors guidelines](#). For the research on humans or animals, the authors are advised to follow the recommendations of the [International Committee of Medical Journal Editors](#).

## **Peer review**

All contributions are evaluated according to the criteria of originality and quality of their scientific content.

- All manuscripts are first assessed by the Editor-in-Chief and can be rejected without reviewing if not considered of sufficient interest or novelty, too preliminary or out of scope of the Journal.
- If the manuscript is considered suitable for further evaluation, it is sent to three reviewers.
- The revised version is evaluated by the reviewers and the Editor-in-Chief brings a decision about final acceptance based on their suggestions. If necessary, further revision can be asked for to fulfil all the requirements of the reviewers.
- Before printing, a linguistic, metrological and technical revision is made, at which stage the authors are asked to make the final corrections.
- The final version is then sent to the printer's office and the authors receive the galley proof for final check before printing.
- All manuscripts are posted online as pdf files in the final form, indexed in databases and deposited in CrossRef with the assigned DOI numbers.

## **Confidentiality**

Editors handle all papers submitted to *Mljekarstvo* in strict confidence. With the exception of reviewers, they do not disclose any information regarding the submissions to third parties, unless in case of a suspected misconduct, where COPE recommendations are followed. The reviewers are also required to treat the submitted papers confidentially and not to share or distribute the results presented in the papers which they receive for evaluation to third parties. They are encouraged to point out a case of suspected misconduct, but they should act in a confidential manner. The reviewers can also recommend a particular course of action in their confidential comments to the editor, who will then make a decision based on their recommendations, following [Code of Conduct and Best Practice Guidelines for Journal Editors and Code of Conduct for Journal Publishers](#).

*Mljekarstvo* conducts a single blind review, i.e. the names of the reviewers are confidential to ensure the critical evaluation of the work. The reviewers are asked not to disclose their names or contact details in the comments intended for authors.

## **Authorship**

The individual contribution of each author can be stated in the cover letter. An author can be someone who substantially contributed to the idea or design of the research, acquisition of data, analysis or interpretation of data, was involved in drafting, writing or revising the paper critically for important intellectual content. Other contributors should be mentioned in the Acknowledgements and cannot be considered as authors of the work. Correct and full names of all authors should be written both in the cover letter and on the title page of the manuscript. Names of authors must be supplemented with their affiliations (preferably in English) and the present address of an author for correspondence. Phone/fax and e-mail address of the corresponding author should be written as a footnote on the first page of the manuscript.

All authors should approve the final version of the paper before submitting the paper to *Mljekarstvo*. They should agree to be accountable for all aspects of the work and they should state and verify with their signatures in the cover letter that all data is authentic and correct. After the acceptance of paper for publication all authors are obliged to sign the Declaration of Authorship and Statement of Conflict of Interest forms.

## **Funding sources**

Details of all funding sources for the research should be written in the Acknowledgements. The authors should provide the full official funding agency name(s) and grant number(s). If needed, the relevant agency and grant number could be stated for each author, in which case only authors' initials should be written.

## **Changes in authorship**

Changes in authorship after the submission of the paper to *Mljekarstvo* can be justified only by the additional work required during the revision. It is not possible after the acceptance of the manuscript for publication. The change in authorship should be indicated in the cover letter and in the reply to the reviewers, and should be accepted by all authors. All authors should also agree to the change in the order of authors. The corresponding author is responsible for all the changes in the revised version of the paper, including the change in authorship or orders of authors, and should verify it with his/her signature.

## **Correction of data**

All authors should be accounted for the accuracy of the published data. Correction of data should be done before the final printing of the paper. For that reason, the corresponding author receives the galley proof of the paper and is asked to correct it carefully and in timely manner (within 3 days) before publication.

## **Retraction of published papers**

If the authors made an honest error or discover the major flaws in their work, they can retract the paper. If the editors, reviewers or readers notice a case of duplicate or overlapping publication, fraudulent use of data, plagiarism or unethical research, the paper will be, after an internal review by the editor, retracted, and a retraction notice will be added to the CrossRef database. All links to the retracted article will be maintained. All retractions will be done in accordance with the [COPE retraction guidelines](#).

## **Ethical considerations**

### *Conflict of interest:*

- Authors should declare any conflict of interest in the cover letter. When suggesting reviewers, they should pay attention to the fact that the proposal of their colleagues, collaborators or members of their institutions will not be considered during reviewing.

Also, the authors should state if they want to exclude a particular reviewer, which will be accepted if the reasons are considered to be relevant.

- After the acceptance of the paper for publication all authors are obliged to sign the Declaration of Authorship and Statement of Conflict of Interest forms. According to Journal's policy, manuscripts are never sent to reviewers from the same institution or (if possible) country as the authors.
- The reviewers should notify the editors on any conflict of interest which prevents them from reviewing the paper, such as: recent or ongoing collaborations with the authors, inclusion during the preparation of the paper, direct competition, direct dispute with the authors, financial interest, any political, moral, ideological or similar dilemma.
- If members of the Editorial or Advisory Board or their close collaborators appear as authors submitting to the journal, they are then excluded from the entire process of evaluation. The reviewers are then chosen in a way to minimize possible bias during the evaluation process.
- During revision, the editors follow the [Code of Conduct and Best Practice Guidelines for Journal Editors and Code of Conduct for Journal Publishers](#).

#### *Research involving human subject, animals or plants:*

- If the research involves humans or animals, the authors are advised to follow the recommendations of the [International Committee of Medical Journal Editors](#).
- For all tested human subjects, authors should have their informed consent to participate in the study. For subjects under the age of 18, their parents or guardians should give the permission for their participation in the study.
- For all tested subjects, a statement detailing compliance with relevant guidelines and/or appropriate permissions or licences must be included in the manuscript.
- Research on vertebrates or regulated invertebrates, field studies and other non-experimental research on animals must comply with institutional, national or international guidelines and, where possible, should be approved by an ethics committee.
- A statement detailing compliance with relevant guidelines and/or appropriate permissions or licences must be included in the manuscript.
- Experimental research on plants (either cultivated or wild) including collection of plant material, must comply with institutional, national, or international guidelines.
- Field studies should be conducted in accordance with local legislation, and the manuscript should include a statement specifying the appropriate permissions and/or licences.

#### *Publication misconduct:*

- The Journal follows the [Code of Conduct and Best Practice Guidelines for Journal Editors and Code of Conduct for Journal Publishers](#).
- Researchers, reviewers, readers or editors of other journals are encouraged to contact the Editorial Office (hmu@hmu.hr) in case of a suspected misconduct, such as: redundant or duplicate submission, plagiarism, self-plagiarism, text recycling, breaching ethical norms, etc.
- The authors bear the sole responsibility for the content of the contribution and all submissions should be accompanied with the signed cover letter in which they declare that they have not violated any internal rules or regulations of their institutions related to the content of the contributions and that they have not submitted the paper somewhere else.
- Authors should take care not to exceed the limit of 30 % of overlapping (no more than 10 % from one source), and even less in the Results and Discussion section, otherwise the paper will be rejected. If these terms are violated, [COPE recommendations](#) will be followed and all parties involved will be notified.

## **Copyright**

*Mljekarstvo* applies the [Creative Commons Attribution Non-Commercial 4.0 CC BY-NC license](https://creativecommons.org/licenses/by-nc/4.0/) to all published papers, which permits use, distribution and reproduction in any medium, provided the original work is properly cited and is not used for commercial purposes. Copyright of published papers is retained by the authors, who grant the Hrvatska mljekarska udruga (Croatian Dairy Union), Croatia, a license to publish the manuscript as the original publisher. Authors also grant any third party the right to use the article freely and in non-commercial purposes, as long as its integrity is maintained and its original authors, citation details and publisher are clearly stated. Individual users may access, download, copy, display, adapt and translate the manuscripts published in *Mljekarstvo*, provided that the authors' intellectual and moral rights, reputation and integrity are not compromised. It is the obligation of the user to ensure that any reuse complies with the copyright policies of the owners. If the content of the published manuscripts is copied, downloaded or otherwise reused for non-commercial research and educational purposes, a link to the appropriate bibliographic citation (authors, journal title, manuscript title, volume, year and page numbers, and the link to the published version on the Journal's website <http://hrcak.srce.hr/mljekarstvo>) should be provided. Copyright notices and disclaimers must not be deleted. For any unofficial translation of the manuscript a statement that it is an unofficial translation of the article must accompany the text.