

Peer Review Process of the Mining-Geology-Petroleum Engineering Bulletin ("Rudarsko-geološko-naftni zbornik")

EDITORIAL STANDARDS

Here we applied the recommendations given by World Association of Medical Editors in "Syllabus for Prospective and Newly Appointed Editors" available at <http://www.wame.org/about/syllabus-for-prospective-and-newly-appointed>

TIME LIMITS

Generally, it is expected that **reviewer** accept or reject review not later than 7 days after invitation. The review in the 1st round is expected to be finished for 3 weeks or less, and in subsequent rounds for not more than 1 week. For longer periods the reviewers are kindly asked to contact section editors. These limits are indicated in invitation e-mail also. The **authors** are subduced to the same time limits and rules in their rounds of corrections.

ETHICAL CODEX OF THE MGP BULLETIN (Rudarsko-geološko-naftni zbornik)

Part 1. Possible researching funds

Any source of funding for research or publication should always be disclosed. When is known organisation and contract number of grants, funds or similar that should be included.

Part 2. Authorship and acknowledgment

Authorship credit should be based on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2 and 3. It is based on a definition of authorship of the International Committee of Medical Journal Editors (ICMJE). Contributors who do not qualify as authors should be listed in an acknowledgment for description of given help. **Authors contribution sections is obligatory part of the manuscript at the very end.**

Part 3. Collecting authorship information

A statement that all as authors meet the appropriate authorship criteria, and that nobody who qualifies for authorship has been omitted from the list, is part of their initial submission package.

Part 4. Redundant (multiple) publication

Journal instruction clearly explains the type of papers that are published regularly. Authors need clearly explain what is, if any, included partially or completely in prior publications. It could be abstracts, posters, papers, books, databases and any kind of archives (public or not). If editor evaluate that submission is not substantially different of such previous results, it could be rejected. Journals also may accept the re-publication of materials that have been accurately translated from an original publication in a different language, but only with appropriate permission(s) of all copyright holders.

Part 5. Plagiarism

Journal does not and will not support any kind of possible or real plagiarism. If authors feel that some parts could be described as plagiarism, even if are used proper quotations and citations in text, they need to report it as part of submission, according to parts 2, 3 and 4.

Part 6. Protecting research subjects and from any discrimination

Standards of human or any life form research is beyond the responsibilities of journal, but all need to be stated that are performed according policy of institution where they are made. Any discrimination cannot be applied in experiments, empirical works, subjects of researching or any at possible authors, according to law of Republic Croatia, common regulative of EU and country where researching is done. If it is necessary, authors need submission accompanied with statement that the relevant research ethics committee or institutional review board approved. Editors should reserve the right to reject papers if there is doubt whether appropriate procedures have been followed.

Part 7. Errata, retractions, expressions of concern

Journal has a duty to publish corrections (errata) when errors could affect the interpretation of data or information, whatever the cause of the error (i.e. arising from author errors or from editorial mistake). Likewise, journals should publish 'retractions' if work is proven to be fraudulent or plagiarism or will published 'expressions of concern' if editors have well-founded suspicions of misconduct.

Part 8. Timing of publication

Editors will aim to ensure timely peer review and publication for papers they receive, especially where is assumed that findings may have important implications. Authors will be noticed that such priority publication is considered in advance. Editors will tend to process the regular papers in period about 3 months in cases when evaluations and responses from author(s) and editor(s) are performed in asked time.