

EDITORIAL POLICY

The journal **CIVITAS** is orientated towards **social sciences** focusing on research in the area of psychology, law, security studies, philology and economics as well as related interdisciplinary research.

CIVITAS publishes original, previously unpublished works: scientific papers, surveys, specialized studies and book reviews. The journal **CIVITAS** is available on an **open access principle**.

The works could be written in **English or Serbian**, together with abstracts, key words and title both in **Serbian and English**; in case the work is by a foreign author the abstract and key words may be written only in English

The journal is issued **twice a year**, in June and December.

Each manuscript is reviewed by **two anonymous reviewers**; the publishing of the manuscript is **free of charge**

THE OBLIGATIONS OF THE EDITOR IN CHIEF AND OF THE EDITORIAL BOARD

The editorial board of the journal **CIVITAS** has a final decision regarding the publication of the manuscripts. In making this decision the editorial board is guided by the editorial policy in accordance with regulations regarding defamation, copyright infringement and plagiarism. Determination of plagiarism is carried out through the application of Google Search and software programs.

The editorial board reserves the right to evaluate the received manuscripts and not to publish them in case it is established that they contain anything not in conformity with formal or substantial criteria.

The editorial board must not be in any conflict of interest whatever related to the manuscripts under consideration. The editor in chief and the members of the board are required to declare the existence of such conflict in due time.

The editorial board should evaluate the manuscripts entirely on the basis of content without any prejudices regarding gender/ sex, race, ethnicity or political orientation.

The members of the board must not use unpublished material from the received manuscripts for their own research projects without explicit consent in writing of the author; ideas and bits of information contained in the manuscript should be kept confidential and must not be used for personal benefit.

The members of the editorial board should take every reasonable precautionary action to maintain the anonymity of the reviewers, so that their identities remain unknown to the author(s), and, that, conversely, the author's identity remains undisclosed until the completion of the reviewing procedure.

THE OBLIGATIONS OF THE AUTHORS

The authors should be able to guarantee that the manuscript represents their original contribution and that it has neither been published nor is under consideration to be published somewhere else. Submitting the same manuscript simultaneously to several journals is a violation of ethical standards. Such manuscript is to be excluded immediately.

In case the submitted manuscript contains results that are part of a larger scientific project or that the manuscript has been presented in a former version on some conference or other as an oral report (under the same or different title), at the beginning of the text, detailed references about the project, conference etc. should be given in the footnote; papers that have already been published will not be reprinted in CIVITAS.

The authors should adhere to ethical standards concerning scientific research. The manuscript should not contain unsupported or illegal claims and it does not in any way violate the rights of others. The publisher will accept no responsibility in case of claims for damage compensation.

The content of the work

The work should be provided with enough details and references to enable the reviewers and the readers afterwards to track the veracity of the statements presented in it. A purposeful introducing unsupported (false) claim is considered as a breach of ethical standards.

The authors assume all the responsibility for the content of their manuscripts and they are required, if necessary, before publishing, to acquire the consent of every person or institution that have participated in the research project presented in the manuscript.

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Authorship

The authors are required to mention as authors only the persons who have significantly contributed to the content of the manuscript, that is, they are required to list as authors the persons who significantly contributed to the completion of the manuscript. If there are persons who contributed to some aspects of the research project or to the preparation of the manuscript and who are not mentioned as authors, their contribution should be indicated in an acknowledgement or in an appropriate note.

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The authors should quote their sources appropriately and to indicate as source all those who significantly contributed to the content of their research project or manuscript. Information obtained by personal communication during the registration of the project or manuscript are not to be used without written consent of the source.

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Plagiarism is using as one's own someone else's ideas, words or any other form of creative expression without due acknowledgement and it is considered as a serious breach of the ethical code for the scientist as well as for the publisher. Plagiarism may include copyright infringement which is against the law.

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We should warn the authors that every manuscript is checked for plagiarism.

If there is clear indication of plagiarism in the manuscript, it will be rejected immediately and the author will not be allowed to publish in the journal

If it is established that a work that has already been published contains plagiarism, it will be retracted in accordance with the procedure described in *Retraction of already published works* and the author(s) will be permanently debarred from publishing their work in the journal

The conflict of interest.

The authors are required to reveal any financial or other conflict of interest that may influence their results or interpretations.

Mistakes in already published works

Should the authors discover some important mistake in their work after it has been published, he/she is required to inform the editor in chief and the publisher immediately and to cooperate with them in order to retract the paper or to make the necessary corrections.

By submitting the manuscript to the editorial board of the journal *CIVITAS* the authors are committed to the requirements listed above.

THE RESPONSIBILITY OF THE REVIEWERS

The reviewers are required to deliver the evaluation of the manuscript to the editor in chief within set time limits; moreover, their assessment should be competent, well-argued and impartial.

The assessment should be carried out conforming to the following criteria: the topic of the work should fit the profile of the journal, the investigated subject and the methods applied should be relevant the facts presented and the originality should be beyond dispute, the style of presentation clear and the scientific apparatus adequate.

The reviewer who has reasonable doubts or relevant information regarding violation of ethical standards in the work he/she is currently reviewing is requested to notify the editor in chief immediately. The reviewer should recognize the important published works which were not quoted by the author. He/she should warn the editors regarding similarities and convergences between the manuscript under inspection and other papers published already or currently being reviewed in some other journal in case he/she has personal knowledge about that. If the reviewer has information that the same manuscript is being reviewed in several journals in the same time, he/she should immediately inform the editor in chief.

The reviewer must not be in any conflict of interest whatever with the author(s) or financial supporters of the research project; in case of such a conflict he/she should immediately inform the editor in chief.

The reviewer who considers himself not sufficiently qualified for the theme or area of the research is required to notify the editor in chief.

The review should be objective; any comments related to the personality of the author are considered inappropriate. The reviewer's judgement should be clear and well-argued.

The manuscripts submitted to reviewing are considered confidential documents. The reviewers must not use unpublished material from the manuscripts for their own research without the explicit written consent of the author; the information and the ideas presented in the manuscript must be kept confidential and must not be used for personal benefit.

THE REVIEWING PROCEDURE

Every submitted manuscript must be reviewed. The aim of the review is to help make decisions about whether to accept the given manuscript or reject it; moreover, through communication with the author(s) to help improve the quality of the work.

The review is anonymous.

In reviewing two reviewers take part.

The time limit set to completing the review is one month.

The choice of the reviewers is the decision of the editor in chief. The reviewers should be competent in the area of research the manuscript is about and should not be from the same institution as the author; moreover, reviewers should not be authors who have published (recently) as a coauthor(s) with any of the author(s) of the manuscript under consideration.

The reviewing procedure is as follows. The editor in chief sends a manuscript submitted to the reviewers who are experts on the specific topic. The review form contains a questionnaire indicating the aspects that are of consequence to the acceptance of the manuscript for publication. After answering the questions, in the second part of the form the reviewers give their remarks and suggestions for improving the manuscript in written form.

During this process the reviewers work independently. Their identity remains undisclosed to each other. If the decisions are different (accept/reject) the editor in chief may look for other expert opinion.

During the procedure the editor in chief may request additional information (including primary facts) if it is indispensable for evaluating the scientific contribution of the manuscript. The editor and the reviewers should keep the information confidential, it must not be used for personal benefit.

The editorial board should monitor the quality of the reviews received. If the authors have serious and documented complaints regarding the review, the editorial board will reexamine its objectivity and adherence to academic standards. If there is doubt regarding objectivity or quality of the review, the editor in chief will consult other reviewers.

RESOLVING CONFLICTING SITUATIONS

Any individual or institution can, at any time, inform the editor in chief and/or the editorial board if they find evidence concerning violation of ethical standards or any other irregularity and to provide the evidence/information necessary.

Investigating allegations and evidence

- The editor in chief in an agreement with the editorial board may decide to open proceedings whose aim is to investigate the allegations and the evidence presented
- During the proceedings all the evidence will be considered confidential and will be presented only to persons directly involved in the proceedings.
- To the persons suspected to have violated ethical standards will be given an opportunity to answer the allegations made against them.

If it is established that there have been irregularities, it will be assessed whether these can be characterized as a minor offence or as a major violation of ethical standards

Minor offence

Situations characterized as minor offence will be resolved in direct communication with the persons who committed the breach without involving a third party e.g. by informing the author/reviewer that an offence has taken place as a result of misunderstanding or misapplication of academic standards; or by sending a letter of warning to the author/reviewer who committed

Major violations of ethical standards

The decisions regarding major violations of ethical standards are made by the editor in chief in collaboration with the editorial board and, if necessary, with a small group of experts. The following actions may be taken either against individuals or groups:

- Publishing an announcement or editorial in which the case of violation is described;
- Sending an official statement to the supervisor/employer of the author/reviewer;

- Retracting of the work already published in accordance with the procedure described in *Retracting already published works*;
- The authors will be not allowed to submit their work to the journal for a period of time;
- Informing the relevant organizations and authorities about the case so that appropriate action can be taken.

In resolving conflicting situations the editorial board of the journal is following the guidelines and recommendations of the Committee on Publication Ethics – COPE: <http://publicationethics.org/resources/>.

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In case any infringement of copyrights, rights of authors or breach of professional ethical code i.e. should the manuscript be submitted to more than one journal in the same tome or false claims on authorship, plagiarism, manipulation with facts with the intention to deceive as well as any other case of major violation of ethical code take place an already published paper has to be retracted. In some cases an already published paper may be retracted in order to correct subsequently observed errors.

The standards for resolving the situations when retracting is necessary are defined by libraries and scientific bodies, and the same practice is adopted by the journal **CIVITAS**: in the electronic version of the paper to be retracted a link is set up (HTML link) together with the information about the retracting. The retracted paper is kept in its original form, but with watermark on the PDF document on each page showing that the work has been retracted (RETRACTED).

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