

## ***Journal of the Serbian Archaeological Society*** **Editorial policy**

The *Journal of the Serbian Archaeological Society* was established in 1984 as a scientific professional journal of the Serbian Archaeological Society and it is dedicated to topics from all areas of archaeology and related disciplines that are included in archaeological research activities (anthropology, architecture, ethnology, history of arts, history, geology, etc.). It publishes original, previously unpublished papers (original scientific papers, scientific reviews, short and preliminary reports, excavation reports, book reviews, critical reviews, bibliographies, biographies of significant archaeologists, necrologies). Certain issues of the *Journal of the Serbian Archaeological Society* can be dedicated to emeritus experts in the field of archaeology or to specific topics.

The *Journal of the Serbian Archaeological Society* is issued once a year. Contributions can be submitted throughout the year, and at the latest until May 1<sup>st</sup> for the current year's issue. Papers formatted according to the "Guidelines for the Authors for the *Journal of the Serbian Archaeological Society*" (<https://arheologija.rs/wp-content/uploads/2022/10/Upustvo-autorima.pdf>) are to be submitted to the e-mail address: sad.glasnik@gmail.com.

The *Journal of the Serbian Archaeological Society* publishes papers written in Serbian, English, German, French, Italian and Russian.

The process of submitting papers, peer reviews and publishing is free of charge.

### **Editorial responsibilities**

The Editorial Board of the *Journal of the Serbian Archaeological Society* makes the final decision as to which of the submitted manuscripts will be published, guided by the Editorial Policy and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism.

The Editorial Board reserves the right to estimate and decide not to publish submitted manuscripts in case it is found that they do not meet relevant standards concerning their content and formal aspects. The Editorial Board will inform the Authors on whether the manuscript is accepted for publication within 90 days from the date of the manuscript submission.

The Editorial Board is required to make the decision on whether to accept a manuscript on the basis of its content, without racial, gender/sexual, religious, ethnic or political bias.

The Editorial Board and the Editor must hold no conflict of interest in regard to the manuscripts they consider for publication. If there is a conflict of interest for one or more members of the Editorial Board, those members are excluded from the process of choosing the Reviewers and deciding on the fate of the manuscript. The Editor and the Editorial Board are required to report the presence of a conflict of interest in a timely manner.

The members of the Editorial Board and the Editor must not use unpublished materials from submitted manuscripts for their own research without the express written consent of the Authors. The information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

### **Authors' responsibilities**

The Authors warrant that their manuscript is their original work, that it has not been published before and that it is not under consideration for publication elsewhere at the same time. Parallel submission of the same paper to another journal constitutes a misconduct and eliminates the manuscript from further consideration by the *Journal of the Serbian Archaeological Society*. The Authors also warrant that the manuscript wasn't published elsewhere in any other language.

It is the responsibility of each Author to ensure that papers submitted to the *Journal of the Serbian Archaeological Society* are written with ethical standards in mind and that they do not contain any unfounded or unlawful statements and do not violate the rights of third parties. The Publisher shall not be held legally responsible should there be any claims for compensation.

#### Content of the paper

The Authors are responsible for the content of their submitted manuscripts and that there hasn't been any infringement of copyright of third parties.

In cases when the submitted manuscript is a result of a research project, or has already been presented at a conference in the form of an oral presentation (under the same or similar title), detailed information about the project, the conference, etc. shall be provided in the section "Acknowledgments" at the end of the text.

Submitted manuscripts should contain enough data and references so as to enable the Reviewers, and later readers, to verify the statements expressed in them. Purposeful making of false statements represents a breach of ethical standards.

Authors wishing to include figures or other material that have already been published elsewhere are required to obtain permission from the copyright holders. Any material received without such evidence will be assumed to originate from the Authors. Should it be ascertained in retrospect that there is any dispute regarding a manuscript (e.g. objection that some material was published without the consent of the copyright holders), the *Journal of the Serbian Archaeological Society* will publish a correction or retract the paper, along with a statement that the responsibility for the error lies with the Authors.

#### Authorship

The Authors must make sure that only those persons who have significantly contributed to the making of the manuscript be listed as Authors and, conversely, that all those who have significantly contributed to the data gathering, analyses and writing of the manuscript be listed as Authors. If there were other persons involved, aside from the Authors, in important aspects of the research project and preparation of the manuscript, but on a considerably smaller scale than the Authors, their contribution should be mentioned in the section "Acknowledgements" at the end of the text.

#### Acknowledgement of sources

The Authors are required to properly cite sources that have significantly influenced their research and the writing of their manuscript. Information received in a private conversation or correspondence with third parties, in reviewing project applications, manuscripts and similar materials, must not be used without the express written consent of the information source.

By submitting their manuscripts, the Authors agree to follow the Editorial Policy of the *Journal of the Serbian Archaeological Society*.

#### Conflict of interest

The Authors are required to disclose any financial or any other conflicts of interest in their paper that might have influenced the presented results and their interpretation.

#### Errors in published papers

When the Authors discover a significant error or inaccuracy in their own work after it was published, they are required to notify the Editorial Board and the Editor of the *Journal* or the Publisher in a timely manner, and to cooperate with them so as to retract or correct the paper.

#### Plagiarism

Plagiarism, i.e. assuming someone else's ideas, words, results or other forms of creative expression and representing them as one's own, represents a severe violation of scientific and editorial ethics. Plagiarism may also involve a violation of copyright laws, which is punishable by law.

Plagiarism may constitute the following:

- word for word, or almost word for word copying, or deliberate paraphrasing (with the goal of covering up plagiarism) portions of another Authors' work without clearly indicating the source or marking the copied fragments (for example, by using quotation marks);
- copying figures or tables from someone else's paper without properly citing the source and/or without the permission of the original Authors or copyright holders.

The Editorial Board of the *Journal of the Serbian Archaeological Society* checks every manuscript for plagiarism. Any manuscripts which show clear indications of plagiarism will be automatically rejected and their Authors will be temporarily banned from publishing in the *Journal* for the following five years.

Should it be ascertained that a paper already published in the *Journal of the Serbian Archaeological Society* is a plagiarism, it will be retracted according to the procedure described in the section "Retraction policy of already published papers", and its Authors will be temporarily banned from publishing in the *Journal* for the following five years.

#### **Peer review**

The peer review process of a submitted manuscript begins only after the initial estimation is made on whether they are suitable, in terms of their form and topic, to be published in the *Journal*. Special attention is taken not to spend more time than necessary in making that initial estimation.

Submitted manuscripts are subject to a peer review process. The purpose of a peer review is to assist the Editorial Board in making the decision on whether the manuscript should be accepted or rejected and to assist, through the process of communication with the Authors, in improving the quality of the paper.

All submitted papers go through the peer review process performed by two competent Reviewers, chosen by the Editorial Board. The choice of Reviewers remains at the Editorial Board's discretion. Reviewers are prominent researchers, who are required to have the relevant knowledge concerning the topic of the manuscript.

All reviews are completely anonymous, based on the double-blind peer review system: the identity of the Authors is not known to the Reviewers and vice versa. The identity of the Reviewers will remain unknown to the Authors before, during, and after the reviewing process. The Editorial Board guarantees that, before a manuscript is sent to a Reviewer, all

personal data of the Authors will be removed and that all measures, within reason, will be undertaken in order to keep the Authors' identity unknown to the Reviewers until after the peer review process is finished.

Book reviews, critical reviews, necrologies and other non-scientific contributions are reviewed by the members of the Editorial Board.

During the review process, the Editorial Board may require Authors to provide additional information, if they are necessary for the evaluation of the scholarly merit of the manuscript. The Editorial Board, the Editor and the Reviewers are to treat such materials as confidential and must not use them for personal gain.

The Editorial Board is required to ensure quality control for the reviews. In cases when the Authors have serious and founded objections to a review, the Editorial Board shall verify if the review is objective and if it meets academic standards. Should there be any doubt regarding the objectivity or the quality of the review, the Editorial Board will demand the opinion of additional Reviewers.

### **Reviewers' responsibilities**

Reviewers with well-founded suspicions or knowledge of any violations of ethical standards by the Authors should report that to the Editor and the Editorial Board. The Reviewers should recognise relevant published works that have not been cited by the Authors and also to alert the Editor and the Editorial Board of any substantial similarities between a reviewed manuscript and any other paper published or manuscript that is under consideration for publication elsewhere, in the event they are aware of such. Should the Reviewers have any knowledge on a parallel submission of the same paper to another journal(s), they are required to inform the Editor and the Editorial Board of the fact.

The Reviewers must not have a conflict of interest with respect to the Authors or the funding sources for the research. If such conflicts exist, the Reviewers must report them to the Editor and the Editorial Board without delay.

A Reviewer who feels unqualified regarding the topic or the field of expertise discussed in the manuscript is required to inform the Editor and the Editorial Board of the fact.

Reviews must be conducted objectively. Personal criticism of the Authors is considered inappropriate. The Reviewers should express their views clearly with supporting arguments.

Any manuscripts received for review must be treated as confidential documents. The Reviewers must not use unpublished materials from submitted manuscripts without the express written consent of the Authors, and the information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

The Reviewers are required to send the finished review to the Editorial Board, at the latest, within the period of 30 days after the receipt of the manuscript. The Reviewers are required to provide the Editorial Board with an estimation of the scientific value of the manuscript in a professional, well-substantiated, impartial and timely manner. Reviewers are not paid for this work.

Should the Reviewers demand that changes be made in the manuscript, the Authors are required to send the amended manuscript to the Editorial Board within the period of 30 days, or else, should they choose not to make those changes, to deliver a well-substantiated explanation as to why a given change hasn't been made, along with the manuscript. The same principle is applied for papers that haven't been prepared in accordance with the "Guidelines for the Authors". The final decision on accepting a manuscript for printing is made by the

Editorial Board of the *Journal of the Serbian Archaeological Society* by the majority of votes, according to the suggestion of the Reviewers and in accordance with the changes in the manuscript made by the Authors or the submitted explanation.

The Reviewers shall receive a review form, which contains a questionnaire indicating which aspects are of consequence for reaching the decision on the fate of a manuscript. In the final part of the form, the Reviewers are required to state their remarks and suggestions for the improving of the manuscript.

During the entire process, the Reviewers act independently of one another. They are not aware of the identities of other Reviewers. If the decisions of the Reviewers are not the same (accept/reject), the Editorial Board may seek the opinion of additional Reviewers.

### **Procedures for resolving problematic situations**

Every individual or institution may inform the Editor and/or the Editorial Board, at any time, of a suspected breach of ethical standards and other irregularities and provide the necessary information/evidence.

#### *Investigation of reported incidents and evidence*

- The Editor will decide, in agreement with the Editorial Board, on starting an investigation process with the goal of verifying the reported incidents and evidence.
- During this investigation, any evidence submitted will be treated as strictly confidential material and will be made available only to those directly involved in the investigation process.
- The persons suspected of a breach of ethical standards will be given the chance to respond to any charges made against them.
- If it is established that a misconduct has indeed occurred, an estimation will be made if it should be classified as a minor misconduct or a major breach of ethical standards.

#### *Minor misconduct*

Situations estimated as minor misconducts shall be dealt with in direct communication with the persons responsible for the said misconduct, without the inclusion of third parties, e.g.:

- by notifying the Authors/Reviewers of the minor misconduct, which resulted from misunderstanding or misapplying of academic standards;
- by sending a warning letter to the Author/Reviewer responsible for the minor misconduct.

#### *Major breach of ethical standards*

The decisions regarding major breaches of ethical standards shall be reached by the Editorial Board and, if necessary, a small group of experts. The possible measures taken can be as follows (and they can be applied separately or jointly):

- publication of a formal announcement or an editorial, describing the case of ethical standards breach;
- sending an official letter to the Author's/Reviewer's superiors or employers;
- retraction of the published paper in accordance with the procedure described in the section "Retraction policy for already published papers";
- banning the Authors from submitting articles to the *Journal* for the following five years;

- referring the case to relevant professional organisations or legal authorities, for further appropriate actions.

When dealing with cases of suspected unethical behaviour, the Editorial Board of the *Journal* shall be guided by the guidelines and recommendations provided by the Committee on Publication Ethics (COPE): <http://publicationethics.org/resources/>.

### **Retraction policy for already published papers**

Already published manuscripts shall be available in the form that they were published, without any changes. Occasionally, circumstances may arise when a published article must be retracted. The main reason for the retraction of a manuscript is the need to correct an error in order to preserve scientific and professional integrity, and not the wish to punish the Authors.

An article must be retracted in cases of: breach of copyright of the publisher, copyright holders or Authors, infringements of professional ethical codes, such as multiple submissions of the same article in several journals at the same time, false claims of authorship, plagiarism, fraudulent manipulation of data, as well as any major breach of ethical standards. In some cases, an already published paper can be retracted in order to correct errors that were noted after the publication.

Standards for dealing with situations when the retraction of a paper is inevitable have been defined by libraries and scholarly bodies, and the same practice has been adopted by the *Journal of the Serbian Archaeological Society*: in the electronic version of the original article (the one being retracted), a HTML link is made with a retraction note. The retracted article is retained in the original form, but with a watermark on the PDF document, on every page, indicating that the article had been retracted.

### **Open access policy**

The *Journal of the Serbian Archaeological Society* is an Open Access Journal. All articles published in the *Journal* can be downloaded free of charge from the website of the *Journal* and used in accordance with the Creative Commons licence Attribution-NonCommercial-NoDerivatives 3.0 Serbia (<https://creativecommons.org/licenses/by-nc-nd/3.0/rs/>).

### **Self-archiving policy**

The *Journal of the Serbian Archaeological Society* allows Authors to deposit the accepted, reviewed version of the manuscript, and its final, published version, in the PDF format, in an institutional repository and/or non-commercial databases, or to publish the paper on their personal websites (including social network sites for scientists, such as ResearchGate, Academia.edu, etc.), and/or on the website of the institution they work in, in accordance with the Creative Commons licence Attribution-NonCommercial-NoDerivatives 3.0 Serbia (<http://creativecommons.org/licenses/by-nc-nd/3.0/rs/>), at any time after publication. The Publisher, as the copyright holder, and source must be acknowledged.

### **Copyright**

Once the manuscript is accepted for publication, the Authors shall transfer the copyright to the Publisher.

The Authors grant to the Publisher the following rights to the manuscript, including any supplemental material, and any parts, extracts or elements thereof:

- the right to reproduce and distribute the manuscript in printed form, including print-on-demand;
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- the right to reproduce and distribute the manuscript electronically or optically on any and all data carriers or storage media, and especially in machine readable/digitised form on data carriers such as hard drive, CD-ROM, DVD, Blu-ray Disc (BD), Mini-Disk, data tape, as well as the right to reproduce and distribute the manuscript via these data carriers;
- the right to store the manuscript in databases, including online databases, and the right of transmission of the manuscript in all technical systems and modes;
- the right to make the manuscript available to the public or to closed user groups on the basis of individual demand for use on screens or other readers (including e-books readers), and in printable form for the users, either via the internet, other online services, or via internal or external networks.

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