

UNIVERSITY OF NOVI SAD
FACULTY OF PHILOSOPHY
Ref. no.: 02-337/1
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Pursuant to Article 43 of the Statute of the Faculty of Philosophy of Novi Sad, at the session of 13 May 2013, the Faculty Council enacted

Code of Ethics in Paper Publishing and Data Abuse Prevention

Code of Ethics in Paper Publishing and Data Abuse Prevention

(compiled after the Code of Publishing Ethics and in accordance with recommendations by *Elsevier*)

Ethical guidelines for journal publication

(The guidelines made on the basis on the existing regulations by *Elsevier*)

Publishing papers in publications of the Faculty of Philosophy, University of Novi Sad involves previous reviewing, which is a necessary step in developing a coherent and renowned network of scientists. Paper publishing directly indicates the quality of the authors' papers and of the institution which supports them. The reviewed papers support and imply the application of scientific methodology, therefore, it is vital to harmonise the standards of the expected ethical behaviour of every subject involved in the process of scientific paper publication: authors, editors, reviewers, journal publishers and the wider community.

The Faculty of Philosophy of the University of Novi Sad as the journal publisher assumes all responsibility for all the phases in the process of publishing and accepts ethical and other responsibilities.

We commit to make sure that editors' decisions are not affected by advertising, re-publishing or any commercial income that could result from the sale and distribution of the publication. Additionally, the Publishing Centre of the Faculty of Philosophy of the University of Novi Sad will help in communication with other journals and/or publishers if that is beneficial and necessary.

Authors' responsibilities

(The guidelines made on the basis on the existing regulations by *Elsevier*)

1. Reporting standards

Authors should present their results of original research 1) by listing the research phases; 2) by objectively identifying the significance of the results obtained; 3) by providing accurate data. The paper should contain enough data and references to allow the research to be repeated. Any conscious or premeditated attempt to alter the data or present them incorrectly is perceived as unethical behaviour which is rejected for being unacceptable. Review and research papers should be based on accurate and objective data, and the author's personal views and opinions must be clearly indicated as such.

2. Data Access and Retention

For review purposes, authors may be required to provide raw data in connection with their paper, and they should be prepared to provide public access to such data and, if practicable, must take responsibility for retaining the data for a reasonable time after publication.

3. Originality and plagiarism

The authors may only submit papers that are original works, and in case the authors have used the work and/or words by others, this must be appropriately cited. Plagiarism can occur in several forms, ranging from the appropriation of other people's papers as one's own, copying or paraphrasing substantial parts of a paper by another author (without attribution), to claiming results from research conducted by someone else. Plagiarism in every form represents unethical behaviour that is not tolerated.

4. Multiple, redundant and concurrent publication

Authors are allowed to submit papers describing the same research for publishing only in a single journal or publication. Submitting one and the same paper to multiple publications concurrently is considered unethical publishing behaviour and is not tolerated. Authors should not submit their previously published papers for consideration in another journal. Publishing certain types of articles (e.g. clinical guidelines, translations) in more than one journal is allowed under clearly defined conditions. Authors and journal editors must give their consent for the paper to be republished in another journal, and the paper must reflect the same data and interpretation of the primary document. The primary reference must be cited in the secondary publication.

5. Acknowledgement of sources

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained from confidential sources, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the source.

6. 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 reported study. All those who have made significant contributions should be listed as co-authors. In case there are others who have participated in certain substantive aspects of the research, they should be acknowledged or listed as contributors. The author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

7. Human or Animal Subjects

If the research involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee has approved them. Authors should include a statement in the manuscript that informed consent was obtained

for experimentation with human subjects. The privacy rights of human subjects must always be observed.

8. Disclosure and Conflicts of Interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

Examples of potential conflicts of interest which should be disclosed include employment, consultancies, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible.

9. Fundamental errors in published works

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper. If the editor or the publisher learns from a third party that a published work contains a significant error, it is the obligation of the author to promptly retract or correct the paper or provide evidence to the editor of the correctness of the original paper.

Duties of the Editorial Board

(The guidelines made based on the existing regulations by *Elsevier and COPE's Best Practice Guidelines for Journal Editors*)

1. Publication Decisions

After the reviews are positive, editors of the journals published by the Faculty of Philosophy, University of Novi Sad make a final decision on the selected papers that will be published. This decision is brought on the basis on paper quality and its significance for the researchers and readers. The editor must be guided by policies of the editorial board and work according to the legal frameworks related to public accusations, copyright infringement and plagiarism. When making a final decision, the editor can take into consideration the opinion of other editors or reviewers.

2. Fair Play

The editor should evaluate manuscripts for their intellectual content without regards to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

3. Confidentiality

The editor, or any other member of the editorial board, must protect confidentiality of all material submitted to the journal unless needed to the author, reviewers, potential reviewers, other editorial advisers and the publisher.

4. Disclosure and Conflict of Interest

Unpublished material disclosed in the manuscript must not be used by the editor in their own research without explicit written consent of the author. Confidential information or ideas that the reviewers learned must be kept confidential and cannot be used for personal benefit. Editors must not be involved in decisions about the paper where the editor has a competing or

collaborating interest or where they are related to the author, i.e. the companies or institutions connected to the given paper (the editor has to ask other members of the editorial board to do the review and evaluation of the paper). The editor has to require from all that have contributed to the paper to publicly state relevant conflicts of interest and to publish the corrections if such conflicts of interest are detected after the paper has been published. If needed, it is possible to take measures such as publishing the corrigendum or expressing concern.

5. Participation and cooperation during the investigation

The editor should take appropriate measures if there are any ethical complaints related to the submitted manuscript or published paper, in line with the publishing policy of the Faculty of Philosophy, University of Novi Sad. Such measures will include contacting the author of the manuscript or paper and giving due consideration to the respective complaint, but may also include further communication to the relevant institutions or research bodies. If the complaint is adopted, the measures include publishing of the corrigendum, expressing concern, and the like if it is necessary. Every registered act of non-ethical behaviour upon publishing has to be investigated, even though it was detected several years after being published.

Duties of the Reviewers

(The guidelines made on the basis on the existing regulations by *Elsevier and COPE's Best Practice Guidelines for Journal Editors*)

1. Contribution to Editorial Decisions

The reviewers assist the editor in making editorial decisions on publishing the submitted paper and, if necessary, they may also communicate with the author and assist in improving the paper. The reviews are essential to formal scholarly communication. Scientists who would like to submit their papers to the Faculty's publications are obliged to participate in the review process.

2. Respecting the deadlines

Any selected reviewer who feels unqualified to review the manuscript or knows that a review in due time would be impossible should notify the editor and explain that they are not able to participate in the review process.

3. Confidentiality

Any manuscript received must be treated as a confidential document. It must not be shown to other parties nor should it be discussed with others, unless this has not been previously approved by the editor.

4. Standards of Objectivity

Reviewers must be conducted objectively and judge the paper that is being reviewed on the basis of the scientific criteria. Personal criticism of the author is inappropriate, as well as all other arguments that are not related to the topic or to scientific methodology of the paper. Reviewers should express their views clearly with supporting arguments disregarding the fact that they are positive or negative, and additionally explain the opinion on the editor's request.

5. References

Reviewers must identify the relevant published papers that the author has not cited. Any statement that the explanation, conclusion or argument has not been previously published must

be accompanied by the given source. Reviewers have to point out to the editor any substantive similarity or overlap with other manuscripts or any published papers they personally identified.

6. Disclosure of Unpublished Papers and Conflict of Interest

Unpublished material disclosed in the manuscript must not be used by reviewers in their own research without explicit written consent of the author. Confidential information or ideas that the reviewers learned must be kept confidential and cannot be used for personal benefit. The reviewers must not be involved in decisions about the paper where the editor has a competing or collaborating interest or where they are related to the author, i.e. the companies or institutions connected to the given paper.

President of the Council of the Faculty

Prof. Dr Jasmina Grković-Mejdžor