

GLASNIK HRVATSKOG BOTANIČKOG DRUŠTVA

Journal of Croatian Botanical Society

PUBLICATION ETHICS AND MALPRACTICE STATEMENT

Publication ethics in this section is related to authors, reviewers and editors involved in scholarly publishing. It is aimed at enhancing the quality of the journal and assisting authors, reviewers and editors in dealing with ethical issues. Its sole purpose is in providing guidance with the aim of bettering scholarly publication practices. Our ethic statements are based on the Best Practice Guidelines for Journal Editors recommended by Elsevier and the Committee on Publication Ethics (COPE).

AUTHORS

Reporting standards - authors of reports of original research should present an accurate account of the work performed, as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient details and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Data Access and Retention - authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data and should in any event be prepared to retain such data for a reasonable time after publication.

Originality and Plagiarism - authors should ensure that submitted work is original and has not been published elsewhere in any language, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted. Applicable copyright laws and conventions should be followed. Copyright material (e.g. tables, figures or extensive quotations) should be reproduced only with appropriate permission and acknowledgement.

Multiple, Redundant or Concurrent Publication - author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

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.

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. Where there are others who have participated in certain substantive aspects of

the research project, they should be acknowledged or listed as contributors. The corresponding 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.

Hazards and Human or Animal Subjects - if the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the author must clearly identify these in the manuscript.

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.

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.

Accuracy - author warrants that the article present an accurate account of the work performed is original, written by stated author(s), has not been published before, contains no unlawful statements, does not infringe the rights of others, is subject to copyright that is vested exclusively in the author and free of any third party rights, and that any necessary written permissions to quote from other sources have been obtained by the author(s).

Duplicate submission - by submitting this manuscript, the author(s) confirm that the submitted manuscript is not being considered for publication elsewhere.

Ethical conduct in research and plagiarism - by submitting this manuscript, the author(s) certify that the research for this study has been carried out in accordance with the ethical principles of research with respect to the research participants, and that professional standards were adhered to in its presentation. Proper acknowledgment of the work of others must always be given. Author(s) should also cite publications that have been influential in determining the nature of the reported work.

Undisclosed authorship and ghost authorship - 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. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section.

REVIEWERS

Peer Review Process - original scientific papers submitted for publication are reviewed

by two referees. Authors can provide names and contact information (e-mail address) of two experts in the field as possible reviewers of their manuscript. Only papers with favorable reports are accepted for publication. The acceptance of manuscripts for publication is decided by the Editor-in-Chief.

Contribution to Editorial Decisions - peer reviews assist the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

Promptness - any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process, so that alternative reviewers can be contacted.

Confidentiality - any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Standards of Objectivity - reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of Sources and plagiarism awareness - reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and Conflict of Interest - privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

EDITOR

Publication decisions - the Editor-in-chief is responsible for deciding which of the articles submitted to the journal should be published. The editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editor may confer with members of the Editorial Board or reviewers in making this decision.

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

Confidentiality - the editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

Disclosure and conflicts of interest - unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. The editor should maintain the integrity of the academic record, preclude business needs from compromising intellectual and ethical standards, and always be willing to publish corrections, clarifications, retractions and apologies when needed. The Editor/member of the Editorial Board warrants to disclose conflicts of interest. In case of conflictual interest editor should excuse himself from handling the manuscript (i.e. should ask an associate or other member of the editorial board to process the manuscript in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers).

Commercial and financial interests - the editor is committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions.

Misconduct and malpractice - the editor warrants conducting a fair investigation in case of suspected misconduct on behalf of author, members of editorial board or reviewers. The editor should guard the integrity of the published record by issuing corrections and retractions when needed and pursuing suspected or alleged research and publication misconduct. The editor should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper.