

## ETHICAL GUIDELINES FOR THE JOURNAL *Crkva u svijetu*

The journal *Crkva u svijetu* is a scientific journal published by the Catholic Faculty of Theology in Split, University of Split.

The Publisher and the Editorial Board, in their obligations and all requirements of ethical nature, draw on the published recommendations of the Ministry of Science and Education of the Republic of Croatia and act according to the guidelines of the best editorial practice by the Committee on Publication Ethics ([COPE](#)) for the editors of scientific journals. The Code aims to ensure editorial responsibility, honesty, equality, protection of privacy and transparency in publishing the scientific publications in the journal *Crkva u svijetu*.

The Publisher undertakes to seek to publish an annual circulation of the journal within the current year, and to timely notify the authors of submitted articles about the peer review assigned classification, and about the publication time of the article.

### **Reception and publication of articles**

The editorial board meets once a month to discuss the submitted articles and peer reviews.

The editorial board makes decisions on scientific and theological appropriateness of articles submitted for publication, according to the defined methodological requirements. Every paper that is submitted to the editorial board for the journal, will be taken into account if it meets the basic methodological, scientific and theological criteria as stated in the journal.

After accepting the paper, the editorial board sends in the article for two anonymous peer reviews. Reviewers are selected by the editorial board by taking into account the scientific qualifications of the reviewers, and the correspondence of their knowledge and research field with the field of the article that is sent in for a review.

The editorial board ensures that the reviewer is not in "the conflict of interest" with the author of the submitted article.

The editorial board does not have to agree with the reviewers' references, and during the publishing process they may refuse to forward an article for a review if they establish that the article does not meet the defined criteria of the journal or if they determine scientific dishonesty or plagiarism.

If the reviewer determines that the article needs more revision, the article is forwarded to the author, without revealing the name of the reviewer.

Based on suggestions of the members of the editorial board, the editor-in-chief chooses two or more reviewers with appropriate professional competence to evaluate the paper and instructs them to carry out the peer review process set out in a separate document. The editorial board is responsible for the objectivity of the peer review process and its timeliness.

In case the paper is rejected, the editorial board is obliged to provide the authors with a clear explanation of the decision.

If significant errors or incorrect information are found in the submitted paper or published article, the editor-in-chief will ask the author to correct the errors, i.e. he/she will prepare and publish the appropriate correction of the misstatement. If the author refuses to correct the errors observed, the editor-in-chief may decide to withdraw the disputed paper from the journal.

### **Confidentiality of article receipt and review process**

Confidentiality is ensured for all authors and their articles from the time of receiving the articles until their publication.

The editorial board will not notify any party other than the editorial board of the reviewers assigned, they will not publicly discuss any possible reviewers they intend to engage in the peer review process, and the specified data will not be available to other parties involved in the publishing process.

The editorial board also ensures that the possible reviewer, in case of non-acceptance of the article for review or an untimely submission of the review, keeps the unpublished contents confidential.

Unpublished materials and articles submitted to the journal will be marked with special numerical designations to preserve the privacy and anonymity of the authors and reviewers assigned.

The editorial board is not allowed to use the data from the submitted articles for its personal benefit until these articles become publicly available, and will not in any way use the privileged information contained in the papers.

The data that the author obtained through the research will be considered particularly confidential.

### **Equal access**

The editor will treat every author equally, regardless of any prejudice based on race, religion, sex, gender, age, political affiliation or geographical origin of the author.

Terms used in this Code that have a gender meaning, equally include the masculine and feminine genders, regardless of whether they are used in the masculine or feminine gender.

### **Authors**

Authors should be responsible for their intellectual property. In the article, the author should list in detail all possible co-authors on the submitted paper.

Authorship of an article refers to the persons who have contributed to the article's creation. Authors who have submitted an article for publication undertake that all persons listed as authors of the article have been involved in its creation with all mentioned affiliations.

Authors are obliged to take into account scientific integrity and guarantee that they have not published the article somewhere before.

Authors undertake to submit an authorial paper, taking special care of the accuracy of the data, as well as the references and people mentioned in the paper.

The author undertakes to have written and submitted the original paper. If he/she has used someone else's data, words, statements, citations, i.e. if he/she has quoted other people's words or sentences, he/she is obliged to use consistent and true citations.

The author undertakes to submit the original research results, along with corresponding pictures, graphs, tables, etc., in order to allow transparency to the reviewers and to facilitate the data preparation for publishing.

If the article includes researches related to children and socially vulnerable groups, the authors undertake that in doing the research they have adhered to all laws and regulations, as well as codes of ethics, as determined by the obligations and responsibilities of researchers.

Authors have to avoid conflicts of interest of any kind, especially such that could affect the results of their work.

If the author subsequently establishes a major mistake in his/her work (e.g. misquotes, incorrect data...), they have to inform the editor as soon as possible, regardless of the stage of publication of the disputed work.

Authors are obliged to obtain permission from the copyright holder to publish illustrations, photographs, tables and similar materials protected by copyright laws. Copyrighted material may only be reproduced with appropriate permission.

Authors are expected to respond to editorial and review comments in a professional and timely manner. If the author decides to withdraw a paper that has already been submitted to the peer review process or does not wish to accept the reviewers' suggestions after the peer review process has been completed, the author is obliged to inform the editor-in-chief as soon as possible.

## **Reviewers**

Reviewers will, after accepting to participate in the review process, in accordance with their knowledge and with an as objective a process of article assessment as possible, start doing the review.

The reviewer considers the article's value and proposes the academic category of the paper and whether or not to publish the article, while the editor-in-chief together with members of the editorial board makes the final decision.

Reviewers are sent the received paper and a review form into which they enter their own assessment of the paper and propose its categorization. If the selected reviewer is unable to evaluate the paper or holds that he/she is not qualified to review a particular paper, he/she is obliged to inform the editor-in-chief as soon as possible. After that the members of the editorial board propose another reviewer. In addition to domestic reviewers, foreign participants also participate in the article evaluation process.

The peer review has to be objective and scientifically based. Reviewers critically and constructively evaluate the received paper and express their own clear and constructive views, suggestions, and comments. Reviewers are obliged to draw attention to relevant published works that the authors of the received papers have failed to cite and to draw the editor-in-chief's attention to possible cases of data plagiarism, copyright infringement, or other unacceptable actions.

Evaluation of a paper should not be based on criteria that are not directly relevant to the published article.

If the reviewer estimates at any time that he/she lacks sufficient knowledge or that he/she will not be able to finish the appointed task within the set time and to continue with the review process, he/she is obliged to inform the editorial board about it as soon as possible.

Reviewers may not communicate directly with or disclose themselves to authors, nor may they disseminate news about research that has not passed the review and has not been published. Also, they may not use the research information for their own research and they are required to treat the received papers as confidential documents.

The reviewer will not give public information on the review procedure and the topic of the article for which the review is to be written, i.e. they will not speak publicly about the article or the data from the article.

Reviewers will pay special attention to possible misquotation or plagiarism of data and statements found in the article and inform the editor of every such case, but always on the basis of clearly substantiated facts and data, by the direct insight and description of the stated.

Reviewers will avoid conflicts of interest, and in particular any possible connection with the author or the institutions associated with the article.

Reviewers may not use the information described in the review article for their research.

Each paper is judged objectively, on the basis of its intellectual content and regardless of the gender, race, citizenship, and ethnicity of the author, regardless of his/her religious, ideological or political beliefs, academic title, institutional affiliation, academic reputation, or other similar determinations.