

## **CODE OF ETHICS AND PUBLICATION MALPRACTICE STATEMENT**

### **1. GENERAL PRINCIPLES**

1.1. *Annals of the Croatian Political Science Association* is a peer-reviewed journal published by the University of Zagreb, Faculty of Political Science, and the Croatian Political Science Association.

1.2. The journal's publishing policy is based on a double-blind peer-review process.

1.3. This Code defines the standards of ethical conduct and regulates the relations of all parties involved in the publication process: authors, editors, reviewers and the publishers.

1.4. The Code is based on COPE's Best Practice Guidelines for Journal Editors (Committee on Publication Ethics).

### **2. DUTIES OF EDITORS**

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2.1. The Editor-in-Chief, Executive Editor and Editorial Board determine the suitability of manuscripts submitted for publication, according to previously arranged conditions. Any manuscript submitted to journal shall be considered for publication if it fits into focus and scope of the journal and if it is meeting the basic quality criteria.

2.2. Selected manuscripts are sent to two reviewers for double-blind review. Reviewers are chosen by the Editor, in consultations with the Editorial Board. Reviewers are chosen based on their scientific qualifications, expertise in the subject area under review and knowledge of the language of the manuscript. The Editor may disagree with recommendations of the Editorial Board and refuse to submit the manuscript for review if he/she determines that the manuscript does not meet the journal criteria or finds evidence of plagiarism.

2.3. All authors are guaranteed equal treatment. The Editor should treat fairly all authors regardless of their race, religion, gender, age, political orientation or geographic origin.

2.4. All submissions and authors are guaranteed confidentiality and privacy prior to publication. The Editor and Executive Editor should not disclose any information about the assigned reviewers to anyone other than the Editorial Board, nor should they publicly discuss the potential reviewers they intend to include in the review process. The above mentioned information should not be available to any other party involved in the publication process.

2.5. To maintain authors' and reviewers' privacy and anonymity, specific numeric codes shall be assigned to unpublished materials and manuscripts submitted to the journal. The Editor and Executive Editor must not use unpublished data disclosed in the submitted manuscripts for their own benefit and should not use any privileged information contained in the manuscripts. The secrecy of individual information obtained during research undertaken by author(s) shall be specially protected.

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3.1. After accepting an invitation to review a manuscript, reviewers should evaluate the manuscript as fairly and objectively as possible using the Reviewer's Evaluation Form.

3.2. If a reviewer feels inadequately qualified to proceed with a review process, he/she should indicate it promptly to the Editors.

3.3. A reviewer should not disclose information about a manuscript and the review process to anyone other than editors and authors, i.e. he/she should not publicly discuss any content of the manuscript.

3.4. Reviewers should call to the Editor's attention any failure of authors to cite correctly other relevant research as well as any case of plagiarism of information or statements found in a manuscript.

3.5. Reviewers should avoid any potential conflict of interest, particularly any personal or professional connection with authors, companies or institutions related to a manuscript under review.

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4.1. Authors should submit an original manuscript and ensure that the data, references and persons indicated in the manuscript are accurate. If the submitted manuscript contains empirical research, the authors should fully disclose the research methodology to allow for the iteration and verification of the research.

4.2. An author should provide original research results, including properly arranged figures and tables, etc. to ensure transparency for reviewers and facilitate the preparation of data for publication.

4.3. Authors should only submit original work. If the authors have used the ideas, words, sentences, data, statements and citations of others, they should ensure that this has been appropriately cited.

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4.5. If a manuscript contains research concerning children or sensitive social groups, authors should ensure that the research complied with all legal regulations and ethical codes defining the duties and responsibilities of researchers.

4.6. Authors should avoid any potential conflict of interest, particularly those that might have influenced the results of their study. All sources of financial support should be acknowledged in the manuscript. If the sources of funding are not disclosed in the manuscript, it is assumed that the study was funded by the authors.

4.7. If an author discovers a significant error in his/her work (e.g. incorrect citation, inaccurate data, etc.), he/she should promptly notify the editors at any stage of publication.

## **5. DUTIES OF THE PUBLISHER**

5.1. The publisher should ensure that the review process remains anonymous after publication and that the contents of any issue are not disclosed at the stages of data processing and print preparation before the journal is printed and distributed.