

## CODE OF ETHICS

### 1. The review process

#### 1.1. Reviewers

Journal ODRŽIVI RAZVOJ – (in text Sustainable development) procedure applies sided anonymous peer review of all works. Each manuscript is reviewed by at least two reviewers. Reviewers operate independently of each other, and their identity is unknown to each other. The reviewers are selected solely according to whether they have the relevant skills for evaluating manuscripts. Any suggestions reviewers by the author of the manuscript will not be accepted. The aim is to editorial reviews help in making a decision on whether work should be accepted or rejected. The aim is also in the process of communicating with editors, authors, reviewers, and others to improve the quality of the manuscript.

#### 1.2. Peer review process

Manuscripts should be sent for review after initial evaluation as to whether, given the form and thematic scope, eligible for publication in the journal. Special attention is paid to the fact that the initial estimate does not take longer than necessary. Normally the review process takes up to four weeks, and only exceptionally to three months. The period from the receipt of the work until its publication takes an average of 90 days. During the review process the chief editor may require authors to provide additional information, including primary data, if they are necessary for the judgment on the manuscript. Editor and reviewers must keep such information confidential and must not use them for other purposes.

#### 1.3. Resolving the disagreement

In the event that the authors have serious and reasonable objections to the reviews, the editorial checks whether a review is objective and whether it meets academic standards. If there is a doubt in objectivity or quality reviews, editor hire additional reviewers. Additional reviewers get involved in the case when the decision reviewers (reject / accept) mutually contradictory or otherwise irreconcilable. The final decision on acceptance of the manuscript for publication rests solely with the editorial board.

## 2. RESPONSIBILITY

### 2.1. Responsibility authors

Authors guarantee that their manuscript represents an original contribution that has not been published before and that is not being considered for publication elsewhere. At the same time the same lecture manuscripts to magazines is a violation of ethical standards, which excludes from further consideration for publication in the journal. The work that has already been published elsewhere, as a rule can not be reprinted in the newspaper Sustainable development. The authors are fully responsible for the entire content of the manuscript. The manuscript must not contain illegal or unjustified claims, or to violate the rights of others. Authors are required to ensure that their author team listed in the manuscript include all and only those persons who have contributed significantly to the content of the manuscript. If the relevant aspects of the research project and preparation of manuscripts and other persons involved, their contribution must be indicated in a footnote or a separate note (Acknowledgment). It is the responsibility of the author in a note to

state the name and code label research project in which the work was created, as well as the full name of the financing institutes. In the event that the work under the same or similar title was exposed to a rally in the form of verbal announcements, details about it should be mentioned in the same place. Authors are required to fully and properly cite sources that are significantly influenced by the content of research and writing. Parts of the manuscript, including text, equations, figures and tables which are taken from the cover of other works need to be clearly displayed on a special note, for example. quotes with accurate placemark downloading (page number) or, if more extensive, given in a separate paragraph. Pune reference each of the allegations in the text (quotations) must be listed in a separate section (Literature) and in a uniform manner, according to the citation style that uses the newspaper. Under References cited only quoted but not other sources used in the preparation of the manuscript. In the event that the authors reveal an important mistake in his work after his release, are obliged to immediately notify the chief editor (or publisher), and to cooperate in ensuring that the work is withdrawn or corrected. The obligation of the author that the manuscript indicate whether they are financial or any other relevant conflict of interest that could affect their performance or interpretation of the results. By delivering the manuscript authors are obliged to respect the editorial policy of the journal.

## 2.2. Responsibility editorial

Editorial Board makes the final decision on who will publish manuscripts. Decisions are taken solely on the basis of the value of the manuscript. They must be free from racial, sexual / gender, religious, ethnic or political bias. When making a decision on publication, the editorial board is guided by editorial policy, taking into account the legal provisions relating to defamation, copyright infringement and plagiarism. Members of the editorial staff, including editor in chief, must not be in conflict of interest in connection with the manuscripts they consider. Members for which it is assumed that someone could be considered to have a conflict of interest does not participate in the process of deciding on a particular manuscript. Manuscripts should be kept as confidential material. Information and ideas contained in the manuscripts should not be used for personal purposes without the express written permission of the author. Editor in Chief and Editorial Board members are obliged to take all reasonable measures to authors / reviewers remain anonymous during and after the evaluation process in accordance with the procedure in use.

## 2.3. Responsibility reviewers

Reviewers are required to qualified and delivery deadlines editor assessment of scientific or technical value of the manuscript. The reviewer takes special care of the actual contribution and originality of the manuscript. Reviews must be completely objective. Sud reviewers must be clear and substantiated arguments. The reviewers evaluate manuscripts in relation to compliance with the contents of the magazine's profile, importance and usefulness of content, appropriateness of methods, scientific value of the information provided, the style of presentation equipment and text. Review has a standard format that includes the assessment of individual dimensions of work, a general assessment and final recommendations. The reviewer can not be a conflict of interest with the authors or funders of research. If such a conflict exists, the reviewer is obliged to inform promptly notify the editor. The reviewer does not accept the review work outside the area that is considered to be fully competent. Reviewers should warn the editor in chief if they have reasonable suspicion or knowledge about possible violations of ethical standards by the author of the manuscript. It should also identify relevant sources that work are not taken into account. I can recommend citing specific references, but not to require citation published in the newspaper or

their works, if it has no justification. Since reviewers are expected to improve the quality of their suggestions manuscripts. If the assessment that the work deserves publishing with corrections are required to specify the way in which this can be achieved. Manuscripts that are sent to the reviewer must be treated as confidential documents. Reviewers must not use material from the manuscript of his research without the express written permission of the author.

### 3. PUBLICATION ETHICS

#### 3.1. Resolving unethical practices

Each individual or institution can at any time to the editor and / or editorial requests information on violations of ethical standards and other irregularities and to deliver a credible information / evidence in order to initiate an investigation. Procedure checks presented evidence takes place as follows:

- chief editor makes a decision on the initiation of the investigation;
- during this process, all of the evidence is considered confidential material and depict only to persons who are directly covered by the case;
- suspects be given an opportunity to respond to allegations presented;
- If it is determined that there is indeed irregularities occurred, assess whether it is a lesser offense or gross violation of ethical standards. Minor infringements, without prejudice to the integrity of the work and magazines, for example, when it comes to misunderstanding or wrong application of journalistic standards is resolved in direct communication with authors and reviewers, without the involvement of third parties in some way eg.:
- authors and / or reviewers are makes a warning letter;
- published a correction mode, for example. in the case where the list of references omitted sources that are in the text cited in the prescribed way;
- eratum be published, for example if it turns out that the error was inadvertently editorial. In the case of serious violations of ethical standards, editor may take different measures:
- publish an announcement or introducer in which the case is described;
- affiliative officially informs the organization of authors / reviewers;
- withdrawing published work in the manner described under the policy of withdrawal;
- prohibit the publication in a newspaper for a certain period of time;
- presents the case to the relevant organizations and regulatory agencies to undertake measures within their jurisdiction. These measures can be applied separately or simultaneously. In the process of settling the case, if necessary, consult the relevant expert organizations, bodies or individuals. When resolving contentious ethical proceedings the editorial guidelines and is guided by the Ethics Committee of publication (COPE).

#### 3.2. Preventing plagiarism Sustainable development

Journal does not publish plagiarized work. Editorial starts from the position that is plagiarism, or taking other people's ideas, words or other forms of creative contributions and presenting them as one's own, a gross violation of scientific and publishing ethics. Plagiarism may include copyright infringement, which is punishable by law. Plagiarism includes:

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