

Serbian Astronomical Journal

Editorial Policy

ABOUT THE JOURNAL

Serbian Astronomical Journal publishes original observations and researches in all branches of astronomy. The journal publishes:

- Invited Reviews - review article on some up-to-date topic in astronomy, astrophysics and related fields (written upon invitation only),
- Original Scientific Papers - article in which are presented previously unpublished author's own scientific results,
- Preliminary Reports - original scientific paper, but shorter in length and of preliminary nature,
- Professional Papers - articles offering experience useful for the improvement of professional practice i.e. article describing methods and techniques, software, presenting observational data, etc.

In some cases the journal may publish other contributions, such as In Memoriam notes, Obituaries, Book Reviews, as well as Editorials, Addenda, Errata, Corrigenda, Retraction notes, etc.

Serbian Astronomical Journal is published biannually, in June and December. Submissions are accepted on a continuous basis throughout the year. Contributions to the journal are published in English, with summaries in Serbian.

The journal is available in print (ISSN 1450-698X) and online (ISSN 1820-9289). The journal abbreviation is *Serb. Astron. J.* (ADS abbr. *SerAJ*). Serbian Astronomical Journal is the successor of the *Bulletin Astronomique de Belgrade* (1992-1997), which was formed by a merger of the *Bulletin de l'Observatoire Astronomique de Belgrade* (1936-1991) and the *Publications of the Department of Astronomy* (1969-1990). Under the present title it has been published since 1998.

Serbian Astronomical Journal is an Open Access journal. The journal is indexed or abstracted in Astrophysics Data System (ADS), Clarivate Analytics' Web of Science and Journal Citation Report, Scopus, Chemical Abstracts, Referativni Zhurnal, EBSCO, SRJ SCImago, DOAJ, Serbian Citation Index (SCIndeks), DOI Serbia.

EDITORIAL RESPONSIBILITIES

The Editor-in-Chief is responsible for deciding which articles submitted to Serbian Astronomical Journal will be published. The Editor-in-Chief is guided by the Editorial Policy and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism.

The Editor-in-Chief reserves the right to decide not to publish submitted manuscripts in case it is found that they do not meet relevant standards concerning the content and formal aspects.

The Editors must hold no conflict of interest with regard to the articles they consider for publication. If an Editor feels that there is likely to be a perception of a conflict of interest in relation to their handling of a submission, the selection of reviewers and all decisions on the paper shall be made by the Editorial Board. In case one or more members of the Editorial Staff hold a conflict of interest regarding a submitted manuscript, these members of the Editorial

Staff shall withdraw from the selection of reviewers and all decisions related to the manuscript.

The Editors shall evaluate manuscripts for their intellectual content free from any racial, gender, sexual, religious, ethnic, or political biases.

The Editors and the Editorial Staff must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors. The information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

Editors and the Editorial Staff shall take all reasonable measures to ensure that the reviewers remain anonymous to the authors before, during and after the evaluation process.

AUTHORS' RESPONSIBILITIES

By submitting a manuscript the authors agree to abide by the Serbian Astronomical Journal's Editorial Policies.

Authors warrant that their manuscript is their original work, that it has not been published before and that it is not under consideration for publication elsewhere. Parallel submission of the same paper to another journal constitutes misconduct and eliminates the manuscript from consideration by Serbian Astronomical Journal.

In case a submitted manuscript is a result of a research project, or its previous version has been presented at a conference in the form of an oral presentation (under the same or similar title), detailed information about the project, the conference, etc. shall be provided in Acknowledgements. A paper that has already been published in another journal cannot be reprinted in Serbian Astronomical Journal.

It is the responsibility of each author to ensure that papers submitted to Serbian Astronomical Journal are written with ethical standards in mind. Authors affirm that the article contains no unfounded or unlawful statements and does not violate the rights of third parties. The Publisher will not be held legally responsible should there be any claims for compensation.

Reporting standards

A submitted manuscript should contain sufficient details and references to permit reviewers and, subsequently, readers to verify the claims presented in it. The deliberate presentation of false claims is a violation of ethical standards. Invited reviews, professional papers and book reviews should be accurate and they should present an objective perspective.

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Authors must make sure that only contributors who have significantly contributed to the submission are listed as authors and, conversely, that all contributors who have significantly contributed to the submission are listed as authors. If persons other than authors were involved in important aspects of the research project and the preparation of the manuscript, their contribution should be acknowledged in a footnote or the Acknowledgments section.

Acknowledgment of Sources

Authors are required to properly cite sources that have significantly influenced their research and their manuscript. Information received in a private conversation or correspondence with third parties, in reviewing project applications, manuscripts and similar materials, must not be used without the express written consent of the information source.

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Please note that all submissions are checked for plagiarism. Any paper which shows obvious signs of plagiarism will be automatically rejected. In case plagiarism is discovered in a paper that has already been published by the journal, it will be retracted in accordance with the procedure described below under Retraction policy. In both cases authors will be permanently banned from publishing in Serbian Astronomical Journal.

Conflict of interest

Authors should disclose in their manuscript any financial or other substantive conflict of interest that might have influenced the presented results or their interpretation.

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.

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The reviewers assess manuscript for the compliance with the profile of the journal, the relevance of the investigated topic and applied methods, the originality and scientific relevance of information presented in the manuscript, the presentation style and scholarly apparatus.

Reviewers should alert the Editor to any well-founded suspicions or the knowledge of possible violations of ethical standards by the authors. Reviewers should recognize relevant published works that have not been cited by the authors and alert the Editor to substantial similarities between a reviewed manuscript and any manuscript published or under consideration for publication elsewhere, in the event they are aware of such. Reviewers should also alert the Editor to a parallel submission of the same paper to another journal, in the event they are aware of such.

Reviewers must not have conflict of interest with respect to the research, the authors and/or the funding sources for the research. If such conflicts exist, the reviewers must report them to the Editor without delay.

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 without delay.

Reviews must be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments.

Any manuscripts received for review must be treated as confidential documents. Reviewers must not use unpublished materials disclosed in submitted manuscripts without the express written consent of the authors. The information and ideas presented in submitted manuscripts shall be kept confidential and must not be used for personal gain.

PEER REVIEW

The submitted manuscripts are subject to a peer review process. Peer review is a purely voluntary service and there is no monetary compensation involved. The purpose of peer review is to assist the Editor, Editor-in-Chief or Editorial Board in making editorial decisions and through the editorial communications with the author it may also assist the author in improving the paper.

The review is single-blind, keeping the identity of the reviewer anonymous to the authors before, during and after the evaluation, but the authors name and affiliation are given in the manuscript. The reviewer may decide not to stay anonymous. By default, one reviewer is engaged in the review process. The reviewer is expected to send the report about the manuscript in one month from receiving the latest version or longer if necessary. The choice of reviewers is at the Editors' discretion. The reviewers must be knowledgeable about the subject area of the manuscript and it is desirable that they are not from the authors' own institution and that they do not have recent joint publications with any of the authors.

In the main review phase, the Editor sends submitted papers to an expert in the field. The reviewers' evaluation form contains a checklist in order to help referees cover all aspects that can decide the fate of a submission. In the final section of the evaluation form, the reviewers should include observations and suggestions aimed at improving the submitted manuscript; these are sent to authors, without the name of the reviewer. The reviewer's general suggestion to the Editor is usually one of the following: reject, accept in its present form, or minor/moderate/major revision is required. If the revised manuscript has not been received within three months, it will be considered withdrawn. Authors may request extension of the three-month deadline, which is subject to the Editors' approval.

During the review process Editor may require authors to provide additional information (including raw data) if they are necessary for the evaluation of the scholarly merit of the manuscript. These materials shall be kept confidential and must not be used for personal gain.

The Editorial team shall ensure reasonable quality control for the reviews. With respect to reviewers whose reviews are convincingly questioned by authors, special attention will be paid to ensure that the reviews are objective and high in academic standard. When there is any doubt with regard to the objectivity of the reviews or quality of the review, additional reviewers will be assigned.

If unsatisfied with the report, the authors have the right to ask for the second reviewer and if their request is granted by Editors, the second reviewer will be presented with the first reviewer's report, while keeping his/her identity anonymous. If the decisions of the two reviewers are not the same (accept/reject), the Editor may assign additional reviewers. The final decision is always made by the Editor-in-Chief.

PROCEDURES FOR DEALING WITH UNETHICAL BEHAVIOUR

Anyone may inform the Editors and/or Editorial Staff at any time of suspected unethical behaviour or any type of misconduct by giving the necessary information/evidence to start an investigation.

Investigation

- Editor / Editor-in-Chief will consult with the Editorial Board on decisions regarding the initiation of an investigation.
- During an investigation, any evidence should be treated as strictly confidential and only made available to those strictly involved in investigating.
- The accused will always be given the chance to respond to any charges made against them.
- If it is judged at the end of the investigation that misconduct has occurred, then it will be classified as either minor or serious.

Minor misconduct

Minor misconduct will be dealt directly with those involved without involving any other parties, e.g.:

- Communicating to authors/reviewers whenever a minor issue involving misunderstanding or misapplication of academic standards has occurred.
- A warning letter to an author or reviewer regarding fairly minor misconduct.

Major misconduct

The Editor / Editor-in-Chief, in consultation with the Editorial Board, and, when appropriate, further consultation with a small group of experts should make any decision regarding the course of action to be taken using the evidence available. The possible outcomes are as follows (these can be used separately or jointly):

- Publication of a formal announcement or editorial describing the misconduct.
- Informing the author's (or reviewer's) head of department or employer of any misconduct by means of a formal letter.
- The formal, announced retraction of publications from the journal in accordance with the Retraction Policy (see below).
- A ban on submissions from an individual for a defined period.
- Referring a case to a professional organization or legal authority for further investigation and action.

When dealing with unethical behaviour, the Editorial Staff will rely on the guidelines and recommendations provided by the Committee on Publication Ethics (COPE): <http://publicationethics.org/resources/>.

RETRACTION POLICY

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