

Publication Ethics and Publication Malpractice Statement

Monitor ISH is a peer-reviewed journal committed to ensuring the highest standards of publication ethics, as defined in Code of Conduct and Best Practice Guidelines for Journal Editors, approved by the COPE (Committee on Publication Ethics) Council on 7th March 2011 (https://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf). All collaborators, authors, editors, reviewers and the publisher, have to agree and act upon this Publication Ethics and Publication Malpractice Statement.

Responsibilities of the Editors

Publication decisions

Responsibility for deciding which of the papers submitted to the journal are to be published is solely on the editor.

Editors' decision should be based on the following standards: importance for the research field, originality, clarity, scientific validity and relevance to the remit of the journal.

Editor is constrained by the applicable legal requirements in force at the decision-making time, regarding libel, copyright infringement, and plagiarism.

Editor may use every help, be it human or technological, to provide maximum guarantee in applying listed legal requirements.

Editor may confer with the members of the Editorial Board or reviewers in making any decision.

If an author is unsatisfied with the editor's decision, a complaint can be made to the Editor-in-Chief. In the case of the Monitor ISH this function is performed by three-member body of Editors-in-Chief. Their decision is final.

Fair play

All submitted manuscripts are subject to a double-blind peer-review process.

There is no automatism in submitting and accepting papers into publishing. Consequently, there is no guarantee that the submitted paper will be accepted and published in the Monitor ISH.

Editors can at any given time (re)evaluate manuscripts for their intellectual content and academic rigour.

In the process of evaluation there is no regard given to any personal (including but not limited to race, gender, sexual orientation, religious belief, ethnic origin, political philosophy) or legal (including but not limited to citizenship, affiliation with the institution) circumstance(s) of the author(s).

Confidentiality

The editors and other editorial staff, that come in contact with manuscripts, are obliged not to 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.

In the case of a misconduct investigation, material could be shared with third parties (e.g., an *ad hoc* institutional investigation committee).

Disclosure and conflicts of interest

Editor(s) must exclude themselves from considering manuscripts in which they have conflicts of interest resulting from, including but not limited to competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers.

Editors require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern. Contributor(s), who deliberately conceal their connection and interests, can be banned from publishing in Monitor ISH beforehand.

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. Privileged information or any other original ideas obtained through editorial process and peer review must be kept confidential and not used for personal advantage.

Involvement and cooperation in investigations

Cases of possible plagiarism or duplicate/redundant publication will be assessed by the journal.

All allegations or suspicions of research or publication misconduct raised by readers, reviewers, or other editors will be accordingly responded to. In investigation Monitor ISH may request any help, internal or external, human or technical, by the institution(s) or other appropriate bodies in Republic of Slovenia.

Contributor(s) whose plagiarism or duplicate publication is proven, can be banned from publishing in Monitor ISH beforehand.

Responsibilities of the Reviewers

Contribution to Editorial Decisions

Peer reviewer(s) assists the editor in making editorial decisions by evaluation of submitted papers.

Through intervention of an editor peer reviewers also assist the author(s) in improving the submitted paper.

The factors considered in review are: relevance, soundness, significance and originality.

Depending on the reviewers' comments, final decision ("accepted" or "accepted with minor revision" or "accepted with major revision" or "rejected") will be sent to the corresponding author.

If author(s) are encouraged to revise and resubmit a submission, there is no guarantee that the revised submission will be accepted.

Promptness

Selected referee must complete the review task in accordance with the highest scientific standards and within the deadline agreed with the editor.

Any selected referee who feels unqualified to review the research reported in a manuscript or has, upon receipt of the manuscript, an opinion that he/she could be conflict of interest or knows that its prompt review will be impossible, should notify the editor and excuse himself from the review process.

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

Reviewers should identify relevant published work that has not been considered and 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 may not accept 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 or have the assumption that such a conflict of interest could exist.

Reviewer misconduct

Editors will take reviewer misconduct seriously and pursue any allegation of breach of confidentiality, non-declaration of conflicts of interest (financial or non-financial), inappropriate use of confidential material, or delay of peer review for competitive advantage.

Allegations of serious reviewer misconduct, such as plagiarism, will be taken to the institutional level.

Reviewer whose misconduct is proven, by the journal or by the institution(s) or other appropriate bodies in Republic of Slovenia, can be banned from (further) cooperation with Monitor ISH beforehand.

Responsibilities of Authors

Reporting standards

Original research papers 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 detail and references to permit others to replicate the work.

Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

The research must meet all applicable standards for the ethics of experimentation (e.g., approval of ethics committees, consent to participate) and research integrity, according to the regulations in force in the country where the research took place and as usual in academic research.

Data Access and Retention

Authors are asked to provide the raw data in connection with a paper for editorial review.

Authors are asked to provide public access to raw data and should in any event be prepared to retain such data for a reasonable time after publication.

Originality and Plagiarism

By submitting the paper to Monitor ISH author(s) declare that their work is original, is not plagiarized, and has not been published elsewhere.

By submission of the papers authors also ensure that their work is entirely original work, and if the work and/or words of others were used they are appropriately cited or quoted and accurately reflects individuals' contributions to the work and its reporting.

Multiple, Redundant or Concurrent Publication

An 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 constitutes unethical publishing behaviour and is unacceptable.

The exception are translations for which the editor and/or publisher have obtained appropriate permissions.

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.

The authors are obliged to use citing form prescribed for Monitor ISH. That is basic technical requirement for publishing a paper in Monitor ISH. Other forms of citing and references are not permissible; paper cannot be accepted until citation form is not accurate.

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.

If the work involves the use of animal or human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) has approved them.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

Disclosure and Conflicts of Interest

All authors are obliged to 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 and /or for the paper must 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.

Disclaimer

Neither the editors nor the Editorial Board are responsible for authors' expressed opinions, views, and the contents of the published manuscripts in the journal. The originality, proofreading of manuscripts and errors are the sole responsibility of the individual authors.

All manuscripts submitted for review and publication in the journal go under double-blind reviews for authenticity, ethical issues, and useful contributions. Decisions of the reviewers are the only tool for publication in the journal and will be final.