



PI Bosnian Cultural Center of Canton Sarajevo  
Branilaca Sarajeva 24, 71000 Sarajevo  
ID Nr.: 4202093300005

### **Guidelines for Ethical Conduct**

Editorial board of the Journal *Obrazovanje odraslih /Adult Education* adheres to the guidelines of good practice to ensure ethical conduct in selecting, evaluating, reviewing, editing, preparing and publishing manuscripts for the Journal *Obrazovanje odraslih/Adult Education*.

Adherence to standards of ethical behavior is expected of all parties involved in the publication of the Journal *Obrazovanje odraslih/Adult Education*: editorial board, reviewers and authors.

Terms used in the Guidelines that relate to gender identity, whether used in masculine or feminine gender, encompass both male and female gender.

#### **Obligations of the authors:**

- Manuscripts submitted should be original works of the authors.
- Authors must be honest in presenting their research findings and conclusions.
- Authors guarantee that the work does not infringe anyone's copyright.
- In the papers following is inadmissible: fictitious results (presented as real), falsification of data and plagiarism, as well as inappropriate citation.
- All those who have made significant contribution should be cited as authors. Other individuals who have contributed to the work in some way should be mentioned in the work.
- Papers should include a complete list of current institutional affiliations of all authors, both academic and corporate.
- Authors must comply with the obligations set out in the document "Instructions for authors".

#### **Editorial obligations**

- All received manuscripts are considered for publication. The editorial board evaluates the originality of the submitted manuscripts and their suitability regarding the substantive and formal criteria as described in the Instructions for Authors.



- Manuscripts that meet the above mentioned conditions are referred to the review process - double-blind peer review.
- Editorial board or the Editor-in-Chief selects two or more persons/reviewers with appropriate professional competence to evaluate the manuscript, gives them clear instructions for conducting the review process, and bears responsibility for its objectivity and timeliness.
- Reviewers are provided with review forms in which they enter their evaluation of the manuscript and propose its classification. The decision on which of the submitted manuscripts is suitable for publication in the journal section “Papers” is made by the editorial board members, based on the review results and possible consultations with the reviewers.
- Final responsibility for publication of the articles in the journal section “Papers” rests with the Editor-in-Chief.
- Editor-in-chief is required to inform the authors of the manuscripts on the results of the review process within six months after receiving the manuscript.
- In case the manuscript has been rejected, the Editor-in-Chief is obliged to provide the authors with a clear explanation of the decision.
- Manuscripts that are being reviewed should be treated as confidential documents.

### **Review process**

Review is a necessary integral part of formal scientific communication and is central to the scientific method.

The role of the reviewers is to assist the Editorial Board in decision making process regarding the publication of papers. Reviewers’ task is to critically but constructively evaluate the manuscript, and to provide detailed and reasoned comments and suggestions related to the research conducted and its presentation in the paper.

### **Basic principles of the review process**

- Consent of the reviewer to review the manuscripts following the review process and to conduct the review process in an objective and scientifically sound manner
- Respecting the confidentiality of the review and not disclosing any details about the manuscript during or after the review process, which means making sure that the reviewer will not speak publicly about the article or the information in the article.



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- Reviewers will not use the information collected during the review process for their own work or for the needs of another person, organization or in any way discredit the work.
- Reviewers will not allow the origin of the manuscript to give rise to national, religious, political, sexual, personal or business discrimination.
- Reviewers will recognize the role of the co-author/s in the work and warn about the misrepresentation of other individual/s in the work.
- If they notice irregularities, the reviewers are obliged to inform the editor about the violation of the ethical code.
- Reviewers should remain polite in their comments on the work addressed to the authors. In the case of inappropriate comments from reviewers, editors do not have to fully or partially inform the authors on such comments.
- Reviewers are required, if they accept to review a paper, to submit a review on time, within three weeks.

#### **Expectations during the review process**

- Invited reviewers who consider themselves as not qualified to review a particular manuscript should immediately notify the Editor-in-Chief.
- In case of conflict of interest, reviewers are expected to withdraw from the review process and to inform the Editor-in-Chief.
- If the selected reviewers know that they will not be able to produce the review in a timely manner, they should inform the Editor-in-Chief and withdraw from the review process.