

ISLAMIC PEDAGOGICAL FACULTY, UNIVERSITY OF ZENICA
PROCEEDINGS EDITORIAL BOARD

The journal *Proceedings of the Islamic Pedagogical Faculty in Zenica* is a scientific and professional journal published by Islamic Pedagogical Faculty, University of Zenica, Prof. Nuraj Neidhart 15 street, 72 000 Zenica, Bosnia and Herzegovina.

THE RULEBOOK
on Publication Ethics and Prevention of Malpractice in *the Proceedings*

This rulebook defines duties and standards of expected ethical behavior of all the parties involved in the act of publishing (authors, editors, reviewers, the publisher and the founder). The Rulebook on Publication Ethics and Prevention of Malpractice in *The Proceedings* is based on the guidelines proposed by the Committee on Publication Ethics (COPE), following *COPE Conduct for Journal Editors*.

The Rulebook seeks to guarantee editorial responsibility, honesty, equality, protection of privacy and transparency when scientific and professional papers are published in the *Proceedings*.

1. GENERAL REGULATIONS

1.1. Receiving and publishing papers

The Editorial Board meets once per month or when necessary to consider received manuscripts and reviews.

The Editorial Board makes the decision regarding the scientific and thematic appropriateness of the manuscripts to be published, following defined methodological requirements. All manuscripts meeting the methodological, scientific and professional requirements of the *Proceedings* will be taken into consideration by the Editorial Board.

Once the manuscript is approved by the Editorial Board, it is forwarded to two referees for blind review. The Editorial Board selects the reviewers taking into account their academic position as well as their knowledge of the topic covered in the manuscript under review. Moreover, the Editorial Board is careful that there is no conflict of interests between the author and the reviewers.

The Editorial Board does not have to accept the reviewers' proposals, and also during the process of publishing manuscripts, the Editorial Board might reject them without peer review if determined that the manuscripts do not satisfy the journal requirements, or if any scientific misconduct or plagiarism is detected.

Should reviewers conclude that some changes need to be made before publishing a manuscript, it is forwarded to the author by the secretary of the *Proceedings* and the reviewers' anonymity is guaranteed.

1.2. Confidentiality in the reception and review process

Confidentiality is guaranteed to all authors and their manuscripts from the moment of receiving manuscripts to the moment they are published.

The Editorial Board will not inform any other party, except the editors, about the selected reviewers, will not publically discuss potential reviewers, and the aforementioned information will not be available to the other parties involved in the publishing process.

The Editorial Board also ensures that the potential reviewer keeps the unpublished content confidential, in case the manuscript is rejected or the review is not submitted in time.

Unpublished content and manuscripts submitted to the journal are marked by specific numerals, so that the privacy and anonymity of the authors and reviewers is guaranteed.

The Editorial Board members must not use the data from the received manuscripts for their personal benefit until they become publicly available, nor are they allowed to use the privileged information from manuscripts in any way.

The obtained findings revealed in the manuscripts will be treated as strictly confidential.

1.3. Equal treatment

The Editor will treat every author equally, not having any prejudices based on race, religion, gender, age, political affiliation or geographical background.

The terms in the Rulebook related to gender refer equally to both feminine and masculine gender, regardless of the form in which they are used.

2. REVIEWER RESPONSIBILITIES

After accepting to participate in the review process, reviewers will evaluate the manuscript objectively relying on the existing knowledge. They will write their evaluation in the review form.

The review must not be based on the standards which are not directly related to the published work.

If at any moment reviewers conclude that they might be unqualified to review a specific manuscript, or that they will not manage to submit their review in time, they should immediately notify the Editor, so that the review process might be continued.

Reviewers are not allowed to reveal any information about the review process or the topic of the manuscript reviewed, i.e. they are not allowed to speak publically about the manuscript or the data reported in it.

Reviewers will devote full attention to possible wrong citation and plagiarism in the manuscript and will inform the Editor about it, providing valid arguments.

Reviewers will avoid any conflict of interests and any possible connection with the authors or the institutions associated with the manuscript.

3. AUTHOR RESPONSIBILITIES

Authors are responsible for their intellectual property, and they are expected to name all coauthors of the submitted manuscript.

Authorship refers to all persons who contributed to the manuscript. The authors submitting the paper are obliged to name all the coauthors who contributed to the manuscript and their affiliations.

Authors have to take care of scientific correctness, and they must certify that the article has not been previously published.

Authors are obligated to submit their original work, presenting correct data, while a proper acknowledgement of the work of others referred to in the paper is necessary.

Authors are obliged to write and submit an original paper. If the data, words, statements, quotations by the others are used, i.e. if they refer to words and sentences stated by other authors, they need to acknowledge the sources properly.

Authors should report only original research results, presented in adapted images, graphs, tables, etc. to facilitate their analysis by the reviewers and preparation for publication.

If the research involves children or other socially sensitive groups, it is the authors' obligation to comply with all legal requirements and ethical standards defining researchers' duties and obligations.

Authors must avoid conflict of interests of any sort, especially if it might affect the results of the study.

If authors notice some mistake in the manuscript afterwards (e.g. wrong citation, data...), they are obligated to inform the Editor as soon as possible, regardless of the stage of publication in which the manuscript is.

4. PUBLISHER RESPONSIBILITIES

The publisher is obliged to ensure the anonymity of the review process, and while preparing and adjusting the material for printing to prevent the disclosure of the content of every issue before the process of printing and distribution is completed.

The Publisher is also obliged to endeavor to publish the planned number of issues per year, and to inform the authors in time about the results of the review process as well as the proposed categorization of the paper.

The Editorial Board members will not misuse their position and receive any kind of financial or other benefit nor will they misuse their power to obtain some personal benefit or benefit for somebody else.

The Editorial and Advisory Board members are obliged to report any noticed irregularity or deviation from the rules specified in the Rulebook.

The Editorial Board is obliged to comply with all the rules defined by this Rulebook, and when necessary update some of them.

In Zenica, September 5, 2018

EDITOR-IN-CHIEF
Prof. Dr. Izet Pehlić

