

EDITORIAL POLICY AND AUTHOR GUIDANCE

SUMMARY: In 2017 by following the instructions and templates provided through the project "Revisiting Open Access Journal Policies and Practices in Serbia" the Editorial board of the Serbian Astronomical Journal redefined editorial policy and revised author guidance. Both are available at the Journal's website <http://saj.matf.bg.ac.rs/>, nevertheless, the Board found it appropriate to also publish them in the present editorial.

Key words. Editorials notices – Miscellaneous

1. EDITORIAL POLICY

1.1. 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- Original Scientific Papers – article in which are presented previously unpublished author's own scientific results,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 (SCIIndeks), DOI Serbia.

1.2. 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.

1.3. 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.

Authors are exclusively responsible for the contents of their submissions and must make sure

that they have permission from all involved parties to make the data public.

Authors wishing to include figures, tables or other materials that have already been published elsewhere are required to obtain permission from the copyright holder(s). Any material received without such evidence will be assumed to originate from the authors.

AUTHORSHIP

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.

PLAGIARISM

Plagiarism, where someone assumes another's ideas, words, or other creative expression as one's own, is a clear violation of scientific ethics. Plagiarism may also involve a violation of copyright law, punishable by legal action.

Plagiarism includes the following:

- Word for word, or almost word for word copying, or purposely paraphrasing portions of another author's work without clearly indicating the source or marking the copied fragment (for example, using quotation marks);
- Copying equations, figures or tables from someone else's paper without properly citing the source and/or without permission from the original author or the copyright holder.

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.

1.4. Reviewers' responsibilities

Reviewers are required to provide written, competent and unbiased feedback in a timely manner on the scholarly merits and the scientific value of the manuscript.

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.

1.5. 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 be-

fore, 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 revised manuscript has not been received within three months it will be considered withdrawn.

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.

1.6. 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/>.

1.7. Retraction policy

Legal limitations of the publisher, copyright holder or author(s), infringements of professional ethical codes, such as multiple submissions, bogus claims of authorship, plagiarism, fraudulent use of data or any major misconduct require retraction of an article. Occasionally a retraction can be used to correct errors in submission or publication. The main reason for withdrawal or retraction is to correct the mistake while preserving the integrity of science; it is not to punish the author.

Standards for dealing with retractions have been developed by a number of library and scholarly bodies, and this practice has been adopted for article retraction by the COPE. In the electronic version of the retraction note, a link is made to the original article. In the electronic version of the original article, a link is made to the retraction note where it

is clearly stated that the article has been retracted. The original article is retained unchanged and should not be removed from printed copies of the journal (e.g. in libraries) nor from electronic archives but their retracted status should be indicated as clearly as possible.

1.8. Open access policy

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There is no publication i.e. Article Processing Charge (APC). The journal does not charge any fees at submission, reviewing, and production stages.

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Serbian Astronomical Journal allows authors to deposit their preprints and postprints in non-commercial subject-based repositories, such as arXiv, and to deposit published version in an institutional repository and/or departmental website or to publish it on Author's personal website (including social networking sites, such as ResearchGate, Academia.edu, etc.), at any time after publication. Full bibliographic information (authors, article title, journal title, volume, issue, pages) about the original publication must be provided and a link should be made to the article's DOI.

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2. AUTHOR GUIDANCE

MANUSCRIPT SUBMISSION

The authors should send their manuscripts to Editor or Editor-in-Chief whose e-mail addresses can be found at Serbian Astronomical Journal website main page.

By submitting a manuscript authors warrant that their contribution to the Journal is their original work, that it has not been published before, that it is not under consideration for publication elsewhere, and that its publication has been approved by all co-authors, if any, and tacitly or explicitly by the responsible authorities at the institution where the work was carried out.

Authors are exclusively responsible for the contents of their submissions, the validity of the experimental results and must make sure that they have permission from all involved parties to make the data public.

Authors wishing to include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright holder(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

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.

Authors will be notified by email upon receiving their submission. Manuscripts are being pre-evaluated at the Editorial Office in order to check whether they meet the basic publishing requirements and quality standards. They are also screened for plagiarism.

Each manuscript that meets the standards is peer-reviewed. The review is single-blind. By default, one reviewer is engaged in the process. The reviewer will in most cases ask for revision of the manuscript before he/she recommends it for publication. If revised manuscript has not been received within three months it will be considered withdrawn.

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As soon as the refereeing process for a submission is completed, the manuscript accepted for publication, and editing and proofreading finished, the article will receive its unique Digital Object

Identifier (DOI) designation and be published as Online-First and available through SAO/NASA Astrophysics Data System (ADS). When the whole volume is complete, volume and page numbers will be assigned to the article.

At some point, author will receive a proof of his/her article. The proof is used solely for checking the typesetting and editing, and also the completeness and correctness of the text, tables and figures. Changes to the article as accepted for publication will not be considered at this stage. Any such changes entail the continuation of the review process.

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MANUSCRIPT PREPARATION

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The manuscript should be prepared in \LaTeX and follow the style used in recent issues of the journal. \LaTeX file, PDF generated from the \LaTeX source and figures that appear in PDF, should all be included in submission as separate files.

The manuscript should contain the title, authors' names and affiliations, abstract, keywords, the text of the manuscript, acknowledgments and references.

Title should be clear, not too long but explanatory.

The name(s) of the author(s) should be written as N. Surname. When the paper has more than one author, their names should be separated by comma and word "and" before the last coauthor.

The affiliation(s) follow after the author(s) name(s) and are marked by superscript numbers. By default, the first author is assumed to be the corresponding author. If this is not the case, only e-mail address of the corresponding author should be provided after affiliation.

Abstract, not exceeding 300 words should contain a short review of the method and the most important results of work, so that its original text can be used in referential periodicals and databases. Avoid including citations in the abstract.

Keywords are listed in a separate line at the end of the abstract. Authors have to use keywords from the list which is in common to the major astronomical and astrophysical journals.

The text of the Manuscript

Manuscript should be written in English, with summaries in Serbian (which can be translated from English abstract by the Editorial Staff). Use of British English is preferred. The main text shall usually consist of Introduction, Analysis and Results, Discussion and Conclusions. Table caption should be above the table and figure caption below the figure. Use Harvard citation style (Author Year). For two author use word 'and', and for more than two authors use 'et al.'.

Photos, drawings and other illustrations should be of good quality. The recommended image format is EPS. The originals of the figures (width 8 cm or 16.5 cm, minimal resolution 300 dpi, preferably in grayscale mode) should be sent with the first submission. If authors submitted usable color figures, they will appear in color online, while in the printed issue, color reproduction depends on journal policy.

Please do not:

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Acknowledgements should be included in a separate section at the end of the article before the references.

References shall be cited in the language in which they were published. The list of References shall only include works that are cited in the text. References shall be ordered alphabetically by surname, with initials following. Add word "and" before the last author. For more than eight authors use 'et al.'. In the case of books, the order should be: authors, year, title, publisher, city, page. For journal articles omit title and use full journal abbreviations (e.g. Serb. Astron. J.), followed by volume and only the first page number.

Appendix, if any, should follow after the References and contain e.g. tables that are, for instance, too cumbersome on the text or long derivations for which it is better to be presented separately from the rest of the text.

Supplementary material represents original data, figures, tables, animations, etc. that cannot be printed, or can add a dimension to the article and is more convenient to be published in electronic edition only. The data should be in the machine-readable format.