

EDITORIAL POLICY

The journal *Botanica Serbica* is dedicated to on all aspects of plant, fungal and microbial biology research including the disciplines of microbiology, mycology, lichenology, bryology, flora, vegetation, biogeography, systematics, taxonomy, plant biotechnology, plant cell biology, plant ecology, environmental plant biology, forestry, genomics, horticulture, limnology, metabolomics, molecular biology, proteomics, virology, plant conservation and protection, and wildlife and ecosystem management.

The journal *Botanica Serbica* publishes original papers that have not been published previously. (Review article, Original scientific article and Original Scientific Report). *Botanica Serbica* is an Open Access journal.

Contributions to journal shall be submitted in English, with summaries in English.

The Journal is issued twice a year. Exceptionally, supplemental thematic issue can be added to the yearly volume upon decision of the board of editors.

The journal is indexed in various bases (check up the web page for the details).

EDITORIAL RESPONSIBILITIES

The Editor-in-Chief and Editorial Board is responsible for deciding which articles submitted to *Botanica Serbica* will be published. The Editors, Editor-in-Chief, Editorial Board and Advisory Board are guided by the Editorial Policy and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism. The Editorial Board is an advisory body that actively contributes to the development of the journal. The tasks and duties of the Editorial Council include: the support to the development of the journal, its promotion, encouraging experts in the area of plant sciences and related fields to get involved as journal's authors and/or reviewers, writing editorials, reviews and commentaries.

The Editors and 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 Editorial Staff will inform the authors whether the manuscript is accepted for publication upon reception of at least two anonymous independent referees' opinions.

Editors, Editor-in-Chief and Editorial Board 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 Editor-in-Chief.

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A submitted manuscript should contain sufficient detail 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.

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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.

By submitting a manuscript the authors agree to abide by the *Botanica Serbica's* Editorial Policies.

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.

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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. The purpose of peer review is to assist the Editors and Editor-in-Chief in making editorial decisions and through the editorial communications with the author it may also assist the author in improving the paper. The review process is double blind and anonymous. Review process is usually finished within 2 months period. Reviewing is on voluntarily basis. At least two reviews are asked for each manuscript. If they reviewer opinions confront, the 3rd independent opinion is asked and this extent the time of review process.

The choice of reviewers is at the Editors' discretion. The reviewers must be knowledgeable about the subject area of the manuscript; they must not be from the authors' own institution.

In the main review phase, the Editor sends submitted papers to 2 independent experts 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 must include observations and suggestions aimed at improving the submitted manuscript; these are sent to authors, without the names of the reviewers. All of the reviewers of a manuscript remain anonymous to the authors before, during and after the evaluation process.

All of the reviewers of a paper act independently and they are not aware of each other's identities. If the decisions of the two reviewers are not the same (accept/reject), the Editor may assign additional reviewers. 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.

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-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-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

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 *Botanica Serbica*: 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, save for a watermark on the PDF indicating on each page that it is “retracted.”

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